



NOTES FOR JANUARY 12, 2017 STEERING COMMITTEE MEETING

MEETING LOCATION

Beth Israel Deaconess Hospital – Plymouth, Funkhouser Conference Room A

MEETING ATTENDEES

STEERING COMMITTEE 1.12.17		
Marian	de la Cour	
Nancy	DeLuca	x
George	Gorgizian	x
Elizabeth	Haughn	x
Mike	Jackman	x
Siobhan	McKay	
Al	Macdonald	
Maureen	O'Rourke-King	
Jim	O'Neil	x
Judith	Reppucci	x
Deb	Schopperle	x
Susan	West	x
STAFF		
Kim	Allen	x
Mimi	MacDonald	

Tina Dwyer in attendance.

Mike Jackman called the meeting to order at 1:08 P.M.

PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve December 1st minutes. Kim to post on website.
- Proposed Amendment to Operating Principles: Mike shared proposed language: "5a. **At any time during the course of any given fiscal year, if membership on the Steering Committee should fall below a full complement of fifteen (15) members, the Chair may call a special meeting for the purpose of electing additional members to the Steering Committee.**" Currently, can only elect new steering committee members at annual meeting. At December general meeting, general membership voted to approve the proposed change by consensus.
- All in attendance voted unanimously to approve 5a. amendment to the operating principles. Kim to make amendment and post revised principles on website.
- Tina Dwyer can be voted onto the steering committee at the February general meeting. Tina to send Kim a bio to e-mail out to membership in advance of February meeting.

SUBCOMMITTEE UPDATES

FINANCE

- George distributed financial report and presented.
- Projected budget for prior year carryovers is \$366,389.
- Received latest South Shore Hospital DoN payment.
- Reviewed expenses. Cash available: \$396,141.59.
- Question on report- what goes into “technical assistance”? George to look into this. If it is the website developer, Lois, SC would like expenses under the “website” category.
- Briefly discussed health compass expenses (paying for manipulation of data). Conversation had as to how current Compass data is and concerns around this. Currently, MASSChip data is only up to 2012.
- Mike asked if the Compass is willing to take data from hospitals from their health assessments. Tina to look into this.
- We should be getting monthly analytics from the Compass- Tina to see if this data can get sent to SC each month.
- Compass will review new promising programs submitted. SSCPP has submitted in the past (i.e. Project Adventure).
- Deb, George and Mike to meet to talk about the budget and revising of grant levels.
- Liz asked if there is a target for how many grants SSCPP would like to be awarding. Are spending a lot less than overall budget projections for FY2016.
- All in attendance voted unanimously to approve finance report.

WEBSITE/SOCIAL MEDIA

- Kim reported glossary Mimi developed has been added to the website and the grants page has also been cleaned up and updated. She thanked Deb for her work on the grants page.
- Kim to check in with Lois to see if she has any feedback on SSCPP’s Google analytics report.
- Facebook page has over 100 “likes” and Mike reports engagement has been up recently.
- Grant flyer could be posted on Facebook and shared.
- Jim wondered if SSCPP would get better traction on other social media such as Instagram/Twitter.
- Hootsuite can send out automatic tweets about meetings.
- Discussed promotion such as a marketing specialist/consultant or an intern. Would be great to get an intern. Also could look into having meetings and announcements posted on Healthy Plymouth and *Old Colony Memorial’s* bulletin board. Liz offered to look into sites we can get to link SSCPP’s website as a resource.
- Mike suggested February SC meeting to set aside a half hour to discuss promotion/marketing. Can come up with a set of questions we need to answer. Can also add this into budget conversation Mike, George, and Deb plan to have.
- Deb suggested we be mindful of meeting space available. Average 20-25 people at a meeting and are running out of space in room at BID Plymouth Hospital. This is a concern. Suggested collecting RSVPs or potentially moving meeting space location.
- Discussed surveying membership and can also look at September world café findings.

GRANTS

- **Sherriff’s Department mini grant:** Mike reviewed grant for SafteyNet tracking system bracelets. Mike e-mailed grant writer with follow-up questions around costs and number of bracelets. He reviewed the answers with SC. Mike did tell grant writer SSCPP may be increasing grants award amounts and they would likely be eligible to reapply.
- All discussed. George recused himself from vote.



