

MINUTES: Healthy Carolinians of Macon County – Board of Directors/Steering Committee

DATE: September 10, 2009

PLACE: Health and Human Services Building

TIME: 10:00 AM – 12:00 N

ATTENDEES: Rhonda Blanton, Teresa Breedlove, Lisa Hilliard, Anne Hyder, Teresa Mallonee, Rachel Rosner, Yvonne Smith, Sheila Southard, Roberta Swank and Martin Wadewitz

TOPIC	DISCUSSION	ACTION	FOLLOW-UP
Welcome	<p>Teresa Mallonee welcomed everyone to today's meeting of the Board of Directors and Steering Committee.</p> <p>Rhonda Blanton stated that due to the action planning session scheduled for today's meeting the minutes will be approved at the next meeting.</p>		
Purpose, Review Last Meeting, Questions	<p>Rachel Rosner stated that the purpose for today's meeting was to develop SMART objectives and plan for action on the two priority areas: Social Isolation and Participation in comprehensive planning processes, including health. Ms. Rosner noted that positive communication and education could be used as a strategy for both of these priorities</p> <p>Ms. Rosner then briefly reviewed aspects from the last meeting. Ms. Rosner started with a quick review of the Ground Rules. Ms. Rosner then reviewed the list of possible areas of work that were listed at the last meeting. Ms. Rosner explained how the initial list of seven was narrowed down to two priorities.</p> <p>Ms. Rosner asked the committee members if they had any questions. Ms. Rosner then stated that during the meeting today, this group would work on developing specific outcomes for the two suggested priorities.</p>		
Developing Objectives	<p>Rachel Rosner next explained to the committee members the process of developing objectives. Ms. Rosner explained that the committee members need to make concrete statements describing how and when the priority area will be achieved.</p> <p>Ms. Rosner stated that a well-worded objective will be Specific, Measurable, Attainable/Achievable, Realistic</p>		

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	<p>and Time-bound (SMART). Ms. Rosner said today's meeting was to develop these SMART objectives and plan for action on the two priority areas:</p> <ul style="list-style-type: none"> ▪ Social Isolation ▪ Participation in Comprehensive Planning Processes, including Health 		
Tracking Progress	<p>Rachel Rosner next divided the committee members into two groups to further discuss and develop the two priority areas. Ms. Rosner asked the two groups to take their priority area and work from the start of the process to a destination with the priority area.</p> <p>Ms. Rosner asked the committee members to cover the following measures for each priority area:</p> <ul style="list-style-type: none"> ➤ Action Step (Interim results towards completing the objective) ➤ Community Partners' Role (Can be multiple organizations, people) ➤ Community Partners' Responsibility ➤ By When ➤ Evaluation Measures (How you will know it is done) 		
Next Steps, Evaluation and Close	<p>Rachel Rosner said she would summarize and type up the results provided by the two groups and will email them to Ms. Blanton. Ms. Blanton will attach them to the next set of minutes. Ms. Rosner asked the committee members to continue with everything that was discussed in the last two meetings. (See attachment).</p> <p>Ms. Rosner then asked the committee members to answer a brief evaluation and thanked everyone for attending these meetings and their participation.</p>	<p>Rachel Rosner will summarize the results from today's discussion and forward them to Rhonda Blanton.</p>	
Other Items for Discussion	<p>Other Items for Discussion:</p> <ul style="list-style-type: none"> ○ Rhonda Blanton passed out a handout with the dates and times for the upcoming Rabies Clinics. ○ Rhonda Blanton also passed out a handout with 		

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	<p>the dates and times for the upcoming seasonal flu shot clinics being scheduled by the Macon County Public Health Center.</p> <ul style="list-style-type: none">○ Rhonda Blanton also reminded the committee members of the upcoming School Health Fairs and passed out a volunteer form with the dates for each school.		

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Macon Healthy Carolinians Steering Committee Meeting **Planning for Root Cause Action Planning** *September 10, 2009*

Purpose for today:

Develop SMART objectives and plan for action on the two priority areas: Social Isolation and Participation in comprehensive planning processes, including health.

Note: Positive communication and education as a strategy for both of these priorities.

- I. Welcome, purpose, review last meeting, questions
- II. Developing objectives

Concrete statements describing *how* and *when* the priority area will be achieved.

A well-worded objective will be Specific, Measurable, Attainable/Achievable, Realistic and Time-bound (SMART)

OBJECTIVES:

SOCIAL ISOLATION

- To recruit a decision maker from the education system to be an active HC member (attending more than half of the meetings) by January, 2010.
- Organize 2 focus groups (youth, parent, mid-age) to better understand social barriers and interests for engaging more social participation by Jun, 2010.

Key steps: Youth leadership to go out to organize younger and more disconnected students, Lisa offered to help Rhonda with the focus group, Roberta agreed to talk with Dan Brigman, There was a discussion on making educators more aware

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PARTICIPATION IN COMPREHENSIVE PLANNING

- Assure that ample representations from HC are involved at the Counties Comprehensive Planning Process. HC will commit to representation on at least 50% of the committees by date (TBD by the process)
- HC will advocate for broader representation on the Macon County Comprehensive Planning Board. To provide a broader perspective of county needs by 2011 a HC member will be appointed.

Key steps: Ann agreed to learn more about what it takes to be on the Board; The group is prepared to decide together who will commit to sitting on half the committees; Teresa agreed to get Jim involved

III. Next Steps, Evaluation and Close

Evaluation:

People liked the break out format, the request for a single commitment from each person at the end, and the use of the SMART board. They would like more community member participation (including youth).

Next steps:

To fill out the table with the recommendations of the Director/staff

Tracking progress: How to get from the start to the destination

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Objective 1: HCMC will advocate for a health representative to be appointed to the Macon County Planning Board by 2011.				
Action Step (Interim Results toward completing the objective)	Community Partners' Role (can be multiple organizations, people)	Community Partners' Responsibility	By When	Evaluation Measures (How you will know it is done)
Find out appointment requirements for Macon County Planning Board	MCPHC	Anne Hyder will see what the requirements are to getting someone appointed to the Macon County Planning Board	By Feb. 2010	Requirements will be reported at Next HCMC Steering Committee Meeting
HCMC members will participate on a minimum of 50% of the Comprehensive Plan Subcommittees	Selected participants include HCMC representatives from the following agencies/groups: HCMC staff, AMC, MCPHC, DSS, CCC, MCS, Rec. Commission, AARP	HCMC members identified will actively participate in the County's Comprehensive Planning Process by attending meetings and following through with assignments	Oct. 2009 - Oct. 2010	Comprehensive Planning Minutes and Reports

Objective 2: By 2011, decrease the number of Macon County High and Middle School Students that report that they agree or strongly agree that they feel alone to 10.0%.				
Action Step (Interim Results toward completing the objective)	Community Partners' Role (can be multiple organizations, people)	Community Partners' Responsibility	By When	Evaluation Measures (How you will know it is done)
Recruit a decision maker from the education system to be an active HC board member (attending more than half of the meetings) by January, 2010.	Macon County Board of Health Chair will take the lead role	Macon County Board of Health Chair, Roberta Swank, will request that the superintendent appoint a school representative to be a HCMC board member	By Jan. 2010	HCMC Board minutes will reflect the appointment
Organize 2 focus groups (youth, parent, mid-age) to better understand social barriers and interests for engaging more social participation by Jun, 2010.	HCMC leadership and staff will plan and conduct focus groups		By Jun. 2010	HCMC Comm. Needs Assessment Minutes will reflect the results of the focus groups

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