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Statewide Coordinating Council for Public Health
Meeting Minutes for September 22, 2011, 11:00 am to 3:00 pm
Augusta Armory, 2nd floor, 179 Western Avenue, Augusta, ME

In attendance:

Members

Andy Coburn, Jim Davis, Bethany Fortier (proxy for Megan Rochelo), Stephen Fox, Jacinda Goodwin (proxy for Geoff Miller), Steven Johndro (for Lorrie Potvin, member), Joanne Joy, Joel Kase, Tom Lizotte, Melanie Loyzim, Jessica Maurer, Robin Mayo, Kathie Norwood, Sheila Pinette, Connie Putnam, Nancy Dube (for David Stockford), Julie Sullivan, Carl Toney, Emilie Van Eeghen, Clarissa Webber, Jerry Whalen, Shawn Yardley

Stakeholders

Jessa Barnard, Nancy Beardsley, Rev. Robert Carlson, , Alexander Dragatsi, Leticia Huttman, Susan Kring, Ken Morse (for Jamie Comstock, Sandy Parker, Kate Perkins, Kristine Perkins, Valerie Ricker, Stephen Sears, Peter Smith, Angela Westhoff, Christine Zukas

Interested Parties

MaryAnn Amrich, Nancy Birkhimer, Deb Erickson-Irons, Sharon Leahy-Lind, Christine Lyman, Becca Matusovich, Al May, Becky Smith, Paula Thomson, Dennise Whitley

The meeting was called to order at 11:00am by Joanne Joy, SCC Chair. Joanne noted that a number of new members and stakeholders were present. The group was reminded that State-agency members who have sent an alternate must have provided a written proxy in order for the alternate to vote. Attendees were asked to introduce themselves.

- **Structure and Operating Principles Review and Approval:** Dr. Pinette reviewed the changes to the draft principles document. A final document will be sent to all members.

A number of questions and suggestions were made. Changes recommended include (1) adding reference to the State Health Improvement Plan and (2) replacing “steering committee” with “executive committee.”

A question was raised in regard to the presence of the District Representative Subcommittee in the document. The SCC executive committee was asked to review whether this should be added.

There was a question as to whether a district representative could serve as a chair or vice chair in light of the terms conflicting. It was decided that it is up to the DCCs to be aware of the terms and responsibilities of their representatives and that there would be no change to the language in order to leave open the options for district representatives to hold office.

It was noted that the requirement for the SCC to report to the joint standing committee of the legislature was deleted and there was question as to whether it had been deleted from the statute. This will be researched and reported out at the next meeting.

The changes discussed at this meeting were unanimously accepted. Changes in regard to annual reporting will be brought back to the next meeting of the SCC as well as any changes to language in reference to committees.

- **Chair and Vice Chair Elections.** It was announced that the Nominating subcommittee proposed Shawn Yardley as chair, Julie Sullivan as vice chair. Members voted and by unanimous vote Shawn Yardley was elected Chair and Julie Sullivan was elected vice chair.
- **The Role of the SCC Going Forward: Introducing Three Committees.** Joanne Joy noted that the SCC Executive Committee proposes to create three new subcommittees. Each subcommittee is to prioritize one or two actions that are doable within the next year. Responsibilities for the subcommittees will be shared among the members. Each subcommittee was to identify a chair and co chair, someone to take notes and record membership. Members can choose to fill out a draft charter and begin discussion of priorities. Each subcommittee is to come back with a plan for connecting between now and the next SCC meeting. Priorities should be identified prior to the December 8, 2011 SCC meeting, and an update of priorities will be on the December agenda. Meeting space will be set aside before the start of each SCC meeting starting at 8:30 until 11 so that subcommittees can do face-to-face work if desired. Carl Toney gave an overview of the subcommittee on Populations with Health Disparities. Chris Lyman provided the overview for Statewide Public Health System Assessment and Nancy Birkhimer introduced the Planning and Coordination Subcommittee.
- **Subcommittees Convene: All members, stakeholders and interested parties participate.** Each attendee broke into their selected group and the subcommittees began their work.
- **District-level Advocacy.** The group was asked if the DCCs would reconsider their recommendations for the SCC and DCCs to engage in public advocacy activities. An example of the York DCC's successful collaboration in being public health advocates was provided. It demonstrated how competing interests came together to develop a letter that was sent to their legislators. Those who could not act in this advocacy role were allowed to recuse themselves from that work. It was noted that it should be part of the DCC role to make their opinions known as it relates to public health funding and issues. A recommendation was made that the DCCs look at their guiding principles or bylaws to be sure there is transparency of decisions, etc; especially if the DCCs start taking on funding. It was asked that DCC bylaws/guiding principles be put on the website. There was some discussion regarding whether members are representing their area of expertise/interest in public health or as a requirement of a State contract. It was also recommended that DCCs begin to address the question of advocacy in the absence of a specific issue so as to be prepared when an issue arises.

- **District Public Health Units: Developing a Quality Initiative.** Becca Matusovich and Sharon Leahy-Lind gave a short presentation of their quality improvement project regarding the Maine CDC District Public Health Units and then received input and feedback as to how the public health units can be helpful to the SCC.
- **Evaluations, Next Steps.** Members were asked to complete their evaluations. Members and attendees were asked to try to commit to staying for the full meeting. The agendas are developed in a thoughtful manner and not put together in order of importance. Input from all on all agenda items is the desire.

Agenda items for the next meeting include:

Changes to the Structure and Operating Principles

Report out on priority setting and other updates from the three subcommittees which are expected to convene between now and next full meeting

Members were encouraged to connect with any Executive Committee member with other agenda items.