



Cumberland District Public Health Council
Executive Committee
December 13, 2010
1:00 p.m. — 2:30 p.m.
Portland City Hall, Room 305
389 Congress Street, Portland

Present: Deb Deatruck, Valerie Landry, Becca Matusovich, Lucie Rioux, Toho Soma, Julie Sullivan, Meredith Tipton; Shane Gallagher

Absent: Richard Farnsworth, Colleen Hilton, Malory Shaughnessy

Topic	Discussion	Actions
Committee Updates: -Advocacy -Communications Committee	Valerie Landry provided an update on the progress of the Advocacy Committee. The memo calling for interested members to join has been sent out, but has not had a strong response. Valerie recommended that it be resent by Colleen. Valerie also suggested an email not asking for members to submit upcoming legislation that may be of interest to the Council. Julie Sullivan has agreed to co-chair the committee with Becca Matusovich. The Communications Committee has not formally convened; however, the	Shane will send out the email asking for interesting legislation submissions.

Topic	Discussion	Actions
<p>-Finance & Fundraising</p> <p>-Health Data</p> <p>-Healthy Cumberland</p> <p>-Membership</p>	<p>Communications Work Group continuous to meet. Please see District Public Health Improvement Plan below.</p> <p>No update.</p> <p>No update.</p> <p>Lucie Rioux briefly reviewed the Healthy Cumberland Committee update (see attached).</p> <p>Meredith Tipton provided an update on the work of the Membership Committee. In addition, Meredith met with Shane Gallagher to review the status of the membership and officers for the Membership Committee to consider in the future.</p>	
<p>State Coordinating Council Meeting Report back</p>	<p>Deb Deatrick, Becca Matusovich, and Julie Sullivan reviewed the information from the latest State Coordinating Council Meeting. Representative from other districts are very interested in Cumberland District's MOU between the Council and the membership.</p>	
<p>District Public Health Improve Plan</p>	<p>Becca Matusovich reviewed the template</p>	<p>Becca will compile the draft District Public</p>

Topic	Discussion	Actions
	<p>for the District Public Health Improvement Plan Report. The goal is to have chapters two and six finished by the first week of January. In addition, Becca discussed the progress of the Communications Work Group to date. The Communications Work Group will meet again in early January. The Executive Committee discussed how the Flu/Pneumococcal work from the District Public Health Improvement plan would serve as an pilot of for the communications planning. Deb Deatruck also mentioned that communication about the District Public Health Improvement Planning process would also be useful for testing the communications planning process.</p>	<p>Health Improvement Plan, particularly chapters two and six by early January for the Council to review and provide feedback.</p>
Miscellaneous Items	<p>Deb Deatruck requested a slot on the January 21 meeting agenda to discuss the Health Index project and Community Health Needs Assessment project.</p>	<p>Shane will add the Health Index and Community Health Needs Assessment to the January 21 meeting agenda.</p>

Next Meeting: Full Council—January 21, 2011 10:00 a.m. — 12:00 p.m. at University of New England Portland Campus, 716 Stevens Avenue, Portland; Executive Committee—February 28, 2011 1:00 p.m. — 2:30 p.m. at VNA Home Health & Hospice, 50 Foden Road, South Portland