



**Midcoast Public Health Council Steering Committee  
Meeting Minutes – January 14, 2020  
LincolnHealth Education Center, Damariscotta, Maine  
DATED January 17, 2020**



**Present:** Kate Martin – Vice Chair, Connie Putnam, Melissa Fochesato, Marianne Pinkham, Drexell White, Julie Daigle

Christine Lyman- Public Health Consultant, Susan Dupler, Belfast Public Health Nurse. Online- Rachael McCormick- Penbay/WCGH.

AGENDA	DISCUSSION	ACTION(S)
Welcome/Introductions		
LPHSA 1. DL Updates 2. Date(s) & Location(s) 3. Participant List 4. Meeting Logistics (e.g., refreshments, equipment, etc.) 5. Next steps	<ul style="list-style-type: none"> <li>• DLs are working on the LPHSA for immediate implementation and the state PHS (endorsed by the SCC at their last meeting), which will be implemented when the LPHSA meetings have been completed/in the fall. DL group is developing forms, processes and registrations, agendas, etc. Process is a little different than last time.</li> <li>• Facilitation will be by a DL from a different district than they typically work with. Kristine Jenkins will be doing facilitation here.</li> <li>• In the process of contracting a professional facilitator to do background work for final reports, crunching data, facilitator refreshing for all DLs to ensure consistency, etc.</li> <li>• There will be funding from the Public Health System Block Grant for things like refreshments.</li> <li>• Next step- to confirm logistics. Looked at April 14, May 12, date of the SC meeting. Adding a third contingency date, on June 9. Dates were confirmed.</li> <li>• DL will also create an STD and an invite. Drexell has developed a registration form that will provide a running tally of who has responded (name, phone, email, organization, what sessions planning to attend). We will ask for attendance at both. Submission will result in a thank you note</li> </ul>	<ul style="list-style-type: none"> <li>- If/when Susan and Rachael accept the invitation to join the steering committee, Julie will update the membership information on the sidebar.</li> <li>- Steering Committee members will let Drexell/Julie know if they can think of catering alternatives to Hannaford, pizza, or the LincolnHealth option for the LPHSA meetings.</li> <li>- Chris will send an electronic version of the information she has available from the previous process to Julie/Drexell.</li> </ul>

