Together We Can – Health Improvement Council

Date: January 3, 2013
Time: 10:00 a.m.
Location: Clare-Gladwin RESD, 4041 E. Mannsiding Road, Clare, MI 48617

1. Welcome and Introductions
M. Kushion welcomed everyone and reviewed the agenda stating that the following topics were to be discussed today: reviewing the Together We Can survey results, the Direction, Alignment, Commitment summary, Team Launch 2 overview, PALs, HIP Groups, and February meeting agenda. Introductions were made.

Present: Alison Fegan, Brenda Luckhardt, Candace Gibson, Darrell Milner, Dennis Cantrell, Gary Billotti, Helen Lee, Julie Wright, Kelly Conley, Marie Helveston, Mary Kushion, Maureen Barney-McGuire, Melissa DeRoche, Nicole Ellens, Pamela Mazurek, Pam Millhisler, Sarah Kile, Scott Miller, Stephanie Leibfritz, and Allison Dunn

2. Together We Can Survey Results
M. Kushion displayed the Together We Can survey results and thanked everyone who took the time to take the survey and provide feedback. M. Kushion stated that there were 15 responses to the survey. M. Kushion went through the survey question by question and discussed the narrative answers that were provided.

3. Direction, Alignment, Commitment Summary
S. Kile reviewed the Direction, Alignment, Commitment exercise that was conducted at the last meeting, stating that 6 surveys came back stating that alignment was our lowest; and that 3 said commitment was our lowest. M. Kushion stated that there were topics that came up in both the direction, alignment, commitment exercise, and the Together We Can survey results, including: having working meetings with the priority area leaders and their committees; having an operating agreement or job action guideline sheet for priority area leaders, HIP facilitators, and members so people know what is expected of them, and having a meeting for HIP facilitators to discuss what is going on in their working groups. M. Kushion suggested having presentations once a month entitled “Member Spotlight” to build our own awareness of what our members bring to the council.

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4. **Team Launch 2**

C. Gibson stated that the team launch 2 is scheduled for January 29, 30, and 31st, 2013. C. Gibson stated that January 29th is a Train the Trainer session scheduled from 8:30 until 5:00. C. Gibson stated that this will be an overview of the Teams of Leaders process and framework, including each stage and development of the team. C. Gibson stated that at the train the trainer session, we will discuss how to get started with your team, who is one your team and why, nesting teams, how to launch a team, and sustaining and bringing on new members.

C. Gibson stated that the team launch will be held on January 30th, from 8:30 until 5:00 p.m., and will be a similar style as the train the trainer session. C. Gibson stated that we will review the operating agreements, discuss how does the umbrella group fit with the HIP groups, discuss the need for additional operating agreements, conduct leader team exercises on the priority areas, discuss how advocacy grant and the community transformation grant fit with the community health improvement plan, and discussion on how to sustain a high priority team.

C. Gibson stated that January 31st, is a half day training centered on the team room and the Together We Can website. C. Gibson stated that one should bring their laptop to really get the hands on training with the team room.

C. Gibson stated that there will be a pre and post survey of the training to get a baseline measure to see what changed took place over the course of the training. C. Gibson stated that if anyone would like more information on the teams of leaders process prior to the training, they can visit: [www.teamsOfleaders.org](http://www.teamsOfleaders.org).

M. Kushion stated that the train the trainer session is targeted for HIP working group facilitators and Priority Area Leaders, and that everyone will be invited to the team launch on January 30th, as well as the team room training half day session on January 31st.

M. Kushion stated the Together We Can website is: [www.together-we-can.org](http://www.together-we-can.org). M. Kushion stated that instead of housing all of the Together We Can documents on the Central Michigan District Health Department’s website, the Together We Can website will be the new home for all the documentation. M. Kushion stated that this will be a public website and is not intended to replace the team room. S. Miller stated that if anyone has any suggestions or ideas for the website, please email them to him at [smiller@cmdhd.org](mailto:smiller@cmdhd.org).

Discussion was held as to what businesses are we missing, and what is the best fit for new members, i.e. regional vs. council. A question was asked, if they cover multiple counties, should they be a part of the council, or should they join a

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priority area committee. We want to make sure we are utilizing their time properly. Discussion was held on making sure we have representation from the places we are targeting with our priority areas.

