



Cumberland District Public Health Council
Executive Committee
April 25, 2011
1:00 p.m. — 2:30 p.m.
VNA Home Health & Hospice
50 Foden Road, South Portland

Present: Deb Deatrick, Colleen Hilton, Becca Matusovich, Lucie Rioux, Julie Sullivan, Toho Soma; Shane Gallagher

Absent: Valerie Landry, Meredith Tipton

Topic	Discussion	Actions
Committee Updates:		
Advocacy	The Advocacy Committee had nothing to report.	No action required.
Communications	The Communications Work Group update reported the most recent activities of the group. There was no discussion during the meeting.	No action required.
Finance & Fundraising	The Finance & Fundraising Committee is currently inactive.	No action required.
Flu & Pneumo	The Flu & Pneumococcal Work Group update contained progress to date. There was no need for further discussion.	No action required.

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<p>Health Data</p> <p>Healthy Cumberland</p> <p>Membership</p>	<p>The Health Data Committee had nothing to report.</p> <p>The Healthy Cumberland update reported progress to date. In addition, Lucie Rioux provided an update the status for the Fund for a Health Maine. Several schools in Cumberland District received funding.</p> <p>The Membership Committee update was rolled into a broader discussion (see below).</p>	<p>No action required.</p> <p>No action required.</p> <p>See below.</p>
<p>State Coordinating Council Report</p>	<p>Deb Deatrick updated the Executive Committee on the most recent State Coordinating Council (SCC) meeting.</p>	<p>Shane Gallagher will distribute SCC minutes to Council.</p>
<p>Community Forums for Community Health Needs Assessment (CHNA)</p>	<p>Deb Deatrick explained using community forums as an opportunity to bring stakeholders together to discuss the health needs of the community. The next steps would be to hold a planning meeting to explore the details of holding the forums.</p>	<p>Deb Deatrick will facilitate a meeting of co-sponsors to plan possible future community forums.</p>
<p>Membership and Officers</p>	<p>Shane Gallagher provided a Membership Committee progress update. Five new members are currently on the slate for the Annual Meeting. Two officer positions (Vice Chair and SCC Representative) have been filled on the slate. The initial</p>	<p>Shane Gallagher and Becca Matusovich will bring concerns back to Meredith Tipton and the rest of the Membership Committee to examine and make recommendations to the Executive Committee.</p>

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	<p>recommended candidate of the Membership Committee for the Treasurer position declined. This spurred a discussion of Deb Deatricks willingness to be the Treasurer, since she will not be seeking another term as the SCC representative. She has agreed to be on the slate for the position. The Executive Committee also discussed larger membership issues such as expectations of the members (i.e. skin in the game) and how are members determined. The Executive Committee asked the Membership Committee to look at some of these issues and make recommendations.</p>	<p>Shane Gallagher will add Deb Deatricks to the slate for the May Council meeting.</p>
<p>Hanley Alumni</p>	<p>Becca Matusovich presented information on the Hanley Alumni Association. There are 52 Hanley Alumni whose offices are located in Cumberland District. There are only three or four Alumni on the Council. The Alumni could be a huge resource for the Council in a variety of ways. Becca has submitted a proposal for a consultation group to the HAA board, which was positively received and is waiting for next steps to be determined.</p>	<p>Becca Matusovich will keep the Executive Committee informed of any progress with the Hanley Alumni Association.</p>

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District Public Health Improvement Plan	Becca Matusovich quickly reviewed progress on plan priorities. Communications and Flu & Pneumococcal Work Groups are primary focus now. It will be important for the Executive Committee to think strategically about other plan priorities and maintaining forward momentum.	The Executive Committee will review priorities at a future meeting.
Budget and Financial Priorities	Toho Soma handed out the YTD budget for the Council. There is some surplus money. Becca Matusovich requested a small stipend (\$1200) for Kaleigh Sloan to continue her work on the Communications Work Group. The Executive Committee also discussed current and future fiscal policies. There was a draft document but it was never formally approved.	<p>Motion to Approve Stipend: Colleen Hilton Motion Seconded: Deb Deatricks Results: Yes 6 No 0 — Unanimously approved.</p> <p>Becca will have Kaleigh send an invoice to Portland Public Health Division.</p> <p>Shane Gallagher will look for the “draft fiscal policies”.</p>
Health Disparities Work Group	Becca Matusovich led a discussion around health disparities and the recent release of national guiding principles and a strategic plan for reduction of disparities. In addition, a small group of stakeholders met to discuss how these new tools could be used to address health disparities at the local level. It was recommended that a work group be formed to address the issue. Becca Matusovich nominated Toho Soma	<p>Motion to Establish a health disparities work group : Colleen Hilton Motion Seconded: Toho Soma Results: Yes: 4 No: 0—unanimously approved.</p> <p>Shane Gallagher will place the work group on the May meeting agenda.</p>

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	to be the chair of the work group.	
Tina Pettingill MPHA membership benefits	Tina Pettingill would like to come to a future meeting to discuss the Maine Public Health Association. The Executive Committee felt that this would make an excellent organizational brief.	Shane Gallagher will contact Tina to coordinate for a future meeting and place MPHA on the agenda of a future meeting.
Miscellaneous	The meeting times for the Executive Committee meeting will be extended back to two hours. Meeting times will be from 1 pm to 3 pm.	Shane Gallagher will make the necessary time adjustments to CDPHC documents.

Next Meeting: Full Council—May 20, 2011 10:00 a.m. — 12:00 p.m. at Bridgton Community Center located at 15 Depot Street, Bridgton; Executive Committee—June 27, 2011 1:00 p.m. — 3:00 p.m. at VNA Home Health & Hospice, 50 Foden Road, South Portland