



STEERING COMMITTEE NOTES FOR FEBRUARY 8, 2018

MEETING LOCATION

Beth Israel Deaconess Hospital, Funkhouser A Conference Room, Plymouth MA

MEETING ATTENDEES

STEERING COMMITTEE 2.8.18		
Kathleen	Considine	x
Marian	de la Cour	
Nancy	DeLuca	x
Maureen	Doherty	x
Tina	Dwyer	
George	Gorgizian	x
Elizabeth	Haughn	
Mike	Jackman	x
Siobhan	McKay	x
Jim	O'Neil	x
Maureen	O'Rourke-King	x
Deb	Schopperle	x
Susan	West	x
STAFF		
Kim	Allen	x

Mike Jackman, Chair, called the meeting to order at 1:05 PM

PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve December minutes. Committee did not meet in January due to snow storm.

FINANCE COMMITTEE

- George reported and distributed handout.
- Reviewed expenses. Cash available: \$458,438.13
- All in attendance voted unanimously to approve finance report.

Major Grant update

- Mike provided an update.
- There are 4 documents drafted including the application form, RFP, and FAQs for the two behavioral health grants up to \$25,000 each.
- Are working with Kate, grant writer, on an MOU for SSCPP, United Way as fiscal agent, and agency applying to sign.

- Will require interim reporting at 3 months and 6 months (using progress report template to be developed). Only nonprofit entities may apply.
- Want to release as soon as possible- aiming for April 1st. Once all documents are in from Kate, Mike will send around and steering committee will finalize at March meeting.
- Discussed options for grant review/review committee. Need to determine who will serve on this committee before we send out the RFP. Invite 10, aim for 5. A mix of people from outside and inside our area. They will present scoring suggestions to steering committee and steering committee will make final funding decision.
Questions: Should group meet together to review or review individually and submit scores to SC? Should a stipend be offered to reviewers or voluntary? Will see if people are interested and think of stipend option if necessary.
- Suggestions for committee- Sarah Stanley, Kathleen volunteered, Mike offered to be facilitator and George offered to serve as back up as needed. Send Mike suggestions for committee. Will meet once a year to review and score applications. Blue Hills CHNA may have a process for grant review we can look into.
- Ideal timeline: Announce at March 14th general meeting and have due at end of May with funding starting in July.

TECHNOLOGY – WEBSITE & FACEBOOK

- Have 132 likes on our Facebook page.
- Kim shared a website report for the month of January. Saw 111 users with 128 sessions. Bounce rate of 70.31% and average session duration of 01:15. Top pages visited were home page, funding page, and health literacy action plan.

HEALTH LITERACY

- **HL Coordinator Job Posting**
Job description finalized. Mike to post on Monster.com and ask for applications by March 5th. If anyone is interested in being part of interviewing, let Mike know.
- **HL Survey**
Committee reviewed survey results- received 15 responses. Some items of interest: Direct care staff training, positive response to HL kick-off, request for resources (guidelines for formatting pamphlets/plain language). Maybe we can bring out someone from Tufts and offer a training like the one Mike, Mimi and Marian attended last year. All to review survey data. When we hire a HL coordinator, he or she can dig into data.
Awards Breakfast
Set for April 6th. Liz reserved the Plymouth Library from 8:30 am – 10:00am. Need to send out a promotional flyer. Will send to nominees and our general membership e-mail list. Will invite legislators and work on a program. Winner will receive a plaque, all nominees to get framed certificates. Make can do a citation from Congressman Keating.
Kim to e-mail out to all the nominations to steering committee/HL Committee for vote on winner. Maureen K. shared handout from Helen Osbourne re: fence and equality.

GRANTS

- **Tick Bite Prevention Education - Marshfield & Duxbury Mini Grant**



Grant writer is a tick educator and Norwell Selectman. Part of grant is charging for her time. Grant is going to individual, not an agency. Submitted letters of support from both schools.
All in attendance voted unanimously to approve grant a full funding request.

- **Plymouth Community Intermediate School - Bridge Program Mini Grant**
Request is to purchase needed furniture for program as well as DBT training. Sustainable program. **All in attendance voted unanimously to approve grant a full funding request.**
- **Carver Public Schools - Running Track Health Literacy Grant**
- Asking for maximum funding amount of \$10,000. SSCPP would be a sponsor of track and recognized with signage. Meets grant requirements and connection to HL.
- Good publicity for us, but could open up for more groups submitting similar grants.
- Questions: What happens if they do not raise the amount they need for track? How much have they raised so far? What will signage look like? Mike will reach out to get answers to these questions.
- **All in attendance voted unanimously to approve grant a full funding request with actual timing of disbursement contingent on answers to above questions.**

INTERCHNA

- Will share our new behavioral health grant with all when finalized.

GENERAL MEETING PLANS

- February: April, Mary and Nicole/OCES staff member confirmed for panel. Terra Cura will present on mini grant. Room set up: Table set up in front of screen for panelists as mini grant needs access to screen. Panelists to come up after mini grant presentation. Could talk about moving general meetings to library if we expect larger crowds.
- March 14th: ACOs? Maureen D. works with ACOs at BID Plymouth and provided an overview. Big changes coming to ACOs in March and so timing is not ideal for panel. Will move this topic to a different month. HCFA/Healthcare Reform would also be a timely topic.
- Reviewed other topics suggested at summer retreat: Community Health Workers & certification process (would be great to have some local workers join us.) Mike to reach out to CHWs contact and/or Healthcare for All for March meeting.
- April – Deaf/Hearing Impaired Communications. Mike has confirmed a speaker.
- Friends Matter- Maureen K. could organize this for May or June meeting.

PROMOTION/MARKETING

- Will send out a press release on 3 SSCPP grants awarded for winter cycle. Kim to draft and send to Deb.

Opened floor for announcements/ new business.

Adjourned at 2:55 P.M.

Respectfully submitted by Kimberly Allen, SSCPP Coordinator