

## Consent Agenda for September 24, 2015 Membership Meeting

Please print, review and bring the Consent Agenda to the 9.24.15 General Meeting.

**\*Note: Copies of the CHNA 15 FY'2016 draft budget will be available at the 9.24 meeting your membership review and approval.**

### Steering Committee Update:

The CHNA 15 Steering Committee met on April 2, 2015, June 18, 2015 and August 10, 2015. Among other business the Steering Committee considered the following items:

- ❖ Reviewed Steering Committee member terms and provided orientation to Fran Spayne, Sally Quinn Reed and Susan Rask, new Steering Committee Members who were voted in at the May 14, 2015 Annual Meeting;
- ❖ Approved the dissemination of a member survey;
- ❖ Approved Draft Conflict of Interest Policy to be included in Operating Principles presented and approved at Annual Meeting;
- ❖ Received a report on the successful Youth Mental Health First Aid Training;
- ❖ Reviewed March, May and Year End Finance Reports;
- ❖ Completed an annual review process for Coordinator and discussed ongoing staffing needs;
- ❖ Received a report from Stacy Carruth, RCHC, on status of FY'15 CHNA 15 Assessment update and dissemination plan for Transportation Fact Sheet released at Annual Meeting;
- ❖ Received a report from Stacy Carruth, RCHC, on plan for FY'16 Assessment update and approved the development of an Elder Health Fact Sheet;
- ❖ Received an update from Stacy Carruth, RCHC, on work of Collaborative Guidance Team and Planning Team for new Lahey DoN. Approved the hiring of John Snow Inc. to support Year 2 planning for funds to be received in FY'17.
- ❖ Approved award of a Capacity Building Grants to Center for Parents and Teachers, Communities for Restorative Justice and Minuteman ARC;
- ❖ Approved award of individual Professional Development Scholarships to Domestic Violence Services Network, Center for Parents and Teachers and Concord Children's Center;
- ❖ Approved the award of 2015-16 Collaborative Grants to: Town of Acton Health Department, Center for Parents and Teachers and Domestic Violence Services Network;
- ❖ Reviewed the plan for release of Mini-Grant RFP, and approved award of 2015-16 Mini-Grants to: Brio Integrated Theater, Burlington Food Pantry, Communities for Restorative Justice, Domestic Violence Services Network, First Connections, Lexington Youth and Family Services, Minuteman Senior Services, and Saheli;
- ❖ Approved proposed design for new CHNA 15 logo and approved the hiring of RoMP Web Services to design new CHNA 15 website to be launched in FY'16;
- ❖ Reviewed the FY'16 Calendar;
- ❖ Considered FY'16 Grants. Decision: Collaborative Grant RFP will be released in fall; Healthy Communities Planning Grant RFP will be released in winter; Mini-Grant RFP will be released in spring; Training Scholarships and Capacity Building Grants will be available on a rolling basis;
- ❖ Planned the May, 2015 Annual Meeting and September, 2015 General Meeting;
- ❖ Received updates from all FY'15 Action Teams and identified FY'16 short-term Action Teams.

### Action Needed:

The following items need member approval:

- ❖ Minutes from the March, 2015 General Meetings (see below)
- ❖ FY'16 CHNA 15 Budget (copies available at the September 24, 2015 Meeting)

## March 5, 2015 General Membership Meeting / Draft Minutes

### Meeting held at Minuteman Senior Services.

**Attendees:** Barbara Howland, Carla Olson, Damon Chaplin, Dan Pereira, Dawn Olcott, Doreen Crowe, Fran Spayne, Jacquelin Apsler, Jessica Goldberg, Jill Block, Judy Fallows, Judy Tanner, Karen DaCampo, Kim Priore, Kristen Light, Lara Rao, Laura Galeski, Marge McDonald, Marianne DiBlasi, Maria DeMeo, Marylou Hardy, Patty Ochoa, Randi Epstein, Sally Quinn Reed, Sharon Burton, Sheryl Ball, Stacy Carruth, Stephanie Venezelos, Sue Baldauf

### Introduction:

Sheryl Ball welcomed members, and asked attendees to sign in, complete a Membership Form and an evaluation. Sheryl also reminded members that those who bring a guest to a CHNA 15 General Meeting are entered into a raffle to receive an individual Professional Development Scholarship. Sheryl shared that we have a great program and exciting speaker planned.

### Consent Agenda:

- Minutes from the January 8, 2015 meeting were approved.

### Finance Report

Sheryl shared that a full finance report given at the Annual Meeting in May.

