

The Health Forward Foundation
COMMUNITY ADVISORY COMMITTEE (CAC)
Minutes of the Community Input Committee Meeting
February 21, 2019 at 9:00 a.m.

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

Committee Members not in Attendance: 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 9:05 a.m.

Discussion of 2019 Input Committee Project

Mr. Enos stated the design of this year's project was intentional in that it serves as a model to use on an annual basis. Karen Dehais, Health Forward Learning and Evaluation Officer assisted in the design of this model that allows us to gather input from the community that is actionable and meaningful.

Mike presented an overview of the project:

Objectives

The objectives for the Community Input Sessions are to invite stakeholders to collaborate to assess and improve health in their communities and to increase their understanding of the data underlying priority issues.

Proposed Meeting Structure and Locations

Two Input meetings per county, both on the same day. It is suggested one be scheduled in the morning/afternoon and one in the evening. The meeting sites should be easily accessible, accommodate 25 – 35 people; large enough to accommodate 5 round tables, with room around the perimeter for attendees to walk. Facilities should allow flip charts on walls.

Timeline

Mr. Enos reviewed the timeline with the committee members and assigned roles. The plan is to hold all the Input sessions in June, with a full Board readout completed in October.

Input Session Format

Staff is suggesting the Input Sessions be held as a Data Walk, which is a tool developed by the Urban Institute. The goals of a Data Walk are to share data with community residents; gain community perspective on both strengths and needs; develop a shared understanding of issues; and to inspire individual and collective action.

The Input Sessions will focus on priorities from two sources: Issues identified during the 2017 Community Dialogue Sessions, and priorities identified in local Community Health Needs Assessments/Community Health Improvement Plans. The availability of data might influence the topics for consideration. The Input Committee members will confirm the priority topics.

Key data points will be posted around the room on flip charts and will be formatted for easy understanding and broken down by race, gender, socio-economic status and geography, when possible. There will also be one blank “station” for attendees to offer topics.

Participants will rotate through all stations in small groups. Trained facilitators will encourage active engagement with the data by asking questions such as:

- What surprises you most?
- What is the good news? What are your areas of concern?
- What’s missing? What more do you wish you knew?
- What more can I/we do about this?

The groups will then meet back as one large group to process the input. Key questions might include:

- What new insights did you gain?
- How did the discussion make you feel?
- What next steps are priorities for you?

The information gathered from the sessions will be summarized and shared with the CAC, Health Forward Associates, the Board, and the communities, and will be a tool to provide input for the Health Forward policy agenda and strategic plan input. The goal will be to have a robust understanding of what people in the communities have on their minds.

The Committee members agreed to assist with the following project tasks:

Thuylinh Pham: Invitations

Twintenia Strother: Meeting Locations

Siobhan McLaughlin Lesley: Facilitator Identification

Staff will assist with the sending of invitations, facilitator training, location identification, and administrative details as needed.

Next steps:

Karen Dehais will pull data to develop a list of potential topics for each location by the March 7th CAC meeting. After topics have been identified, she will work with Dr. Pham on the invitation lists.

Mr. Enos would like to schedule a conference call for the Input Committee in April to touch base on Input Session details.

Having no further questions, the meeting adjourned at 10:00 a.m.

Minutes prepared by Karol Shadle, Governance Coordinator

Reviewed and Approved PC 02.26.19; BMcC 2.28.19