

Public Health Statewide Coordinating Council
Executive Committee Meeting
Tuesday, July 8, 2008
Maine CDC Offices
2:00 – 3:30 pm

Draft Minutes

Members Present or by phone: Joanne Joy, Shawn Yardley, Daryl Boucher, Dora Mills, Deb Erickson-Irons

1a. Membership Discussion for SCC: Following the recent SCC meeting, significant discussion occurred regarding the membership of the SCC. Leadership discussed the need to develop guiding principles to assure appropriate geographic representation, representation of the 10 EPHS, representation from the coalitions, need to limit numbers, need to assure non-profit representation, etc.

Action Steps:

- Joanne will develop an email to all those who were PHWG members at end of 2007 to conduct an assessment of interest to continue in this SCC transition year. Make it clear that new membership will be identified by January.
- If yes – then individual will be asked to complete a survey monkey
- Joanne, Chris and Elaine will develop a survey (using Survey Monkey) so those who continue as a voting member can weigh in on the issues on membership. This will help broaden the input beyond the 14 decision makers at the June 27th meeting. Will request that Denise and Mallory subcommittee can add a question or two based on the research on membership of advisory bodies in other states.

1b. Criteria for membership to include the following topic areas/categories, recognizing that some people will represent more than one area:

- District representation (8) (with at least 3 nominees per district to choose from)
- 10 Essential Public Health Services (10)
- State, district, local representation
- 8 populations with health disparities identified in the 2010 Healthy People (8)
- Total of 20-25

Additionally, list the LD1812 categories as “may include”.

2. Workforce development: What are next steps? Where are we at? Dora reports that the next steps are to have an organizational meeting for the workforce development committee on the same day as the next SCC meeting in September. We will send out notice that she still needs

a few more people to serve on the workforce development committee, and all the academic institutions are not represented yet.

3. At the September 18 SCC meeting, we will provide updates on progress to date of the development of the public health infrastructure at the local (Becca) , district (Mark) and state levels. We also would expect reports from the DCCs, legislation committee, membership recommendations, etc. to inform membership of infrastructure status and direction of initiatives

Action Steps:

- Continue to add membership to workforce development committee.
- Convene organizational meeting for the workforce development the same day as the next SCC meeting in September.
- Will discuss agenda for September and progress on all issues at the August 19th meeting.

Meeting adjourned at 14:48

Respectfully submitted,

Daryl Boucher, MS