



Cumberland District Public Health Council
Executive Committee
April 26, 2010
2:30 PM — 4:30 PM
VNA Home Health & Hospice
50 Foden Road, South Portland

Present: Deb Deatrick, Dick Farnsworth, Valerie Landry, Becca Matusovich, Lucie Rioux, Malory Shaughnessy, Toho Soma, Julie Sullivan, Meredith Tipton, Shane Gallagher

Absent: Colleen Hilton

Topic	Discussion	Actions
Committee Updates: —Health Data (Toho): —Communications (Becca):	<p>The Health Data Committee was reconvened on April 14, 2010. The committee is looking for a few more members. The committee is reviewing the 4 MAPP assessments in conjunction with several other assessments of the Cumberland District in order to synthesize the findings and present them to the Council.</p> <p>The Communications Committee has not officially convened yet. The committee is looking for members. The Executive Committee (EC) discussed forming an</p>	<p>The next Health Data Committee meeting is scheduled for May 24, 2010 at 2:30 PM.</p> <p>Becca and Malory will put together a small temporary task force to do the initial work of mapping out the communications infrastructure and developing a</p>

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<p>—Healthy Cumberland (Lucie):</p>	<p>initial taskforce to develop a communications plan/framework and then create the ongoing committee to help implement it.</p> <p>The Healthy Cumberland Committee met on March 19, 2010 before the Council meeting. The committee discussed their role and purpose but felt they had few concrete answers. The EC discussed this issue further, specifically around the issue of whether the Health Cumberland Committee should be a governance board or provide oversight of the District HMPs activities.</p>	<p>communications plan. Anyone with communications expertise and/or interest in creating the plan would be welcome.</p> <p>HC Committee will discuss the concept of serving as the advisory/governance board (“Comprehensive Community Health Coalition”) for all of the Cumberland HMPs at their meeting prior to the May 21 CDPHC meeting, and will share their thinking with the CDPHC during committee updates. EC will discuss further at June EC meeting.</p>
<p>—Advocacy (Valerie):</p>	<p>The Advocacy Committee has not officially met. The committee is seeking membership interested in participating on policy and legislative advocacy.</p>	<p>Valerie will meet with Julie and Colleen on May 6, 2010 to further refine the Advocacy Committee charge and plans.</p>
<p>—Finance & Fundraising (Dick):</p>	<p>The Finance & Fundraising Committee has not convened. The committee is seeking interested members.</p>	<p>Dick will work to convene the Finance & Fundraising Committee in the near future.</p>
<p>—Membership (Meredith):</p>	<p>The Membership Committee has been struggling with how to best fill the Council vacancies. The committee wanted</p>	<p>Shane will review By-laws for roles and responsibilities of members. Julie and Shane will review archived documents for</p>

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	<p>clarification from the EC on how to prioritize candidates (via sectors, geography, or organizations etc). The EC discussed what the expectations of members are and whether or not these expectations/responsibilities are explicitly stated. In particular the need for consistency of participation</p>	<p>descriptions of member role and responsibilities; otherwise, Meredith will draft.</p>
Committee Charges	<p>The EC discussed the draft Committee Charges documents. Recommendations were given to Becca. The EC suggested adding the general charges of each committee to the By-laws.</p> <p>The documents are intended to be living documents to assist committee chairs in clarifying the roles and tasks of their committees so changes can be recommended at any time.</p>	<p>Shane will send copies of the documents to the EC. As suggested at the last meeting, a column has been added for each committee chair to identify the goals/tasks of the committee this year – each committee chair should identify them and send them to Becca to be added to the chart.</p>
State Coordinating Council	<p>Deb updated the EC on the most recent State Coordinating Council meeting. One issue of interest was sharing documents across all eight Districts. A second issue was the need for alternative methods of access to meetings such as conference calls. This spawned a discussion about the need for alternative access methods for the district meetings as well. The EC</p>	<p>Becca will explore call-in options for the May 21 meeting at the DHHS Forest Ave office.</p>

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	agreed that at least two meetings a year should be outside of the Portland area for “field trips”), and the other four meetings should be in a consistent location with conference call capability.	
District Health Improvement Plan—next steps	The EC discussed the next steps for developing the District Health Improvement Plan. The Call to District Action document was reviewed, along with the LPHSA results. The EC agreed that although the process by which the initial priorities were identified was not the right process, the three selected were the right priorities and we should move to gain consensus from the full DCC on them rather than start prioritizing from scratch.	Meredith will give a brief presentation on the “Call to Action” at the May Council meeting. Then Becca will ask volunteers to form a task force that will meet in June to plan how we will go about developing the District Health Improvement Plan. The July CDPHC meeting will be reserved for that purpose. Shane will send the LPHSA results out at least a week before May 21 and ask that people read them prior to the meeting.
Membership Form	The EC briefly discussed the membership form and there were a number of questions and issues expressed.	The Membership Committee will draft a new Membership Form and present to the EC no later than August EC meeting.
Communities Putting Prevention to Work (CPPW) Grant	Lucie gave a quick explanation on the grant. The EC felt the status of the grant should be a standing agenda item.	Shane will add the CPPW grant as a standing agenda item to both the EC and Council agendas should discussion be required; otherwise, updates will be sent electronically in advance.
District’s role in Public Health Accreditation Beta Test	Toho provided a quick status update on the beta test process. It was determined that at this time there is not yet a role for	No action required.

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	the CDPHC.	
United Way of Greater Portland	Becca informed the EC of a discussion she had recently with Carter Friend from United Way of Greater Portland. The news was informative because the Council has been struggling to acquire participation from the United Way.	No action required.
Potential By-laws Amendments	Shane distributed proposed amendments to the By-laws for the EC to review.	Shane will send out the proposed amendments to the Council and place the item on the May agenda.
Miscellaneous items	Malory suggested reformatting the agenda so that members will have more information before Council meetings convene. Examples include notations indicating items that need to be review before hand or items that will require a vote.	Malory, Colleen, Becca and Shane will discuss how to adjust the agenda format.

Next Meeting: Full Council— May 21, 10:00 a.m. — 12:00 p.m., at the MCDC District Public Health Unit, 1037 Forest Avenue, Portland; Executive Committee—June 28, 2:30 p.m. — 4:30 p.m., at the VNA Home Health & Hospice, 50 Foden Road, South Portland; Healthy Cumberland Committee—May 21, {time}, at [location to be determined]; Membership Committee—May 21, 12:00 p.m. — 1:30 p.m., at the MCDC District Public Health Unit, 1037 Forest Avenue, Portland.