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SCC Executive Committee Meeting April 10, 2012

Meeting Minutes

Attendees: Shawn Yardley, Sharon Leahy-Lind, Dr. Sheila Pinette, Joanne Joy, Geoff Miller, Robin Mayo, Katie Woodbury – Note taker.

Review of minutes. Meeting Minutes of March 13, 2012 Meeting were approved as submitted.

Please note that DCC Representative Updates need to be an agenda item for every SCC meeting

Debrief SCC Quarterly Meeting March 22, 2012

- **Evaluations –**

Several attendees made name tag complaints. For instance, meeting was disrupted when participants were looking for name tags that were randomly placed on the tables.

Action: Name Tags/tents will be located on a reception table by the entrance door so are easily accessible as participants come in.

Other evaluation results noted that the meetings are too long. This has been an ongoing discussion point and members agreed to leave the meeting times as they are currently.

Setting up the room as a classroom is less inviting than a large circle or square where everyone can see each other.

Action: Katie will call to find out about setting the room up in a square. She will also ask how many people can be seated in that square.

There were many positive comments regarding the meeting presentations.

- **Elections**

Andrew Coburn was elected as a Executive Committee member and Geoff Miller was elected Vice Chair of the Executive committee.

Shawn suggested that somebody needs to contact Nancy Birkhimer regarding the SHA.

Action: Sharon is working with Nancy on SHA and SHIP so she will ask Nancy to report with her at next meeting.

Dr. Pinette stated that all people need to be contributing to the authorship of the SHA & SHIP – not just one person working on it. She added that the SCC subgroups need to be working as a group outside so that when they are at the quarterly meetings they can report back.

Shawn believes that things are happening in the groups but there is a need to clarify what it is that is needed/expected from them.

Geoff – a status update needs to happen, perhaps a half page or so.

Joanne – need to find original items that were decided on (a couple of tasks, minutes and charter)

Dr. Pinette –The subgroup’s plans and updates were supposed to be submitted to the ECC

Action : An email needs to be sent out to Subcommittees asking them to reenergized report on what work has been completed. *(it wasn’t stated who would send this email) Added: Sharon will draft email for Shawn.*

Revisit & Discuss Bylaws: DCC Guidance & Operating Principles – Sharon gave an overview of what decisions were made and what was discussed at the SCC meeting.

Shawn is uncomfortable that a proper by-law or guidance framework has not been provided from the SCC to the DCCs. He stated that there should be a minimum set of standards. There must also be an agreement on who the voting members are.

He noted that there needs to be consistency across the districts. The following processes were decided to be completed before the next SCC meeting.

- Review Working Draft
- Introduction & Review in the Districts
- Ad hoc Workgroup

Joanne suggested that the word By Laws needs to be changed to Guiding Principles.

Sharon suggested to set a 60 day time line for approving a final product. Members unanimously agreed.

Adhoc Committee Members were confirmed. They are: Joanne Joy, Connie Putnam, Steve Fox, Becca Matusovich, Paula Thompson, Jess Fogg, Lorrie Potvin, and Sharon Leahy-Lind.

Action: Joanne will send out a scheduling poll and will convene meetings-perhaps (2).

Follow-up: Potential Partnership One Maine CHA, SCC & Maine CDC – Plans are underway for a combined assessment workgroup to convene to explore possibility of moving a collaborative community assessment forward. Half day meeting on June 1. Nancy Birkhimer is organizing this meeting.

Action: Make this an agenda item for June 14th SCC meeting.

Discuss Agenda for June 14, 2012 SCC Meeting

- Brainstorm Topics and Focus
 - **Guiding & operating principles**
 - **One Maine coordination**
 - **State Health Assessment & SHIP**
 - **CTG-DCC Rep Reports**
 - **SCC Subgroup Updates & Reports**
 - **How will we move the interest of public health forward in our state**

- Incorporate Feedback from 3/22/12 Meeting Evaluations

Meeting adjourned at 5:00 PM