Sheryl introduced Patty Ochoa to talk to members about CHNA 15 Steering Committee participation. Patty shared that CHNA 15 seeking new members for FY'2016 and asked members to both consider participation in the Steering Committee and reach out to colleagues who they may want to nominate. Patty shared that our hope is that the CHNA 15 Steering Committee will be diverse and represent the communities we serve as much as possible. She shared that the Steering Committee deeply values collaboration, and that we do great work to fulfill the mission of CHNA 15 and to bring together diverse interests, talents, etc. Patty encouraged any member who wants more information about what we do, and those who are interested in joining the Steering Committee or nominating someone, to contact Randi. Information will also be sent to membership. Patty was asked about time commitment and shared that the Steering Committee meets every other month for 3 hours and that Steering Committee members participate in Action Teams that perform critical work like branding and marketing, designing RFPs. She also shared that now is a critical time because we are fortunate enough to be receiving a lot of resources beginning Fall, 2017, and we are in the process of determining how we ensure needs of communities are being distributed in a fair equitable and meaningful way. She shared that it is an exciting time to be a part of the Steering Committee, and thanked members for their consideration and ongoing participation in CHNA 15 activities.

### CHNA 15 Training and Grant Opportunities, Updates and Upcoming Events

Randi will report on and promote upcoming training and grant opportunities:

- Capacity Building Grants are available to programs to enhance their work. Applications are at registration table and on the CHNA 15 Website. For FY'15 Capacity Building Grants have been increased to up to \$2,000.

- Professional Development scholarships are currently available for individuals and staff. Applications are at registration table and on the CHNA 15 Website. For FY'15 agency scholarships have been increased to up to \$1,000.
- Randi shared that the Collaborative Grant deadline has passed and that we received 3 applications. Review will be later in March and the award announced after the April 2, 2015 Steering Committee Meeting
- Randi shared that the CHNA 15 Sponsored MHFA Trainings have been completed.
  - Mental Health First Aid Training for Adults – 22 participants
  - Mental Health First Aid Training for Youth – 15 participants
- Randi shared that the 2015-16 Mini-Grant RFP will be released in late March. Info Session and Grant-Writing training will be held in early April. Randi asked members to please consider being a Mini-Grant reviewer and to contact her if they are interested.
- Randi shared that CHNA 15 is accepting nominations for the Jan Hanson Award for Outstanding Healthy Communities Initiatives are being accepted. Form is being posted on website and has been emailed. Due 3.31.15
- Randi asked members to save the date for CHNA 15 Showcase and Annual Meeting – Thursday May 14, 2015 at Lahey Hospital.
- Randi informed membership that copies of following are available on registration table: Annual Report / Showcase Report / Year in Review, 2014-2015 CHNA 15 Calendars, Youth Fact Sheet, Capacity Building Applications, Professional Development Applications, Volunteer Opportunities/Sign-Up forms, CHNA 15 Membership forms.

#### **Panel Discussion:**

Patty Ochoa introduced the panel that has been invited to help us continue our theme for the second half of the year. She shared that we are pleased to have put together a wonder panel of experts working on the development of food and activity policy councils in several different communities, and that our experts will share some of the goals, objectives, programs and strategies of their councils, and will share information about how they got started, how they engaged their communities and how funding and technical assistance from their local CHNA supports their work.

**Judy Fallows, Executive Director, Healthy Waltham:** Judy shared that Healthy Waltham started as a healthy communities coalition, and with support from CHNA's 17 and 18 they became involved in a lot of large community health assessments. They began to consider why they do this work in the first place, and learned that in order to be successful people are needed on the ground. Their goal is getting people to be healthy before they need intervention. Judy talked about Health Equity: *health of all of us as a nation/town depends on the health of each of us*. She said communities should figure out who in their community has the most needs, identify gaps in your community are, and include the voices of the people in your coalition that are hardest to reach – e.g. elders and low income individuals. She encouraged everyone to try to understand what is going on for the people in their community. Waltham was successful because they worked in public schools, and said this works because kids bring it home. They connected gardens with cafeterias, hosted health nights, and adopted the New England School Vision: how can we have a healthier diet that is healthy for the planet. They shared with the community that what we eat, where it comes from and how it's transported has to do with health of people and the environment. Judy talked about gardens, as they provide opportunities to find people where they are, and they provide opportunity to engage schools, faith based organizations, food pantries, low income developments, etc. Healthy Waltham now contains schools social service organizations, COA's, through this we have a traveling kitchen that does cooking demonstrations. Judy concluded by saying that the coalition convener should be a paid position to provide consistent structure and to expand the coalition. This has to be a community effort.

**Dawn Olcott, Co-Facilitator, Cambridge Food and Fitness Policy Council;** Dawn began by saying that this is all about relationship building, and it took a lot of time to develop the council. Cambridge now has a school Food Service Director, and that they have school gardens are running a farm to school program. As a result, Cambridge has improved food, healthier food options and schools are thinking about healthy food and school activity. They began by thinking about schools are a microcosm of the larger community, and considered how can they could create a healthier community citywide to support families. City Council developed an order to the public health department to think about a Food Policy Council. They selected key people to be on a volunteer task force, and they came up with eight areas to work on with 22 recommendations. After three years they got permission to have an official Policy Council in Cambridge. This worked because a key person that said, "I'm not giving up." Cambridge received two grants from CHNA 17; key because they received no financial support from city. Now the council is made up of 18 members appointed by the City Manager. Meetings are open to public, and ad hoc groups are formed or disbanded as needed. Mass in Motion funds co-facilitators. Learned that families want more of their own international food in schools, and they are now introducing ethnic foods in school meals. They have integrated information on where they shop into corner store program in order to have more ethnic food available there. They conducted focus groups on culturally appropriate activity, and teach that everyone can be active. They learned that communication is important, that information is available but not always understandable for all residents. They set up bike workshops and provided trainers with information on providing culturally appropriate training. They developed out of school time guidelines on food and activity for preschools and afterschool programs, and outreach brochures on food pantries. They are now starting to be pulled into community programs, and are becoming part of the fabric of what the city is doing. Dawn shared that looking ahead their goals are to work towards policy and infrastructure development. Work focused on community impact and working across departments has begun, and they have found themselves to be a catalyst. Including diverse families in work and outreach has really increased interest in workshops, etc.

