



**Cumberland District Public Health Council**  
**Executive Committee**  
**February 22, 2010**  
**2:30 PM – 4:30 PM**  
**DHHS District Public Health Unit, 1037 Forest Avenue Portland**

**Present:** Deb Deatrck, Shane Gallagher, Colleen Hilton, Valerie Landry, Becca Matusovich, Lucie Rioux, Toho Soma, Meredith Tipton

**Absent:** Dick Farnsworth, Malory Shaughnessy, Julie Sullivan

Topic	Discussion	Actions
Draft Membership Form	Several people commented positively on the formatting and look of the form. Becca Matusovich voiced concerns about whether we have sufficiently thought through the direction that financial expectations of membership would take the DCC as an organization. Since the members who had been most involved in creating the form were not present, it was proposed we table the discussion.	Item tabled until April 26 EC meeting.
Draft Committee Charges	Becca Matusovich reviewed three different ways of looking at the committee charges (attachments included with the minutes). Deb Deatrck recommended adding dates to the drafts to avoid any confusion from different versions. Lucie	Shane Gallagher will add “Committee Reports” as a standing item on future EC agendas.  Each Committee will review charge and discuss any changes that may be

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	<p>Rioux wondered whether the language in the Healthy Cumberland Committee description should be adjusted to be about more than just the HMPs. The group determined that committees can propose changes to their descriptions and charges but those proposals should come back to the Executive Committee for discussion before a committee makes major changes to its purpose. Colleen Hilton recommended that committees should be reporting to the EC at each meeting.</p>	<p>necessary, which will be reported to the EC at the April meeting.</p>
<p>Membership Committee report</p>	<p>Carried over from the January 15 Council meeting, Valerie Landry received confirmation from Eileen Skinner that her nomination and membership would not be a conflict. Per the By-laws the EC voted to accept Valerie Landry as a member and nominated her as Chair of Advocacy Committee. Meredith Tipton reported the Membership Committee's current progress toward filling the vacant Council slots.</p>	<p>Motion for vote to accept Valerie Landry as a member of CDPHC and nominate her as Chair of Advocacy Committee: Meredith Tipton Motion seconded: Deb Deatrack Vote to accept: Unanimous Council shall vote to confirm at the March 19 meeting.</p> <p>Membership Committee shall continue to work toward filling all vacancies on the Council. Council members can email Meredith Tipton (<a href="mailto:mltipton1@gmail.com">mltipton1@gmail.com</a>) with names of potential nominees for Council vacancies.</p>

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<p>Recommendations of Cumberland County H1N1 Taskforce</p>	<p>Becca Matusovich reviewed the two recommendations from the final Cumberland County H1N1 Taskforce:</p> <ul style="list-style-type: none"> <li>(1) Holding a debrief session before the March 19 Council meeting. This was requested by the MCDC to learn from each District’s experience with the recent H1N1 influenza pandemic.</li> <li>(2) Proposal of a Public Health Preparedness Committee housed within the CDPHC.</li> </ul>	<p>Debrief session will be held at 8:30 AM on March 19 prior to the CDPHC meeting. (The Healthy Cumberland committee will also meet at the same time but there appear to be only a few people for whom the simultaneous meetings will create a conflict)</p> <p>Motion to establish a ad-hoc Public Health Preparedness Committee: Colleen Hilton  Motion Seconded: Deb Deatrick  Vote to establish: Unanimous  EC designated Jim Budway as chair of the committee. The committee shall report to the EC in 4-6 months. The EC shall review the status of the Public Health Preparedness Committee in 1 year.</p>
<p>County Health Rankings &amp; Assessments</p>	<p>Toho Soma presented a matrix of all the various assessments occurring in the District. He also distributed updated versions of <i>“Cumberland County Health Indicators by Municipality”</i> and <i>“Cumberland County Health Indicators: Individual Municipality Fact Sheets”</i>.</p>	<p>No action required.</p>

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	<p>Valerie Landry commented that any particular data from these reports should be promoted and publicized. Deb Deatruck proposed that a “workshop” on these data sources for grant writers would be an excellent idea. Toho also informed the EC of the national <i>County Health Rankings</i> report released by the University of Wisconsin on February 17, 2010.</p>	
<p>District level opportunities/projects</p>	<p>Shane Gallagher spoke about the initial planning phase for the next medication collection. The EC discussed other projects that are on the horizon such as district health improvement plans.</p>	<p>No action required.</p>
<p>Public Health Department Beta Accreditation</p>	<p>Toho Soma briefly summarized the work that the Portland Public Health Department is doing in the beta accreditation process.</p>	<p>No action required.</p>
<p>March 19, 2010 Council Meeting Agenda</p>	<p>Trish Riley and Dr. Dora Mills will be at the March 19 Council meeting to present on the upcoming DCC requirements in the state health plan and listen to feedback from the CDPHC. The meeting will be held at the VNA Home Health &amp; Hospice located in South Portland (address below). Agenda for the meeting will be shortened to accommodate the presentations and a Q&amp;A section. EC members requested that</p>	<p>Shane Gallagher will plan the locations for the remainder of the year.</p>

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	meeting locations for Council meetings be planned out for the rest of the year.	

**Next Meeting:** Full Council—March 19 at VNA Home Health & Hospice, 50 Foden Rd South Portland; Executive Committee—April 26 at DHHS District Public Health Unit, 1037 Forest Avenue Portland