



STEERING COMMITTEE NOTES FOR OCTOBER 4, 2018

MEETING LOCATION

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

MEETING ATTENDEES

STEERING COMMITTEE 10.4.18		
Kathleen	Considine	x
Marian	de la Cour	
Nancy	DeLuca	x
Maureen	Doherty	x
Tina	Dwyer	x
George	Gorgizian	x
Elizabeth	Haughn	x
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
Bethany	Bergin	x

Mike Jackman, Chair, called the meeting to order at 12:02 PM.

Steering committee met from 12:00 – 3:00PM to devote an hour to our Health Literacy action plan facilitated by Bethany, SSCPP HL Coordinator. Bobbi Martino attended Health Literacy portion of meeting.

HEALTH LITERACY ACTION PLAN

- Bethany distributed action plan checklist so that all could talk through where we are with each goal. Bethany encouraged all to fill out the sheet from their perspective, share programs aware of, and return to Bethany to work on.
- Ideas: Could we show our video and offer CEUs? What does this process look like? Could we offer webinars? Using our website to share resources is a big asset we can offer.
- Bethany suggested we prioritize three goals to tackle first. For each goal, she suggests we look at timeline and feasibility. Think of who we know that could work with us on goals.



- After discussion, the group decided to begin by prioritizing goals 2, 7, and 4 as they have some similarities and we have done some work on them previously.
Goal 2: Develop and disseminate plain language health materials
Goal 4: Engage adult education programs in advancing health literacy
Goal 7: Centralize an accessible health literacy library for children, adults, families
- Goal 4: Started this with the Plymouth Library. Mimi, Marian and Mike met in May 2017 with Kristen, head of adult ed. and ESL program. Would like to follow-up on this. Also have books for this goal. We could connect with Tom Cummiskey at the library.
- Could we survey whole CHNA to see what trainings already exist out there (trainings they are offering, trainings they'd like to see, would they attend a HL training) and what materials our members are using (i.e. are they familiar with MA Clearinghouse). Questions to include: what is unique to your org vs agencies like yours, what materials do you use that people appreciate, etc.
- Mike will work on survey with Bethany. Kim to help with our Survey Monkey account as needed. Perhaps we could sponsor a training, such as the plain language one put on by Tufts. Might be worth having Tufts School of Public Health educate our SC as well.
- Discussed connecting with MA Public Health Clearinghouse. Have materials in multiple languages we could catalog on our site.
- Mike to reach out to Tufts - ask them if MA Clearinghouse materials use HL plain language principles. Mike can also look at Health & Human Services Clearinghouse.
- Kathleen suggested offering annotated books anyone can use. She recommended *I Am Not Sick I Don't Need Help* by Xavier Amador.
- Jim shared that the National Library of Medicine wants to get public libraries up to HL level for communities. Jim would be willing to advocate and reach out to library on this.
- Bethany asked each HL committee member to champion one of the action plan goals. Bethany would work directly with the members on the individual goals. Estimated time commitment- 1 hour a week making phone calls, connections, etc. Ultimate goal is for these things to become self-sustaining. Let Bethany know of interest and send her completed checklists.

PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve the September notes.

FINANCE COMMITTEE

- George distributed report. Cash available: \$444,988.91
- Will be spending a good amount in Oct. /Nov. on grants. Bethany has submitted time sheets which will be added for Oct.
- All in attendance voted unanimously to approve the finance report.

TECHNOLOGY

- Website: Kim shared that we had 152 users in September with 179 sessions. 128 users were new and the average session duration was 1 minute 30 seconds. Our bounce rate was 56%.
- Facebook: SC members recently visited SSCAC's Food Resources Program. Got some good coverage of this. We posted on FB and SSCAC shared the post.
- Jim has started sharing our FB posts with meeting notices, etc. on his personal page and encouraged all to do the same.

HEALTH LITERACY

- Had a great meeting with Bethany prior to SC meeting. Mike encouraged all to look at action plan checklist.
- Mike provided a summary for those not in attendance: prioritized goals 2, 4, and 7. Talked about figuring out what trainings folks are already doing. Going to create a survey to send to general membership to learn more.
- Also talked a lot about MA Clearinghouse- will ask people if they are aware of it, do they use it, etc. and will ask folks what is unique about their program. Bethany will send something around to summarize this.

Grants

- BH grant update – Received one grant from Plymouth Schools. Did not schedule a meeting with reviewers as we only received the one grant.
- Scores are due on 10/12. So far we have received 2 scores back from Carl and Varia. Kim to send out a reminder to all to complete scores. Jim shared Todd may be out due to baby. Mike encouraged all to take a look at grant. Worthwhile project.
- Will wait to hear back from reviewers and discuss at our November meeting.

Received two mini-grants for review:

Rockland Girls Softball

- Grant writer runs print shop at jail and George alerted him of grant opportunities.
- All discussed. Question about budget- Are the AED fees accurate?
- Will be training the adults and in turn adults will go over basics with the kids.
- Mike thinks it's a great idea, but afraid if one group gets funding, other towns ask for it as well- set a precedent. All decided this is not necessarily a bad thing.
- Would be interested to know where AED will be stored, how many coaches will be trained, will AED be accessible to other sports team, and will training be offered to older kids.
- All in attendance voted unanimously to approve the grant at full funding request. George recused himself from the vote.
- Mike will e-mail the contact with the above questions, alerting him we voted yes but have a few questions before funding is sent.

Plymouth Suicide Prevention Coalition

- Grant is for mental health first aid trainings. We have done tri-CHNA trainings in the past in partnership with Brockton & Blue Hills CHNA.
- Trainings will be for the general public. Asked for \$3,500 from us. They will fund the rest.
- Questions: Where will trainings be held? On budget sheet, what is coalition budget? Travel expenses- what does this include? What is the schedule for trainings?

- Mike will ask for a re-submitted budget with a range of anticipated costs.
- Will vote in November on this grant once we get answers to our questions.

InterCHNA

- Tina shared an update. Did not have to go to South Shore Hospital BOD as we thought to approve DoN monies for 2019.
- Tina approached SSH President & CEO- he is okay with the drafted BH grant and okay with proposed budget. Loved the idea of working with whole community.
- Capital project is completed and they are now in budget process. Made a DoN 2019 line in budget.
- For Jan. 1 we will know exactly how much money it will be- \$2.3 – 2.4 million dollars. Will then allocate out for 3 years and start managing. Could potentially do a second grant as well.
- Looks like ~\$175,000 a year for 3 years. Will be great to have a timeline and will start around March 1st. The disbursement to local CHNAs will remain the same as planned. We are on track.
- All thanked Tina for her work.

General Meeting Plans

- OCT – Question One and PCIS Bridge Program Mini Grant Report
Will meet at Plymouth Library. Mike to moderate- position statements and questions from audience. Kim to bring resource box. Mike to call library around showing a PowerPoint and what time we can get into room. Kim to order Panera Bread.
- NOV – Hospital Community Needs Assessment. Deb has arranged for Alec of JSI to do some education on community benefits and ask general membership what unmet needs they see in our community. Working title: “Hospital Community Benefits Needs Assessment- We Need Your Input!” Might be able to announce BH Grant recipient at Nov. meeting.
- DEC– Moving ACOs to December as we have JSI in for November. Maureen D. has not heard back from ACO contact at MA Health. Tina to ask her contact as well.

Promotion/Marketing

- Will send out press release on mini grants for fall after Oct. 15th fall mini grant deadline.
- Mike to order Yetis for our speakers from the custom shop.

Adjourn at 2:31pm.