**Stephanie Venizelos, Project Coordinator, Live Well Watertown:** Stephanie shared that Live Well Watertown grew from a task force whose vision was to create a coalition. The task force completed surveys, assessed needs, conducted stakeholder interviews, gathered information and now is launching with a paid coordinator tasked with building the coalition. They have two policy targets and offer educational programs. These targets are promoting healthy eating, pedestrian safety and access. They have learned that what they thought would be the priorities are not what the community wanted. They talked to the Commission on Disability, formed a subcommittee and support is building. They are offering community education programs, planning a garden event, a cooking class, and a community forum that will provide opportunities to become involved, collaborate, network, and develop projects.

**Jessica Goldberg, Public Health Specialist, Regional Center for Healthy Communities, Mount Auburn Hospital.** Jessica thanked the panel who are leaders in their work and an inspiration to her daily! Jessica also thanked Randi and CHNA 15. Jessica shared that her role is to provide TA to community based coalitions – specifically CHNA 17. As a CHNA they act as a small funder/foundation for communities, and receive support from their relationship with Mount Auburn Hospital. They conducted key informant interviews, looked at secondary data, and identifies issues to consider. They worked with the Steering Committee to prioritize needs and based on what they could do, and their priorities became obesity and active living. To consider which strategies would be most effective and successful a committee was developed. Jessica shared that including the word policy was intentional because policy is sustainable – once it's established (and enforced) it isn't subject to change if a person leaves, etc. Councils were charged with assessing gaps, needs and educating about need, and advocating for change to people that were decision makers, however they recognized that that some CHNA's were in different place than others. Jessica acknowledged that policy work is great, but that it is hard to show outcomes because a lot of what you are doing is building relationships. They understood that coalitions can't do policy work without funding programs because they brings people in the door so you can engage them. CHNA 17 is now funding 18 month programs with grants up to \$20,000, and half of the funding can be used for programming. Examples of projects: Belmont Food Forum, Somerville

Powerful People – a curriculum to teach participants how to sit on boards and participate in programs that help them represent their interests successfully. Jessica shared that the CHNA's role is to bring grantees together in a community of learning to share success and lessons learned, have a facilitated discussion, get feedback on topics, bring in experts, support evaluation, and support collaborative work. Although it is rare that communities will work together, everyone can still learn from what's happening in other communities. Jessica concluded that the feedback that they have received emphasized the need to build in time for conversations on how things are going.

The panel discussion was followed by a Q&A in which panelists shared:

- If you build your organization with a lot of collaborative partners it builds resilience. Because it is a collaborative, all funds don't go away at once and sustainability is possible.
- Cambridge shared that when they developed their first set of recommendations they asked people to consider both new programs and something that they are already doing that would be enhanced by their partnership. That way, if they didn't get funding, the entire program would not go away.
- Consider unlikely partners. Waltham has a resistant health department, but they learned that faith based organizations are much more powerful a partner than we anticipated. Cambridge got pushback in beginning because they already have a lot of committees. There were a lot of great pockets of things going on but they weren't talking to each other – but now they are. Cambridge now has a standing committee but they don't have a charter. They are considered an advisory and they can work as such. The Wellness council is a standing council.
- Collaborating can help stop duplication. An example is food pantries in Medford, Malden and Everett that are partnering intercommunity by all use the same brochure.
- CHNA 17 had no expectation that policy would be changed in 18 months. They focused on assessing need and building relationships which are good short term goals.
- Waltham coordinates with food pantries by working with area gleaners, doing programs at pantries, and area farms in order to provide opportunities to teach where, how, etc.
- Cambridge works with pantries by addressing gaps. Pantries asked for a paper brochure – not online. It was hugely successful! Pediatricians are also giving them out.

Patty thanked the panel for their participation.

#### **Needs and Leads:**

Patty invited members to share information about their work, resources, needs and/or upcoming events, and were reminded to send info to Randi for posting on the website.

#### **New Member Raffle Award**

Doreen Crowe won a \$300 training scholarship for bringing a new member to the meeting.

#### **Plus-Delta/Meeting Evaluation**

Members completed their evaluations and provided the following:

Plus: Great panel!

Delta: Chairs only. Tables would have been good.

Next CHNA 15 Meeting will be our Showcase and Annual Meeting on May 14, 2015 at Lahey Hospital.

Thanks for coming!

Meeting adjourned at 4:30.

Respectfully submitted,  
Randi Epstein