



**Cumberland District Public Health Council**  
**Executive Committee**  
**October 25, 2010**  
**2:30 p.m.—4:30 p.m.**  
**VNA Home Health & Hospice**  
**50 Foden Road, South Portland**

**Present:** Deb Deatruck, Colleen Hilton, Valerie Landry, Becca Matusovich, Malory Shaughnessy, Toho Soma, Julie Sullivan; Shane Gallagher, Dianne North, Georgia Pool

**Absent:** Dick Farnsworth, Lucie Rioux, Meredith Tipton

Topic	Discussion	Actions
Committee updates: Advocacy Committee	The Advocacy Committee will be sending out a letter of invitation and will also solicit interested members at the November Council Meeting. The Advocacy Committee will explore sending letter to the governor-elect and developing a core agenda for the coming year.	No action required.
Communications Committee	The Executive Committee reviewed the results of the first Communications workgroup held in early October. This included a logic model and draft communications tools. The Executive Committee discussed using the current bed bugs issue as a platform to test the	Becca will convene a second communications workgroup meeting to further refine the tools and materials developed from the first group meeting.

Topic	Discussion	Actions
	communication tools once they are ready.	
State Coordinating Council update	The Executive Committee reviewed the draft minutes from the 9/23 State Coordinating Council Meeting. The conversation expanded to the current role of the State Coordinating Council and its future with the new incoming administration. In addition, the Executive Committee discussed the perception of frustration among State Coordinating Council participants.	Deb will contact Mark Griswold to discuss the agenda for the next District Representatives Conference Call.
Annual meeting	The Executive Committee discussed issues with moving the Annual Meeting from November to May. Mainly, this concerned the election of new officers and members. The Executive Committee also discussed the locations for future meetings.	Vote to recommend extension of current officers until May 2011. Motion: Malory Second: Colleen Result: Unanimous Yea  Shane will schedule future sites for meetings.
Financial protocols	The Executive Committee did not discuss the financial protocols.	No action required.
MOU issues	The Executive Committee discussed feedback from Council Members regarding the current MOU template. Members felt that the template was confusing and more complicated than it needed to be. The Committee discussed the structure of the template and if it could be simplified to fit	Valerie will edit and simplify the MOU template.

Topic	Discussion	Actions
District Public Health Improvement Plan	<p>the Council's current direction and needs.</p> <p>Becca led through the notes from the recent Flu/Pneumonia work group in the District Public Health Improvement Planning process.</p>	No action required.

**Next Meeting:** Full Council—November 19, 2010, Location TBD; Executive Committee—December 13, 2010 at VNA Home Health & Hospice 50 Foden Road, South Portland.