

# Population Health Workgroup

Phone Only - Meeting Minutes

*September 14, 2015, 11:00-12:30 P.M.*

Chelan Douglas Health District, East Wenatchee, WA 98802

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, Alex Howard, Shannon Mack, Deb Miller, Suda Soodsaard, Bethany Osgood, Marya Madsen, Winnie Adams, Cathy Meuret.

**Absent:** Linda Belton, 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 Program	<p>Winnie, Cathy and Suda met with Principal Jaeger and Ellen Smith re: the program. Update provided. Ellen Smith will serve as the Point Person at the school and for the post-program tests. Discussion re: school requests for two class sessions per day, one day per week and other school requests.</p> <p>Decisions:</p> <ul style="list-style-type: none"> <li>• Provide 2 back-to-back classes at Mission View Elementary during the after-school program.</li> <li>• Class length = 45 minutes</li> <li>• Class size = 25 students per class</li> <li>• Age group = 3 – 5<sup>th</sup> graders (9 – 11 year olds)</li> <li>• Class times = 3:15 – 4:00 and 4:15 – 5:00</li> <li>• Snacks would be greatly appreciated</li> <li>• All instructors and support staff need to register as school district volunteers.</li> </ul>	Winnie	<p>Confirm dates (days of the week) with MVE.</p> <p>Find out about storage.</p> <p>Find out what AV equipment is available.</p>	Next Week
		Cathy	Write a program description	

	<ul style="list-style-type: none"> <li>• Student pre-registration is not necessary. Ellen will help with student scheduling.</li> <li>• No permission form is required as parents have already signed a permission form for students to attend the “Lion’s Den” after-school program.</li> <li>• Not all students attend the program weekly. Some may all and some may attend only some of the classes.</li> <li>• Determine storage and AV materials (white board, projection system, dvd player, internet access)</li> <li>• Rooms are classrooms with tables and chairs.</li> <li>• Consider student health issues and allergies as provided by the school.</li> </ul>		for Ellen for marketing.	
<b>Support Materials</b>	<p>Second set of MyPlate program materials pending; to be delivered to Community Choice.</p> <p>Dental supply donations (bags containing toothpaste, brush, floss, and stickers) have arrived from the WA Dental Services Foundation.</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> <li>• Will need a</li> <li>• tote of classroom supplies (scissors, bandaids, crayons, napkins, erasers)</li> <li>• add brushing/flossing info to dental kits (in English and Spanish)</li> </ul>	<b>Bethany</b>  <b>Cathy</b>  <b>Deb</b>	Next Meeting	
<b>Curriculum</b>	<p>Curriculum distributed. We still need lesson plans and scripts for standardized instruction. This will be needed for the Train the Trainer course in September. The goal is standard content and presentation by any instructor.</p> <p>Decision:</p> <ul style="list-style-type: none"> <li>• Bethany and Cathy to work on curriculum and scripts.</li> <li>• Add dental care information and dental visits to curriculum.</li> <li>• Match materials to curriculum, including take-home information for parents/families.</li> </ul>	<b>Bethany</b>	Next Meeting	
<b>Train the Trainer Training</b>	<p>One MA student has confirmed all class dates and times.</p> <p>Two instructors from Community Choice Diabetes Program (Nilce and Eva).</p>	<b>Bethany</b> <b>Marya</b> <b>Cathy (co)</b>		

	<p>Trainers and observers must register with the school district as volunteers to participate. Please check in at the front desk on arrival and wear ID when you are working in the school.</p> <p>Given the push back of the first class date, the Train the Trainer class was also pushed back.</p> <p>Decisions:</p> <p>Train the Trainer Course move to September 29, 4 – 6:30 PM Location: Chelan-Douglas Health District, Lower Level Classroom.</p>			
<b>Snacks</b>	<p>The students would love it if we provided snacks. Please work on coordinating a supply of healthy snacks for 50 students x 6 dates.</p> <p>Potential donor suggestions: Crunch Pak, Grocery Outlet and others.</p>	<b>Linda Lisa</b>		
<b>Next Meeting Dates and Times</b>	Train the Trainer Meeting: September 29, 1600– 1830 at Chelan Douglas Health District, Lower Level Classroom, East Wenatchee, WA (No Phone Conference Available at this meeting.)	<b>All As Available</b>		
<b>Adjourn</b>	<b>Thank You!</b>			

## 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.