

The Health Forward Foundation
COMMUNITY ADVISORY COMMITTEE (CAC)
Minutes of the Community Input Committee Meeting
Tuesday, December 4, 2018 at 3:00 p.m.

Committee Members in Attendance: Mike Enos (2019 Chair); Niki Donawa; Siobhan McLaughlin Lesley; Thuylinh Pham, M.D.; Tenia Strother (by phone); Yulonda Swanson-Moten.

Health Forward Associates in Attendance: Paula Cornwell; Bridget McCandless; Karol Shadle; Jennifer Sykes (by phone).

Call to Order

Mike Enos, Chair, called the meeting to order at 3:05 p.m.

Discussion of Proposed 2019 Input Committee Activities

Chair Enos began the meeting by reviewing the participation of the Input Committee in the 2018 Community Dialogue Project that included both larger, more formal events and smaller, less structured dialogue sessions. The goal for this year's committee was to find a way to stay engaged with the community by continuing the smaller, more informal sessions. providing qualitative input that informs our work, identifies emerging issues, and to builds relationships within the communities we serve.

The committee then discussed how this dynamic, on-going dialogue might look and is summarized as follows:

- The Input Committee thought it would be effective to schedule sessions by state, holding them in our service areas in Kansas in 2019 and in Missouri in 2020, rotating each year thereafter. Clustering by state makes sense because of unique legislative and state issues. The goal will be to create three sessions in 2019 in Allen, Johnson, and Wyandotte.
- Participant size should be between 15 – 25 and should include civic, business, health and community influencers from within the county. Ideas for invitees will come from the list of participants from the 2018 meetings as well as suggestions from the CAC representatives from each county.
- While the sessions are intended to be less structured, the discussions will be guided by a questionnaire to be sent to the invitees in advance of the meeting including questions about the health issues within their county, whether challenges are getting better or worse, new barriers or challenges, sources of pride in their community and policy issues they would like to see addressed. Mike would also like to see a site-specific question included. Their responses will provide the basis for discussion at that county's meeting. Karen Dehais, Health Forward Learning and Evaluation Officer will assist in the development of the questions, how best to document the feedback and how to interpret the information we receive in order to get actionable information.
- There was some discussion on the best way to capture the feedback and ideally, if budget permits, it should be a combination of a scribe at each meeting and note taking.
- Sessions should be conducted in June of 2019, if possible.

Next steps:

- Paula Cornwell and Jennifer Sykes will develop a timeline, list of potential invitees, and a process for conduct of the meeting to include facilitation of meetings and the need for interpreters in Wyandotte County. They will also work with Mike Enos and Karen Dehais on survey development and how to best capture feedback.
- Details will be shared at the March CAC meeting.

Having no further business, the meeting adjourned at 3:45 p.m.

Minutes prepared by Karol Shadle, Governance Coordinator

Reviewed and approved by PC 01.20.19; BMcC 01.21.19; ME 02.06.19