

Skagit County Board of Health Population Health Trust

Kenneth A. Dahlstedt, Chair Lisa Janicki, Commissioner Ron Wesen, Commissioner

Notes for April 15th, 2015 Steering Committee Meeting #3

Present: David Jefferson, Jennifer Johnson, Bill Henkel, Carol Hawk, Debra Lancaster, Liz McNett Crowl and

Mark Raaka

Absent: Connie Davis, Lisa Janicki, Bev Keyes and Kari Ranten

Staff: Leslie Goff and Mel Pedrosa

Topic	С	Action
	David Jefferson opened meeting. Reviewed today's agenda Reviewed notes from 3/18/2015	Approved notes as written
	 Member Participation and PHT Processes It was noted that this month poses a challenge due to the PHT and Steering Committee meeting being so close together. Not enough time to digest information from PHT meeting. 	David will send out Steering Committee Agenda and
4.	 Some members commented during the recent PHT meeting that monthly meetings seemed far apart and they were feeling a little disconnected. What function can the Steering Committee perform to make the PHT more effective? Refine larger issues and prepare them for review, provide suggestions and options. Monitor the momentum of the group to make sure we are moving forward. Make sure people's perspectives are heard and included. The importance of keeping the PHT committee informed of the actions and conversation of the Steering Committee was discussed. The Steering Committee Agenda and notes can be e-mailed to all members before the meeting and after the meeting. Transparency and good information flow is important to keep all members informed and involved. 	information to the larger group prior to the meetings to enable continuity and consistency
	 Suggestions were made to title the informational emails with an "FYI" or something similar, that will enable people to categorize their emails A few members that have not been attending. <u>David Jefferson</u> mentioned that he talked to Vince Oliver and Jim Barnhart and a plan of action is pending. Those unable to participate may be able to suggest different people from within their organizations to take their seat. <u>Liz McNett Crowl</u> asked David Jefferson if he feels supported by the larger 	David will contact folks who have not been able to attend and inquire about



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group. <u>David Jefferson</u> replied that the process started out really strong, but has slowed, likely due to the level of complexity and details. Overall the group is moving forward.

possible alternatives

Website Bios status report
 It was suggested and agreed that a deadline be set.
 The site is expected to go live in 7-10 days.

David will include a deadline with website bios requests.

5. Superintendent Meeting Update

Jennifer Johnson updated the group on what took place at the Superintendent meeting: David gave a ten minute presentation about the PHT and made a request for a representative of the Education Sector in grades K-12. They were curious about the advisory capacity of PHT and topics the Board of Health were interested in. Education data is very important and Trust members want to make sure the right elements are explored during our assessment process. Participation by the education sector could help inform this part. Pending: The Role between the PHT and the Skagit County Board of Health needs to be determined.

The Superintendents seemed positive about PHT. A response is still pending.
 A suggestion was made to contact Carl Bruner to see if he has suggestions or referral for the position. Maybe a retired Superintendent or Ms. Jen Anderson.

Need to form a workgroup in collaboration with the BOH to spell out roles and responsibilities.

- Members agreed that they should talk with personal contacts to encourage participation from the educational sector.
- <u>Jennifer Johnson</u> spoke to the Commissioners about the current PHT charter. The relationship between the PHT Committee and the Board of Health has not yet been determined. In the meantime, she will present them with reports and updates.

6. Budget

A working copy of the proposed budget was given to the group and input was requested. Several line items we discussed in more detail:

- In addition to Public Service Announcements via radio, Channel 10 or channel 21 are potential advertising outlets.
- Incentivizing the survey with gift cards for completion and possibly providing an honorarium to volunteers to help collect responses was discussed.
- <u>Carol Hawk</u> supported incentives. The Sedro Woolley School District
 advertised a \$5 gift cared for the 1st 100 people to participate in a survey and
 500 people took part.
- It was suggested the Business Sub Committee seek matching funds from local businesses for incentives.

David will provide two updated budgets for review at the next PHT meeting



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- Consider whether some organizations represented on the committee could contribute through earned advertising (advertising already paid for by the organization).
- There was a suggestion to create two budgets; an internal budget with details and an external budget for explaining how funds will be used.
- Concern was voiced about why we would be advertising if we're doing a
 convenience sample. There was follow-up conversation about how some
 advertising would help get the word out about this effort and possibly
 increase general public participation. Using different forms of advertising
 would help to provide community members with a web link to the survey.
- 7. Survey Discussion
 - Nine people have volunteered to help review surveys from other Counties and come up with a product that fits Skagit County. The group will have their first meeting in the coming weeks.
 - It was suggested that we provide a short detailed explanation with the survey so people have a firm idea why this is being done:
 - 1. To learn more about people's attitudes, perceptions and beliefs about health
 - 2. To gather baseline data for future surveys
 - 3. Increase community involvement
- 8. Members wanted clearer documentation and information they can take back to their organization to inform others.
 - The reasons for the assessments
 - Goals of the assessment
 - Accurate cost (as much as possible) for 2015 and possible 2016, noted line items are unnecessary
 - Additional information regarding levels of contribution sought.



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