



Cumberland District Public Health Council
Executive Committee
August 23, 2010
2:30 p.m. — 4:30 p.m.
VNA Home Health & Hospice
50 Foden Road, South Portland

Present: Deb Deatrick, Dick Farnsworth, Shane Gallagher, Colleen Hilton, Valerie Landry, Becca Matusovich, Lucie Rioux, Malory Shaughnessy, Toho Soma, Julie Sullivan, Dianne North, Georgia Poole

Absent: Meredith Tipton

Topic	Discussion	Actions
Committee Updates: --Membership Committee	<p>The Committee Updates were sent out in advance of the meeting. Those listed below are only the committees that required additional discussion.</p> <p>Meredith Tipton wrote a detailed update of the Membership Committee’s most recent slate for membership. The written update requested a vote of approval for the two listed names.</p>	<p>Motion to vote: Dick Farnsworth Motion seconded: Toho Soma Vote: Unanimous Yea Meredith will inform the newly approved members.</p>
CPPW presentation	Lucie provided a brief presentation on CPPW and answered questions for individuals who missed the July Council meeting.	No action required.
Annual Meeting date change	At the ad-hoc meeting to address fiscal	The Executive Committee approved the

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	<p>policy, the group brought up the idea of changing the date of the annual meeting. Currently, the Annual Meeting takes place at the November Council meeting. It would make more sense to hold the annual meeting closer to the end/beginning of the Council's Fiscal Year than half way through the Fiscal Year.</p>	<p>idea by show of hands. There were no dissenting views.</p> <p>The Annual Meeting date shall be scheduled to the May 2011 Council meeting.</p>
District Health Improvement Plan	<p>Becca reviewed the results of the Survey Monkey for the four priority areas. The results were very encouraging. The Executive Committee spent a great deal of time discussing the results. The Executive Committee also discussed at length which and how many priorities the Council should include in the DPHIP.</p> <p>The Executive Committee then assisted Becca in a quick process to determine the next steps.</p>	<p>The Executive Committee agreed by show of hands to recommend a single priority area for the DPHIP to the Council. The recommendation will be presented at the September 17, 2010 Council meeting.</p> <p>Becca will take the feedback from the Executive Committee and work on the next steps.</p>
Financial Protocols	<p>Dick presented the Draft Protocols with edits from the previous ad-hoc committee meeting.</p>	<p>Dick will make adjustments to draft document and distribute to the Executive Committee.</p>
MOUs	<p>The Executive Committee discussed the organization MOU and the current fiscal situation of the Council. Colleen pointed out that the MOU was mean to be a yearly affirmation of support for the Council,</p>	<p>Shane will place MOUs on the September and November Council meeting agenda.</p>

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	<p>regardless of whether members provided a monetary donation. The Executive Committee agreed the MOU should be brought up at the September 17 Council meeting and again at the November 19 Council Meeting.</p> <p>The Executive Committee agreed that there should be to appeals for donations. Once at the beginning of the fiscal year and again later on as member organizations enter into spend down terms. The Executive Committee also agreed that there should be a fiscal report at every Executive Meeting.</p>	
Work Plan update	Becca provided a quick overview on the progress the Council had made on the current Work Plan. Currently, none of the Work Plan objectives have been overlooked and most have been or will be addressed in the near future.	No action required.

Next Meeting: Full Council Meeting: September 17, 2010, 10:00 a.m.—12:00 p.m., at the South Portland Community Center, 50 Nelson Road, South Portland. Executive Committee—October 25, 2010, 2:30 p.m.—4:30 p.m., at the VNA Home Health & Hospice, 50 Foden Road, South Portland.