

# Population Health Workgroup

Phone Only - Meeting Minutes

August 27, 2015, 1:00-2:30 P.M.

Chelan Douglas Health District, East Wenatchee, WA 98802 ([map](#))

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

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

**Attendance:** Elise Reich, Lisa McDonald, Linda Belton, Shannon Mack, Deb Miller, Suda Soodsaard, Bethany Osgood, Marya Madsen, Winnie Adams, , Cathy Meuret.

**Absent:** Jeff Neff (has needed to drop participation), Nancy Bywater-Johnson, Rosalinda Kibby, Laura Flores Cantrell, Katie High, Matt Parsons, Elana Mainer, Theresa Adkinson.

Topic	Discussion	Follow-Up Work		
		Who	What	By When
School Commitments	<p>Mission View has verbally committed to supporting the WTW program.</p> <p>Rock Island is interested, but grant funding of the after-school program prevents this add-on curriculum. The Principal would consider requesting a waiver to add the WTW to a different program that centers on homework assistance</p> <p>Decisions:</p> <ul style="list-style-type: none"> <li>• Provide program at Mission View Elementary only.</li> <li>• Do not offer content to a second school and hold on Rock Island School.</li> <li>• A meeting will be scheduled with Mission View Principal Jaeger to go over program logistics, best days of the week and times, decide on a registration process, food needs, and best ways to</li> </ul>	Winnie	Schedule meeting with Principal Jaeger at Mission View.	Next Week

	integrate the program into the after-school program.			
<b>Support Materials</b>	<p>Bethany has ordered games and activities.</p> <p>Cathy has ordered two sets of MyPlate materials to cover two classes, including curriculum and student materials. One set to be delivered to CDHD and one set to Community Choice.</p> <p>Decisions:</p> <ul style="list-style-type: none"> <li>Will need to select materials that support curriculum, are age and language appropriate, etc.</li> </ul>	<p>Bethany</p> <p>Cathy</p> <p>Deb</p>	Next Meeting	
<b>Curriculum</b>	Curriculum is not ready for review yet.	Bethany	Next Meeting	
<b>Train the Trainer Training</b>	<p>Two MA students and one High School student have volunteered to assist. Their availability will depend on selected class dates.</p> <p>Request for Workgroup members to commit to attend training program and assist with classes.</p> <p>Decisions:</p> <p>Train the Trainer Date #1: 9/21, 4:00 – 6:30 PM at the Wenatchee Library Auditorium</p> <p>Train the Trainer Date #2 (only if necessary): 9/22</p>	Bethany Marya		
<b>Next Meeting Dates and Times</b>	In person meeting: September 14, 1100 – 1230 at Chelan Douglas Health District, Lower Level Classroom, East Wenatchee, WA (Phone Conference Available)	All		
<b>Adjourn</b>	Thank You!			

## 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.