

Population Health Workgroup

Meeting Agenda

Thursday, August 27, 2015, 1:00-3:00 P.M.

Chelan-Douglas Health District, 200 Valley Mall Parkway, East Wenatchee

Consistent Conference Call Number: 760-569-7171 **Consistent Conference Code: 924903**

For All Documents, see Regional Workgroups Pages on DocVault: <http://www.mydocvault.us>

Our Goal:

The NCACH Population Health Team will leverage multi-sector, collaborative resources in developing sustainable, scalable processes for community health improvement. Under the direction of the NCACH Governing Board, the team commits to completing a pilot project on a population health issue related to diabetes, specifically meeting the following SMART criteria for project goals and objectives:

- Sustainable: develop sustainable processes that can be readily replicated or expanded beyond the team’s project
- Measurable: set measurable project goals and objectives
- Attainable: develop attainable and realistic project goals and objectives
- Relevant: set project goals that are relevant to the intended target and expectations of NCACH
- Time-sensitive: achieve timeline milestones and completing the project within timeline parameters

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<p>Meeting Facilitators: Cathy Meuret, Deb Miller</p> <p>Meeting Notes:</p> <p>Time Keeper:</p>	<p>Participants: Winnie Adams, Suda Suudsaard, Theresa Adkinson, John Neff, Bethany Osgood, Deb Miller, Marya Madsen, Carol McCormick, Jenny Sorom, Elana Mainer, Katie High, Matt Parsons, Marlen Mendez, Rosalinda Kibby, Laura Flores Cantrell, Nancy Bywater-Johnson, Elise Reich, Linda Belton.</p>
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Item	Steps/Purpose	Who	Time	Notes/Agreements/Outcomes/Deadline
Welcome and Introductions		Cathy and Deb	1300 - 1305	
Task Updates	Tasks	All	1305 - 1345	Identify who needs help. Are we on track?
Identify all donors and donations.	Tasks	All	1345 - 1400	Create spreadsheet of all donations and ordered materials.
Develop training schedule.	Tasks	All	1400 - 1415	Develop spreadsheet for Train-the-Trainer sessions and classroom assignments (instructor + assistant + observer for each class session)

Draft Curriculum Preview	Tasks	Bethany	1415 - 1450	Review and discuss.
Adjourn			1500	

Next meeting: _____, 2015, 1300 – 1500

Meeting Ground Rules

We the members of the Population Health Workgroup agree that we will:

1. Be clear about the purpose of the team and of each meeting.
2. Come prepared. We will read materials in advance of the meeting to help us spend our meeting time really listening and working together.
3. Make an effort to attend every meeting. When unable to attend, will notify the facilitator prior to the meeting date.
4. Listen carefully to others. Our team will function best when we understand one another’s views.
5. Remain open to new information and new perspectives.
6. Avoid changing or hiding our views only to reach agreement and avoid conflict.
7. Openly share our ideas, experiences, and opinions about matters of interest to the group.
8. Value one another’s experiences. We will actively seek out differences of opinion. Disagreement can improve the coalition’s opportunity to create better decisions.
9. Value one another’s time. We will follow the prepared agenda and timelines and will designate a coalition participant as the meeting timekeeper. A “parking lot” will be used to corral questions or off-topic conversations.
9. Help to develop one another’s ideas.
10. Help create a respectful and productive working climate. We will speak our mind freely, but be brief and to the point so that others can also speak.
11. Keep listening when differences arise. We will explore disagreements and search for the common concerns beneath the surface.
12. Help improve group productivity. Be willing to suggest ways in which the group can work smarter.
13. Make decisions by consensus whenever possible.
14. Be represented by the spokesperson at public meetings unless the coalition takes an action to select a person or organization to be its representative.
15. Honor these ground rules by observing them and reviewing them at periodic intervals.