- All in attendance voted unanimously to approve grant for \$1,500 adding language in award letter that larger grants may be available to apply for in the future. Mike and Kim to work on award letter.
- **Blue Flower Yoga mini grant:** Grant writer and yoga instructor, Carole, works for UMass Extension Nutrition Education Program and has attended CHNA meetings in the past.
- Mike looked into yoga space and currently studio is open on Friday afternoons.
- Grant aims to serve 15 youth.
- Judith expressed a concern: A child from a well-off family could apply and get free yoga classes. Why are classes not held at a location such as Algonquin Heights? Is this grant addressing special and vulnerable populations?
- Additional concern expressed: Grant does not discuss sustainability.
- Grant covers mindfulness and people of all income levels could experience stress.
- The yoga studio is located downtown. Is accessible to local schools with children who face more challenges.
- Judith suggested asking grant writer specifically who she intends to serve.
- Tina asked if it would be more sustainable if money was instead used for equipment so it could be moved. Buying children their own mats to keep is sustainability as well.
- Mike to reach out to Carole to ask follow-up questions on sustainability, how is grant addressing special and vulnerable populations, and who is going to benefit from the grant/recruitment methods. Vote on grant tabled until questions are answered.
- Jim shared “Health is Wealth!” mini grant outcomes report. Handed out report and walked through it, sharing survey results. Jim to share report at February general meeting.
- Jim has an online jeopardy game. Asked all for feedback. Group found game to be a good idea.

HEALTH LITERACY

- Committee met on January 12th. Mimi met with Marian. Talked about online “resource library” where a user can go on and download materials- not really for general public. HL committee gave Mimi guidance.
- Mimi and Marian discussed putting together a plain language presentation. Have a speaker in mind on this subject.
- Mimi and Mike went to a Southeast Coalition of Community Health Workers meeting. Have a strong presence on south coast and plan to work with them to do a survey in this region on number of community health workers. May go by different names and titles. Will try to get methodology from coalition to not reinvent the wheel.
- Talked about certification issue at state level- very close to being in place.
- Maureen and Siobhan not in attendance, but are working on health literacy video with Bobbi. Last update was in December.

MEMBERSHIP

- Mimi to e-mail all who attended Helen Osborne’s October meeting to see if they are interested in joining the health literacy subcommittee.

INTERCHNA

- Have a JSI tri-CHNA steering committee meeting on January 18th.
- Mike shared an update. JSI is recommending 3 years of money go directly to CHNA and the last 2 years money to be shared. Will discuss this at meeting.

- Mike has a proposed budget from JSI he can send around. Each CHNA gets ~\$66,000 a year. Some of this is geared toward priority issues.
- Mike's opinion is, whatever happens with funding, SSCPP will still exist. Others have expressed interest in health literacy, but it is SSCPP's focus.
- JSI to bring the plan they are developing to DPH, but DPH has to still approve the plan presented.
- Will know more after 1/18 meeting.

GENERAL MEETING PLANS

- January meeting on substance use went well. All reviewed. Thought Kevin from Gosnold did a good job and incorporated language and health literacy into his presentation.
- Judith commented she would have liked a more structured panel. Would we get more out of a pre-developed set of questions? Jim suggests we should ask speakers to share one tip or resource for everyone. This could be a panel question.
- February – Heart month. Deb talked to Dr. Baxi at BID Plymouth and she is all set to present. Topic: "Women and Cardiovascular Disease – Get the Facts". Agenda: Jim's mini grant report, networking break, Dr. Baxi's presentation.
- March- Judith working on panel: diversity/barriers to health literacy. Judith to invite an interpreter she knows to panel. Discussed barriers: ESOL, physical challenges. Other panelists suggested: a health care consumer or someone who advocates for them, maybe someone from Arc of Greater Plymouth? Could reach out to Bobbi.
- April- Caregivers' Burden. Maureen and Mike working on. Jim suggested elderly caregivers. Tina saw a presentation like this at her office in Rockland and SSH is looking into doing a series.
- May- Mental Health Panel. Liz is working on. Panelists suggested: DMH, NAMI, parents on the South Shore to share resources, PIN etc.
Event: Liz has talked to DMH and Plymouth Suicide Coalition and would like to collaborate with SSCPP (perhaps through a grant) on stigma and normalizing mental health. Are looking into mental health advocates that are comedians. Would be an event in May separate from CHNA meeting. Liz to keep all updated.
- Mental Health First Aid Training- Mike reached out to Arlene. Were looking at February/March dates. SSCPP had previously co-sponsored a free training with Brockton & Blue Hills CHNAs. Arlene had said we could host one in the Plymouth area. Had talked about the library as a potential site for training.

Opened floor for announcements.

Adjourned at 3:10PM.

Respectfully submitted by Kimberly Allen
SSCPP Coordinator
United Way of Greater Plymouth County
934 West Chestnut Street
Brockton, MA 02301
kallen@uwgpc.org