Notes from Butcher Chart:

**Organizations to Include (Who are we missing)**

- Private businesses (convenience stores, restaurants “quick services”)
- Chamber of Commerce representatives
- Private citizens
- Schools – principals, parent/teacher, superintendents
- Regional representatives from organizations such as: American Heart Association, American Cancer Association, Diabetes, National Guard, VA Clinic in Clare
- Churches/Pastoral
- Law Enforcement
- Municipal planners/Administrators/Economic Development
- Parks and Recreation
- Tribal members/administrators
- Long Term Care
- Mental Health
- Listening Ear
- Think Regionally
- Higher Education – University, Community Colleges, Nursing schools, College of Health Professions, Medicine
- Service Clubs, Optimist Club
- United Way
- Local Foundations – YAC
- Youth – College students, National Honors Society, Student Leadership, Health Educators in Schools
- CMU – Area Health Education Center – Lisa Hadden
- Kids Count – Michelle Corey
- Media – 9 and 10 News
- Michigan Re-hab
- Legislators
- Would like to have a Youth Health Summit
- Leader team exercise on Membership levels (core, extended, resource/expert, mailing list)
- Community Service Luncheons

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5. **Priority Area Leaders (PALS)**

M. Kushion stated that we have sent out a call for Priority Area Leaders, and reviewed the current list of PALS:

Access to Health Services – Darrell Milner
Nutrition, Weight Status, and Physical Activity – Stephanie Leibfritz
Maternal and Infant Health – Julie Wright and Pamela Mazurek
Substance Abuse – Pam Millhisler
Violence/Controlling Behavior – Kim Bruce and Maureen Barney-McGuire
Sexual/Reproductive Health – Kelly Conley
Transportation/Environmental Health – Mark Janeczko

M. Kushion stated that the PALS will be working with Sarah Kile for system changes. P. Mazurek asked how the PALS are supposed to gain membership for their committees. M. Kushion stated that H. Cole has a document with champions identified for each priority area goal that she can send out. M. Kushion stated that if you have a person in mind for your team, you can invite them. M. Kushion stated that as a PAL, you should identify gaps and extend invitations. Discussion was held as to where the HIP facilitators will fit in to the priority areas. M. Kushion stated that if, as a HIP facilitator, your county has a passion for a certain priority area, the HIP facilitator should lend yourself there. D. Milner suggested that one person from each HIP group be appointed to each priority area so that each priority area has representation from each county.

6. **HIP Working Groups**

M. Kushion asked what types of things the HIP facilitators need from the council in order to help their working groups. M. DeRoche stated that she likes the templates that the council provides to help with local planning. N. Ellens stated that she would like to see the sharing of information from HIP group to HIP group. H. Lee stated that she would like a list of key experts who are willing to attend our meetings when a certain subject area arises. S. Leibfritz stated that she would like to see a list of people according to topic that the HIP groups can call on should they need resources. B. Luckhardt stated that events such as community lunches are a great place to meet potential resources and make connections. H. Lee stated that she would like to see progress report card developed for each county. A. Fegan stated that she needs assistance with the actual plan so it is uniformed with other county plans. M. DeRoche stated that she would like to see a 1 page contact list for idea sharing. S. Kile stated that she would like to see a planning guide for events developed.

Butcher Chart Notes:

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HIP GROUP NEEDS

- Templates
- Accomplishments – Action Plan
- Success Stories – 5 year plan
- Best Practices
- Format for sharing of fact sheets and resource lists
- Reporting to TWC – HIC
- How to access available resources via team room experts and through 2-1-1
- 1 page contact list for idea submissions (Facilitator, HIP, PAL, HNTK, Website)
- Strengths/Assets of Team members – “Hats we Wear”
- Report Card – Data – MiHIA – Snapshot/profile
- Ability to view other county plans
- Planning guides for events

7. Council Needs from HIP Facilitators

M. DeRoche stated that updated membership lists should be given to Allison Dunn so that membership lists are current and up to date. Discussion was held on how often updates should be given from the HIP groups regarding progress and non-progress of the plan. D. Cantrell stated that monthly updates may be too soon. It was decided that the HIP working groups would give quarterly updates, both presented and emailed to the group. M. Kushion stated that she would like to hear about county success stories and best practices. C. Gibson stated that identifying grant and funding sources available is a need and N. Ellens suggested making a “Who’s Applying” document.

Butcher Chart Notes:

COUNCIL NEEDS/PALs NEEDS

- Progress of County HIP Plans on a quarterly basis including the progress, challenges, and next steps (written and emailed)
- Membership lists updated
- Successes/Events
- Trends/Patterns seen within the counties (needs/gaps/training)
- Identifying grants/funding sources
- Seek 501c3 status
- Membership recruitment (including an orientation packet and session, t-shirt, increase participation – ongoing, not just at summit)

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- Communication: internal, external, messages to public, i.e. sound bites, tool box
- Priority setting roadmap, crosswalk between the HIP Plans and TWC CHIP
- Sustainability/retention
- Job Action sheets for members, PALs, HIP facilitators
- How to measure/report plan’s strategies (who is doing what, updating and monitoring community health improvement plan)
- Member/Organization spotlight
- Member education and increase awareness

8. **February Together We Can Agenda**
   Discussion was held on the agenda for the February Together We Can meeting, and it was decided to have a priority area breakout session, plan revision, and strategy building work meeting.

9. **Adjournment**
The next meeting will be on Thursday, February 7th, 2013, at 9:00 a.m., at the Clare Gladwin RESD. Meeting adjourned at 1:50 p.m.