



Cumberland District Public Health Council
Executive Committee
June 28, 2010
2:30 p.m. — 4:30 p.m.
VNA Home Health & Hospice
50 Foden Road, South Portland

Present: Deb Deatrack, Dick Farnsworth, Colleen Hilton, Valerie Landry, Becca Matusovich, Lucie Rioux, Toho Soma, Julie Sullivan, Meredith Tipton, Shane Gallagher

Absent: Malory Shaughnessy

Topic	Discussion	Actions
Committee Updates: --Communications Committee	The Communications Committee update was sent to Executive Committee members in advance of the meeting. Please see attachment.	None required.
--Health Data Committee	The Health Data Committee update was sent to Executive Committee members in advance of the meeting. Please see attachment.	None required.
--Healthy Cumberland Committee	The Healthy Cumberland Committee update was sent to Executive Committee members in advance of the meeting. Please see attachment.	None required.
--Membership Committee	The Membership Committee update was sent	Motion for vote: Meredith Titpon

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	<p>to Executive Committee members in advance of the meeting. Please see attachment.</p> <p>In addition, Meredith Tipton presented two nominees for membership to the Executive Committee and presented a conflict in the By-laws for discussion.</p> <p>During the discussion Dick Farnsworth announce that he will be retiring from Woodfords at the end of July and would like to remain involved with the Council.</p>	<p>Motion Seconded: Deb Deatrick</p> <p>Vote: Unanimous Yea</p> <p>Shane will draft By-law language based on the Executive Committee’s discussion.</p> <p>Meredith and Shane will draft a letter notifying the two confirmed members.</p> <p>Dick will email Meredith about being placed in an at-large membership slot.</p>
June 24 State Coordinating Council Update	<p>Deb Deatrick led a discussion of the June 24 State Coordinating Council meeting in Augusta. Deb described a grants and contracts matrix presented at the meeting. In addition, Deb covered the extensive discussion of Public Health accreditation at the State Coordinating Council Meeting. Deb suggested that the Council discuss what it (the Council) expects from the State Coordinating Council at a future meeting.</p>	<p>Deb will send the grants and contracts matrix to Shane.</p> <p>Shane will distribute the matrix to the Council.</p>
Communities Putting Prevention to Work grant update	<p>Lucie presented a status report on the Communities Putting Prevention to Work (CPPW) grant. Deb suggested that a document that overlays the District Public Health Improvement Planning process with the Communities Putting Prevention to Work grant objectives would be very helpful.</p>	<p>Lucie will create the suggested comparison document for the August 23 Executive Committee meeting.</p>
State funding and Fiscal agent	<p>The State is renewing a small amount of the funding for the District Coordinating Councils. It was agreed that the City of Portland remain</p>	<p>Dick, Colleen, Toho, Julie, and Becca will meet to establish the Finance & Fundraising Committee and discuss financial protocols.</p>

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	<p>the fiscal agent. In addition, Toho asked if it were possible for him to be more involved with the Council finances because he is Shane's direct supervisor at the Public Health Division. This would make it easier to plan/budget for him. The Executive Committee then discussed the Finance & Fundraising Committee and various financial protocols that should be in place.</p>	
<p>July Council meeting location</p>	<p>The Executive Committee discussed several possible locations for the July 16 Council meeting.</p>	<p>Shane will call the Freeport Community Services Building for information on their conference room. Should the room already be taken , Shane will seek out alternatives with the VNA Home Health & Hospice as a fall back option. Shane will also send out an email reminder for members to RSVP for the July meeting.</p>
<p>Work plan review</p>	<p>The Executive Committee tabled this discussion for time purposes and tasked Becca and Shane to revisit the work plan.</p>	<p>Shane and Becca will revisit the work plan and bring suggestions back to the Executive Committee.</p>
<p>District Public Health Improvement Plan (DPHIP)</p>	<p>Becca reviewed the notes from the June 8 meeting of the District Public Health Improvement Plan planning group. This included an explanation of the prioritization of health issues process and a discussion of how many priorities to choose. The Executive Committee also discussed how to move forward and create action steps. The Executive Committee agreed that the process should be discussed at the July Council</p>	<p>Becca will lead discussion of the District Public Health Plan planning process and next steps at the July 16 Council meeting.</p>

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	<p>meeting. Specifically, the Executive Committee agreed to recommend the adoption of the top four population health priorities for use in the District Public Health Improvement Plan by the Council. Furthermore, four workgroups should be convened organized around each population health priority.</p> <p>Becca Matusovich proposed the four workgroups meet on September 17, 2010—which is the Council meeting date. Becca also suggested a possible time extension because two hours did not feel like enough time.</p>	

Next Meeting: Full Council—July 16, 10:00 a.m.—12:00 p.m., at Portland Water District’s Nixon Conference Room located at 225 Douglas Street, Portland; Executive Committee—August 23, 2:30 p.m.—4:30 p.m., at the VNA Home Health & Hospice, 50 Foden Road, South Portland.