**Center for Community Health**

**Assessment Alignment Subcommittee NOTES**

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| **Meeting Date:** | July 25, 2016 | **Time:** | 10:30 – 12:00 (noon) |
| **Location:** | STAR Conference Room (30)  Saint Paul – Ramsey Public Health (90 Plato Blvd West) | | |
| **Meeting Objectives:** | * Begin leadership transition and welcome new members * Debrief full-membership meeting * Discuss remainder of the 2016 work plan; make adjustments | | |
| **Co-Chairs/Facilitators:** | Tommi Godwin  Deb Miller | **Recorder:** | Tommi |
| **Attendees** | Dave Johnson, DeDee Varner, Cindy Jean-Baptiste, Katie Rojas-Jahn, Ken Bence, Kristen Loncorich, Melanie Countryman, SuzAnn Stenso-Velo, Christy Dechaine, Clark Koenigs | | |
| **Attendees who will be absent:** | Joan Pennington, Rina McManus, Allison O’Connor, Anne Ellison, Dave Brummel, Jenny Morman | | |

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| **Time** | **Agenda Item & Highlights** | **Discussion/Decisions** |
| 10:30 | Welcome and Review Agenda  New members: Christy and Clark  New leadership | The group made a decision to rotate monthly note-taking duties among members.  Logistics: continue meeting at St. Paul-Ramsey Public Health  Starting September: move to new day and time of 9am |

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| 10:45 | Debrief Full Member Meeting | | 1. Connect with CA subcommittee re: mental health indicators 2. Allina – has compiled all the mental health themes into one document; stigma is a small component of the continuum 3. Share any fresh data/themes on mental health that collective action should know about   Homework:  Question back to CA Subcommittee: are you planning to measure the indicators? Assessment Alignment view – these indicators are difficult to get; recommend having a data manangement/measurement plan. Please collaborate with CCH Indicator workgroup on measurement plan. Note: indicators suggest they are “examples” – revisit with our sister subcommittee. What are the connections to further “upstream” indicators?  What were your reactions/experience with the meeting?  What did we learn from it that applies to our workgroup?  Coordination, packaging, standardization – implies a lot of work about *how* and *where to keep it?* And *who is the coordinator of the effort? What is the charge of CCH in all of that?*  Organizations are interested in coordination – there is real potential to reduce duplication of effort (i.e. our charge it not to coordinate every product and effort)  What is the role for this group: think about what gaps are we seeing – partners? Topics? Change philosophy of CA to addressing gaps rather than leveraging what we’re already doing well  Package insights around community health needs – what if tried to pick a few topics (such as mental health) and shared insights that makes more sense of them  Qualitative data question(s) – seems unrealistic to develop 1-2 common questions; perhaps could limit scope to 2-3 recommended questions/topics to include when we have community dialogue  Possible action: bring questions we’ve used – what are the common ones? Share that collection with collective action subcommittee and/or steering community  Observation: there wasn’t a good cross-sector balance at the full-member meeting  Question – “common questions” – for what? For each diverse community?  Feedback for Steering Committee – getting the right questions for small-group discussion at full membership meeting is nearly impossible; focus on “stockholder meeting” style – branding, energizing, success stories |
| 11:15 | Begin discussion of website use and products | | * Member-only: push out workgroup materials * Word documents, pdfs, excel docs * Products we have been talking about – MAPP recommendations, indicator framework, qualitative data discussion and recommendations * Links to partner agencies CHNAs * Minutes, proceedings, charter, and workplan * Calendar of meetings (CCH full member, SC, EC, CA, AA, MLPHA?) * Findings from qualitative data collection – links to products we have published and/or regularly use in our community health assessment work * Public-facing collective action updates (major initiatives) * Add relevant core indicators, populated * Recommend continued attention to website organization (if the current page keeps getting populated with simple links, it won’t get used) * Recommend groupings: public site, subcommittees, steering committee, etc. |
| 11:30 | Review work plan for remainder of 2016 and discuss remaining agenda topics | | **Goal 2**   * Who are we missing * Who to include * Getting information in a legitimate, best-practice way * Tools, guidance, guidelines, best practices * Need to: identify needs, what do we need, what shall we do? (re-visit the planning cycle – then get buy-in from steering committee)   **Goal 1**   * Objective 2 – *how to share* will naturally flow out of the primary data collection discussions * Objective 1 – how do we adapt this MAPP model moving forward for organizations and for CCH after already doing it previously? * Trying to do a metro-wide CHA seems prohibited, but a Forces of Change Assessment might be approachable * Propose something to SC + EC to get traction |
| 11:55 | | Next steps/timelines/assignments | * Summarize website recommendations * Re-send supporting documents for this meeting, full member re-cap * Communicate back with Steering Committee and Collective Action – when change topics/ priority? * Change meeting time to 1pm on Monday 8/22 |