



## NOTES FOR NOVEMBER 2, 2017

### MEETING LOCATION

Beth Israel Deaconess Hospital, Media Conference Room, Plymouth MA

### MEETING ATTENDEES

STEERING COMMITTEE 11.2.17		
Kathleen	Considine	x
Marian	de la Cour	
Nancy	DeLuca	
Maureen	Doherty	x
Tina	Dwyer	
George	Gorgizian	
Elizabeth	Haughn	x
Mike	Jackman	x
Siobhan	McKay	x
Jim	O'Neil	
Maureen	O'Rourke-King	x
Deb	Schopperle	x
Susan	West	x
STAFF		
Kim	Allen	x
Mimi	MacDonald	

Mike Jackman, Chair, called the meeting to order at 1:10 PM

### PREVIOUS MONTH'S MINUTES & STEERING COMMITTEE UPDATES

- All in attendance voted unanimously to approve October minutes. Kim to post on website.
- Eleni is resigning from SSCPP steering committee as she is starting her own business. This brings us back to 13 members on the steering committee (can have up to 15 per operating principles).

### FINANCE COMMITTEE

- George unable to attend meeting. Mike provided finance report.
- Reviewed recent expenses. Received South Shore Hospital DoNs.
- Total cash available: \$437,926.48.
- Maureen needs reimbursement for refreshments she purchased for focus groups.
- Cindy supplied update on Better Breathers grant reimbursement (how we are awarding grant).

- All in attendance voted unanimously to approve finance report.
- **Grant Writer update**
- Had a call with Kate (grant writer) yesterday. Mike provided an update and passed out revised Memorandum of Understanding.
- At our October meeting, talked about 1 yr. vs 3 yr. grant funding. Added language on first page of MOU: “Grant applicants may apply for multiple years of funding with a maximum request of three years of funding. However, no more than \$25,000 will be provided to a Grantee in any twelve-month period. If a grant applicant is seeking multiple years of funding, it must inform SSCPP on its application documents or make a written request at the time of the six-month progress report submission.”
- Grantees interested in 3 yr. funding must let us know at the start or at 6 month progress report. There is no guarantee they will receive funding for years two or three.
- Only nonprofits can apply. Can partner with for-profit, but nonprofit must be the applicant.
- Collaboration is important as is the development of a model that can be replicated.
- A grant like this will require some oversight. Will require progress reports at 3 months and 6 months as well as a year end report. Kate will send templates for reports.
- Full funding will be disbursed to grantees upon award.
- Will need to review RFP and FAQs to be sure they align with MOU. There is also an application with the RFP. Mike will send around the RFP and FAQs to all for review.

### TECHNOLOGY – WEBSITE AND FACEBOOK

- New website is live - Has search box and interactive calendar.

### HEALTH LITERACY

- HL Survey: Mike passed around an update to survey for all to review. Kathleen to help edit. This will be sent out to all when finalized. When sending out HL survey, Mike wants to link directly to our action plan (on our website’s home page).
- HL award: Initially, said we’d decide on award at November meeting and present award at December meeting. Received 5 nominations and want to recognize all nominees: Donna Rodriguez, PACTV; Janice & Lauren Fender; Bobbi Martino; Sarah Stanley (Plymouth Site Director DMH); and Health Imperatives Plymouth WIC
- HL committee proposes a luncheon or event to honor all nominees in the spring (April or May). 15 minutes for nominees at our December meeting is not enough time. Would be better to have an event and get press there etc. Can also perhaps use survey at this event and an SSCPP HL recap.
- We wouldn’t announce winners until the spring at the event. Each nominator can talk about nominee during program. Can use info gathered from this event at our summer retreat. Need to notify awardees soon and pick a location and date.
- Possible venue: Plymouth Public Library (can bring food in). Library is a neutral site and free to use. Need to figure out Sarah Stanley’s schedule as she is very busy. Can talk more about this at our next meeting. Kathleen to check in with Sarah. If we plan a breakfast, legislators will come.
- Potential dates: April 6<sup>th</sup> or April 27<sup>th</sup>; May 4<sup>th</sup> or May 18<sup>th</sup>
- Maureen suggested SSCPP steering committee could nominate Abby MacCurtain and Patty Menzel.
- HL coordinator hiring: Deb will revise posting and will then circulate to all when finalized. Kim to keep track of applicants from Monster (applicants to be sent to CHNA 23 email address).

