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SCC Executive Committee Meeting  
February 14, 2012  
Meeting Minutes

**Attendees:** Kathi Norwood, Shawn Yardley, Sharon Leahy-Lind, Dr. Sheila Pinette, Robin Mayo, Joanne Joy, Geoff Miller

**Review of minutes.** Minutes of the last meeting were approved.

**Report Back on Actions from Meeting of 1/10/12:**

**Legislation related to the State Health Plan.** There is no legislation requiring this plan that we can determine. The Commissioner has directed Maine CDC to complete this plan that will also function as the State Health Improvement Plan required for Public Health Accreditation.

**Document re SHA and SHIP.** Sharon distributed this document to members present and will email it to members who joined by phone.

**Evaluations of last SCC meeting.** The evaluations were inadvertently omitted from the member packets. We will be sure they are in the packets for the next meeting.

**Maine CDC SHIP workgroup.** Sharon has been working to prepare for the development of the SHIP.

**December SCC Meeting.** Draft minutes were sent to members.

**CTG Health Disparities Speaker.** Joanne made contact with CTS staff but found that not all contractors are in place. She noted conversations regarding UNE providing an overview.

**Discussion with Len Kay.** Shawn will follow up on his action item.

**Vacancy on SCC EC:** Julie Sullivan has resigned from the SCC EC. It was recommended that an email go out to the full SCC for nominations for the EC vacancy. EC members will be asked for nominations for the vice chair position. A slate will be developed for a vote at the March SCC meeting.

**Action:** Sharon will send out a request for nominations to SCC members. She will see that a ballot is created for the March SCC meeting. (Note that it must be clear on the minutes that non-governmental voting members of the SCC must have a written proxy if they are unable to attend for this vote.)

EC members discussed adding the position of Director, Division of Local Public Health as an ex-officio member of the SCC and SCC EC.

**Action:** Shawn work with Sharon to amend the Operating Principles with this discussion and bring to this committee next time for adoption before full SCC meeting.

**Draft agenda for 3/22 meeting of SCC:**

Welcome and Introductions (15 minutes)

Beacon Project Update. (30 minutes) Preliminary results of cost savings for asthma and COPD. It was agreed to provide time for Dr. Barbara Sorrondo to reinforce how we can approach significant cost drivers.

Jerry Whalen (20 minutes) leading an effort to look at statewide survey work for health systems.

State Public Health Systems Assessment Update (20 minutes)

Disparities Presentation (45 minutes) (Dr. Pinette to introduce) Discussion about having Dr. Ford and Lisa Sockabasin present. *Please note that after the SCC EC meeting we received an email from Leticia Huttman with the Disparities Subcommittee recommendation for this presentation which is as follows: Gail Dana-Sacco would present on using the Community-Based Participatory Research model to address health disparities (15 minutes.) Dr. Ford would speak (10 minutes) on the proposed ME center for health disparities research. The other portion of the proposed presentation would include having a group that has used CBPR talk about that work. Lisa Sockabasin suggested having the tribes present for this portion (20 minutes.)*

Voting (10 minutes) Dr. Pinette to run the vote.

District Reps. (10 minutes) District level executive committee authority question. Also within the health disparities committee. The DCCs do not have operating principles that outline the responsibilities. Recommend that each DCC do this by April EC meeting.

**Action:** Shawn and Sharon will develop a communication that includes the intent and timeline and send it to EC. Give flexibility to DCCs to respect their process. (Dr. Pinette to deliver a message in this regard?)

CTG Report from Districts (30 Minutes) with the statewide being provided by Shawn or Deb Wigand (for 10 minutes) and the District Reps giving updates (for 20 minutes.)

**Action:** Shawn will connect with Deb Wigand regarding the Statewide update.

Break and Distance Communication Demo (15 minutes) During the break. Joanne will provide a demo and update on distance communications for meetings of the SCC.

Evaluation and next steps (15 minutes)

Wrap up (15 minutes) Dr. Pinette will wrap up and seek agenda items for next meeting.