	<p>and a link to all LPHSA materials. Can follow up with a reminder about the upcoming meeting.</p> <ul style="list-style-type: none"> <li>• Group expressed a preference to have the initial conversation coming from the council members when possible.</li> <li>• Meetings should start at 9 am and end no later than 3 pm, in order to cover all the material needed in one session. 45 minutes to 1 hour per standard, 10 standards total. Will provide a booklet in the attendance packet that will allow participants to provide written comments about each standard if they are unable to share them during the discussion.</li> <li>• Group agreed to try to get the Waldoboro VFW as a meeting space (has a full kitchen) as the most central location. The Lincoln County Regional Planning Commission office building has been reserved as a back-up; doesn't have great parking but is still feasible. The Cooperative Extension space (in Waldoboro?) is another possibility.</li> <li>• Hannaford could provide deli platters, salads, chips, and is both right around the corner and cost effective. LincolnHealth has a catering option (?), and there are a couple of pizza places in Waldoboro.</li> <li>• Julie put together a cross walk that shows the LPHSA sectors and how representatives of organizations who are either on the membership list, the mailing list, or recorded attendance at the 2018 and 2019 meetings fit into those categories. The group discussed possible attendees from nearly all of the LPHSA sectors, although time ran out on finishing the brainstorming session.</li> <li>• Chris pointed out that all the sectors listed on the document can be aggregated into three categories: government, business, and non-profit. Within each, there are sub-categories, like education, as a subsection of government or non-profit; within education, that subsection can be broken down more. One person may be able to answer questions from more than one sub-category. The most important, higher-level question is whether we have the capacity to get the information that we need.</li> <li>• Group agreed that a challenging group to reach is likely to be island populations. PAs who live on an island and commute off of it might be a good connection, as well as island fellows (?). There was some discussion about using the CHNA participation lists to identify likely missing sectors.</li> </ul>	<ul style="list-style-type: none"> <li>- Steering Committee members will send suggestions for the LPHSA invite list to Julie.</li> </ul>
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<p>Planning for February 2020 Agenda</p> <ol style="list-style-type: none"> <li>1. November 12<sup>th</sup> Meeting Evaluations</li> <li>2. Speaker Suggestions</li> </ol>	<ul style="list-style-type: none"> <li>• Group decided to ask an OutMaine representative (Jeanne Dooley) and a MIYHS representative (Korey Pow) to speak to the group at the February 11 meeting. Discussion included the possibility of the data becoming less relevant the longer we wait, since it's already 2020 and the data will be 2019 data; sooner is better.</li> <li>• The MIYHS presentation will be asked to be about an hour; the OutMaine presentation will be asked to be about 15 minutes. MIYHS data before the break and OutMaine after the break. If MIYHS can't make it, Melissa or Connie will do the presentation.</li> <li>• LPHSA information and some regular business, like a slate of candidates discussion/election, will follow the presentations. The community health coalition leaders will plan to have their tobacco and SUPS coordinators at the meeting for the presentations before these topics and have asked Julie to communicate to OutMaine an interest in bringing the tobacco and SUPS coordinators together with OutMaine after their presentation to have a planning session, if this would be helpful for OutMaine. The MIYHS data presentation beforehand could help to inform that discussion. If OutMaine can't do it, then the coordinators will still get together.</li> <li>• The workgroups will not meet at the next MPHSC meeting; instead, the plan is to have a little more time to talk about the LPHSA instead.</li> </ul>	<ul style="list-style-type: none"> <li>- Julie will reach out to the speakers the group indicated an interest in having present- Korey Pow/MIYHS and Jeanne Dooley/OutMaine- to ask them to speak.</li> <li>-</li> </ul>
<p>Administrative</p> <ol style="list-style-type: none"> <li>1. Approve SC Minutes</li> <li>2. Membership Review/Approve Slate</li> <li>3. Weather Cancellation SOP</li> </ol>	<ol style="list-style-type: none"> <li>1. Minutes were approved unanimously. Melissa Fochesato made the motion; it was seconded by Connie Putnam.</li> <li>2. Julie will make edits to the slate of candidates as discussed. The group discussed also reaching out to some new candidates for both the council and the steering committee through people who have a stronger connection to them than the council coordinator. Drexell will reach out to Paul Dumdey about continuing his membership on the Council. Connie will reach out to Joseph Hufnagle, Ben Cooke's supervisor, to ask about Ben's availability to join the Council, and will reach out to Becky Dinces about her</li> </ol>	<ul style="list-style-type: none"> <li>- Julie will correct the sector/organization/geo area errors in the slate of candidates associated with Kate Martin's information, and will add incumbent candidates as they indicate their interest in continuing to serve.</li> </ul>

<p>4. School District Resource Guide</p>	<p>interest in joining the Steering Committee. Susan Dupler will reach out to Alison Crawford about joining the Council. Several other names were discussed, but no specific direction given: Tim Hughes MD for inclusion on the Council; Chris Lyman, PH consultant, for inclusion on the Steering Committee; Tim Olson, retired dentist (?), and Chris Bitely, Chair of the Waldo County homeless coalition, for inclusion on the Council. Julie will also create a short list of names that tracks those Council members who have consistently attended meetings for consideration.</p> <ol style="list-style-type: none"> <li>3. Some language about people not tied to funding.</li> <li>4. Edits to the Weather Cancellation SOP (i.e. language that indicates the Council meeting will be cancelled if the Knox County Emergency Management Agency is closed or the opening of the building is delayed) were approved.</li> <li>5. SC members provided some edits for the School District Resource Guide; Julie will incorporate and have ready by the next SC meeting.</li> <li>6. Marianne provided three names of providers for consideration; Julie will follow up with her to determine whether these were suggestions for Council members or suggestions for inclusion on the invite list for the LPHSA.</li> </ol>	<ul style="list-style-type: none"> <li>- Drexell will reach out to Paul Dumdey about returning as a Council member.</li> <li>- Connie will reach out to Joseph Hufnagle as Ben's supervisor for Ben Cooke's availability to join the Council; and she will reach out to Becky Dinces about her interest in joining the Steering Committee.</li> <li>- Julie will create a short list of names of Council members who have consistently attended meetings.</li> <li>- Julie will edit the School District Resource Guide as indicated.</li> <li>- Julie will follow up with Marianne as indicated.</li> </ul>
<p>Sharing/Wrap-up/Adjourn</p>	<p>Drexell shared information about cervical and breast cancer group activities in the district. Meeting adjourned at ~12:30 pm.</p>	

Next Steering Committee Meeting: March 10, 2020  
Next MPHCC Meeting: February 11, 2020