## INTERCHNA

- Tina unable to make meeting.

## GRANTS

- **Mini grant: Our Lady of Lourdes Parish, Parish Nurses**
- Reviewed. Initially we asked why a participant fee is charged if they are applying for grant funding. Grant writer replied this will cover the startup costs for first meeting and the fee will be used for trainings going forward.
- Large portion of budget is for materials. Asking for \$1,085 total. Want to do training 3-5 more times in the next 2 years.
- SSCPP wondering what kind of education materials are in the binder- could ask for a copy.
- All in attendance vote unanimously to fund grant at full request of \$1,085. Kim to put together award letter.
  
- **Health Compass grant: Plymouth Public Health Department (winter cycle grant)**
- Request is very equipment heavy. Does not meet requirements of health compass grant (does not list a promising practice from the compass).
- This is a brand new department in Plymouth. Mike to reach out to Nate and see if he wants to go in a different direction.
  
- **Reallocation request from NAMI**
- Kathleen put together a letter and provided summary. NAMI received SSCPP funding for its Basics course in Plymouth. Did a lot of outreach but had difficulty getting people to sign up- ultimately recruited 14 members for the class, but many did not show up or dropped out. Kathleen outlined the reasons for drop outs.
- Family to Family Course- NAMI would like to redirect the Basics funding (\$5,000) to a Family to Family course they plan to start in February. Have done this program several times here at BID and in area too. It is an evidence-based program.
- The costs are similar and the instructors are volunteers. Will hope to recruit even more people than targeted for basics course. Support group is for family members and caregivers of those with various mental illnesses.
- All in attendance voted unanimously to empower NAMI to amend the grant request through the submitted letter to move funding from Basics course to Family to Family Course. These meeting minutes will serve as the record of grant amendment.

## GENERAL MEETING PLANS

- November 8th – Acquired Brain Injury panel. Maureen coordinating. Confirmed panelists: Dianna Sousa, ABI nurse (putting together a packet and will leave one for Kim to keep on resource table), Janice and Lauren Fender. Maureen to reconfirm with Dr. Susan Roberts. Maureen to send Mike questions for panel. Better Breathers Club mini grant outcome report requested to present at start of meeting. No media needed. Deb to have resource table put in the hall to save space.
- December 13th – Donna White/Compassion Fatigue is confirmed. Caregiver, parents, etc. invited for this presentation. Maybe announce bringing front line workers, caregivers etc. at November meeting. Maureen can get a poster put together for promotion.
- Cannot get Funkhouser B conference room for Nov. or Dec. meetings.
- Massage gift cards for December meeting? Liz to see if we can get gift cards from a yoga place downtown. Last year we did 3 Spa Tech gift cards. May be able to get these for free. Deb to see if we can get a better breakfast from BID for Dec. meeting.



- Deb suggested a steering committee Yankee Swap on 12/7. Gifts to be \$10 and under. Kim will alert all and everyone is welcome to participate. Could get Mama Mias catering perhaps for SC lunch. Deb will cancel the regular food order.
- Winter mini grant presentations: South Shore Hospital Mind/Body Health Connection to present January, Terra Cura to present February.
- Future topics for Jan/Feb/March meetings: Kim reviewed list of suggested topics from summer retreat: Friends Matter, Housing, HCR Reform- HCFA, CHWs, Recovery is Real, ESOL Panel, LGBTQ, disability and employment.  
Other suggestions: Maureen suggested Randy Pierce, 20/20 Vision Quest - talks about the importance of vision to inspire kids. Costs \$2,000 but can negotiate. Maybe SSCPP could sponsor for Plymouth Public Schools. Liz suggested Adam List. Adam speaks on mindfulness and health.
- January: Housing Panel- Siobhan offered to help. Could invite South Shore Housing. Mike to look into. Kathleen could reach out to Andy Foreman, Father Bill's & MainSpring. Housing is a huge issue and key for getting to other services.
- February/March: HCR Reform/ Healthcare Panel- Mike can talk to Brian Rossman from Health Care for All.
- April is national fair housing month if we want to highlight housing twice.

## PROMOTION/MARKETING

- HL award information was printed in the *Old Colony Memorial*.

Opened floor for announcements/ new business.

Adjourned at 2:55 P.M.

Respectfully submitted by Kimberly Allen  
SSCPP Coordinator