



Cumberland District Public Health Council  
Executive Committee Meeting  
12/14/2009  
Minutes

Attendees: Deb Deatrck, Dick Farnsworth, Shane Gallagher, Colleen Hilton, Becca Matusovich, Toho Soma, Julie Sullivan, Meredith Tipton

Absent: Lucie Rioux, Malory Shaughnessy

Topic	Discussion	Action
Venue Change	Executive Committee (EC) discussed if the meeting location (City Hall) remained convenient. Next EC meeting will be held at the new MCDC District Public Health Unit at 1037 Forest Avenue, Portland.	EC voted unanimously to change the meeting location. (Becca scheduled the conference room at 1037 Forest Ave for the 2/22, 4/26 and 6/28 meetings so that we have the option of continuing here if people find the location convenient)
CDPHC Finances: <ul style="list-style-type: none"> <li>• Fiscal Agent</li> <li>• Financial Reporting</li> </ul>	Portland Public Health Division (PHD) now acts as the Fiscal Agent in place of the County.  Dick Farnsworth, as treasurer, needs to aware of where the Council money is and what transactions are occurring. Deb Deatrck suggested a change to the set-up	No action required.  Dick Farnsworth will work with John Schreck (Senior Accountant at PHD) on an improved format for financial reporting.

<ul style="list-style-type: none"> <li>Fundraising</li> </ul>	<p>of the financial report because it is hard to follow.</p> <p>Toho mentioned pursuing a Maine Health Access Foundation (MeHAF) discretionary grant for future medication collections. Deb Deatrck inquired about efforts to solicit contributions from members. Deb also suggested that the EC explore a membership form with contributions included and move away from the MOU as a vehicle. The EC also discussed how much future funding for CDPHC staff (currently only Shane Gallagher) and the whether or not the FY10 State Funding (\$8,000) had been received yet.</p>	<p>Dick Farnsworth will develop form and present at February 22 EC meeting. Julie Sullivan will contact John Schreck to check on receipt of State Funding for FY10.</p>
<p>State Coordinating Council (SCC) Representation</p>	<p>Julie Sullivan provided examples of new District Coordinating Council report forms and reported to the EC on the 12/10 SCC quarterly meeting. The SCC discussed changing their meeting structure. The EC discussed methods to disseminate the information from the SCC meetings to the Council.</p>	<p>Shane Gallagher will explore linking the CDPHC website to the SCC section of the Office of Local Public Health webpage.</p>
<p>Finalize Committee Descriptions</p>	<p>The EC discussed what each committee's charge should be. Currently, the committees are described by one or two sentences. Becca Matusovich mentioned that each committee's charge should be</p>	<p>Motion for the Membership Committee to explore Valerie Landry's interest in serving as Chair of the Advocacy Committee: Meredith Tipton Motion Seconded: Deb Deatrck</p>

	<p>cross-walked with the National Public Health Performance Standards (NPHPS) when possible. The discussion around committees brought up another discussion. Deb Deatruck wishes to step down as chair of the Advocacy Committee. The EC discussed who would be a suitable replacement. Valerie Landry's name was floated, but first would need to be made a formal voting member.</p>	<p>Vote: Unanimous Yea Shane Gallagher will send Meredith Tipton Valerie Landry's contact information. Meredith Tipton will contact Valerie Landry. Shane will send Becca the current committee descriptions. Shane and Becca will draft committee charges.</p>
Organizational Mini-Briefs	<p>EC discussed having two member organizations give short 5-minute presentations at the beginning of each Council meeting. Dick Farnsworth volunteered to do one presentation at January Council meeting. It was also suggested that contact information of the person speaking be place on the agenda for convenience of Council members.</p>	<p>Dick will present mini-brief on Woodfords Family Services at January Council meeting. Shane will be in contact with a second organization about presenting a mini-brief at the January meeting.</p>
Membership Committee Report on Survey	<p>Meredith Tipton and Becca Matusovich reported on survey progress. Currently 19 Council members responded to the survey. Several members experienced difficulty opening the survey. Membership Committee noted that several members needed to be replaced due to unresponsiveness or excessive absenteeism.</p>	<p>Shane Gallagher will send the link to the survey to Deb Deatruck. Shane Gallagher will send survey link to all members that had difficulty opening the original.</p> <p>Meredith Tipton will follow up with members who have not been attending regularly to identify vacancies that are available to be filled. As soon as the survey is completed by all members, the</p>

		Membership Committee will go to work identifying gaps in representation and nominees for the Council.
Opportunities for collaboration	The EC discussed having an H1N1 Debrief session, in which each organization would report of their efforts to combat H1N1 (especially in comparison to what their pandemic plans had prepared for) and relay 2 or 3 lessons learned from the experience. The EC thought the January meeting would be too soon for the H1N1 debrief session, perhaps the March meeting would work better depending on what other agenda items are pending for the March meeting. Deb Deatrack mentioned an MMC H1N1 Panel being held on January 28 and that it may be of interest to many of the CDPHC members.	<p>Deb Deatrack will send the Panel information to Shane Gallagher. Shane Gallagher will forward information to CDPHC membership.</p> <p>Colleen Hilton will lead discussion of the H1N1 Debrief idea at the January meeting.</p>