



**Cumberland District Public Health Council**  
**Executive Committee**  
**December 17, 2012**  
**1:30 p.m. — 3:00 p.m.**  
**City Hall, State of Maine Room**  
**389 Congress Street, Portland**

**Present:** Deb Deatrck, Julie Sullivan, Steve Fox, Anne Tricomi, Becca Matusovich, Emily Rines ; Shane Gallagher ; Zoe Miller

**Absent:** Colleen Hilton, Valerie Landry, Toho Soma

Topic	Discussion	Actions
Committee Updates: <i>-Health Equity Work Group</i>	<p>Becca Matusovich and Zoe Miller updated the Executive Committee on the preliminary results from the second Health on the Move pilot site. The event was held on Monday December 03, 2012.</p> <p>The turnout for the event was not as good as the first Health on the Move; however, the experience provided some valuable lessons for the future events.</p> <p>Deb Deatrck held a meeting with Steve Podgajny, Director of the Portland Public Library, regarding a mobile van of health related materials. Steve was interested</p>	<p>Deb Deatrck will follow up with Steve Podgajny.</p>

Topic	Discussion	Actions
<p data-bbox="283 526 709 553"><i>-Healthy Cumberland Committee</i></p> <p data-bbox="283 1029 684 1097"><i>-State Coordinating Council for Public Health</i></p>	<p data-bbox="772 293 1325 477">meeting with health stakeholders sometime in January. It was suggested that the January meeting would be a good venue and that the meeting location could be at Portland Public Library.</p> <p data-bbox="772 526 1314 980">Anne Tricomi updated the Executive Committee with Healthy Maine Partnership related updates. The Healthy Portland position has been filled by Kristen Dow. The hiring process for SNAP-Ed positions continues. HMP work plans have been submitted to the Advisory board and State. In addition, Zoe Miller described the first meeting of the Advocacy Subcommittee, which the HMP Advisory Board is required to have by contract.</p> <p data-bbox="772 1029 1255 1138">The update to the State Coordinating Council for Public Health is attached (Appendix A).</p>	<p data-bbox="1354 526 1906 634">Shane Gallagher and Emily Rines will place Zoe Miller on the membership slate for the January Council meeting.</p> <p data-bbox="1354 1029 1608 1057">No action required.</p>
<p data-bbox="191 1149 720 1214">State Health Coordinating Council for Public Health By-laws Recommendations</p>	<p data-bbox="772 1149 1318 1367">The Executive Committee reviewed the recommendations and compared them to the CDPHC’s current By-laws. Becca Matusovich and Steve Fox had prepared a matrix highlight major differences/changes between the two</p>	<p data-bbox="1354 1149 1906 1333">Shane Gallagher will draft the changes to the CDPHC By-laws based on the SCC recommendations and the recommendations of the CDPHC Executive Committee.</p>

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	<p>documents.</p> <p>The Executive Committee discussed concerns of certain clauses and how to address these issues within the Council's existing By-laws.</p>	<p>Shane Gallagher will distribute draft changes to the EC and Council prior to the January 18, 2013 Council meeting for review.</p>
<p>District Public Health Improvement Plan Prioritization Process</p>	<p>Becca Matusovich led the committee through the potential priorities grid. The group discussed who could provide core leadership and backbone support for each possible priority and whether some priorities were even feasible given past efforts.</p> <p>The Executive Committee also discussed the time line moving forward for the prioritization process including approaching potential leaders to present at the January meeting, sending out a survey monkey to solicit participation and working through the full prioritization process.</p>	<p>The Executive Committee will work through the prioritization process at the February meeting.</p> <p>Becca Matusovich will set up a survey to assess willingness to participate in a priority and provide a rough weighting for priorities.</p>

**Next Meeting:** Full Council—January 18, 2013 from 10:00 a.m. —12:00 p.m. at TBD ; Executive Committee—February 25, 2013 from 1:00 p.m. — 3:00 p.m. at City Hall, Room 24, 389 Congress Street, Portland.