



Cumberland District Public Health Council
Full Council Meeting
January 27, 2017
10:00 a.m. — 12:00 p.m.
Portland Public Library, Meeting Room 5
5 Monument Way, Portland, ME 04101

Present: Nat Anderson-Lippert, Cathy Bean, Liz Blackwell-Moore, Rebecca Boulos, Reegan Brown, Brandie Burrows, Allison Citro-Cunningham, Kate Colby, Christina DeMatteo, Kristen Dow, Melissa Fochesato, Doreen Fournier, Rachel Gallo, Kim Gillies, Jim Hanna, Robin Hetzler, Alex Hughes, Amanda Hutchins, Nikki Jarvais, Kristine Jenkins, Courtney Kennedy, Mike Koza, Anne Lang, Nicole Manganelli, Kristen McAuley, Zoe Miller, Jo Morrissey, Zakia Nelson, Bridget O’Connor, Karen O’Rourke, Catie Peranzi, Nicole Petit, Bridget Rauscher, Hannah Ruhl, Emily Walters, Paul Weiss, Carol Zechman.

Absent: Kolawole Bankole, Beth Blakeman-Pohl, Jim Budway, Deb Deatricks, Susie Hanley, Deb McGill, Paul Niehoff, Emily Rines, Naomi Schucker, Kaleigh Sloan, Ashley Soule, Peter Stuckey.

Topic	Discussion	Actions
Welcome and Introductions	Kristen Dow welcomed everyone and everyone introduced themselves.	
Public Health in Maine	Rebecca Boulos, Executive Director of Maine Public Health Association (MPHA), spoke to the group about MPHA current work and priorities. They are focusing a lot on social determinants of health. They continue to focus on tobacco and obesity, and in tandem with APHA are focusing on climate change and health. They got a grant from Bingham Foundation to look at the original intent of the Fund for Healthy Maine, the progression	Check out http://www.mainepublichealth.org/ for more information or to become a member.

Topic	Discussion	Actions
	and current status. They are also working on Affordable Care Act repeal issues. Legislation proposed includes removal of tax on housing for older adults; removal of tax from diapers; removal of tax from feminine products. Calls to Action will be sent out soon.	
Financial Report	Kristen Dow presented the Financial Report in Naomi Schucker’s absence. (See Appendix A) The left side of the report indicates the FY16 Carryover funds - nothing has changed. The right side of the report shows the Lead Fiscal Agent funds, which have recently been revised. There are two columns to show before the revision and after the revision. The revision occurred because there was salary savings – Robin Hetzler was hired almost two months after the contract began. The majority of the monies went to DPHIP work (from \$48,000 to \$60,000) and additional money went to other items such as printing, meetings, etc. The plan is to hold another community forum sometime in the Spring to share progress on DPHIP; and provide an annual report. If the other items look to not be spent down in time, another revision can happen, funds can be reallocated.	
Membership Slate	Kristen Dow presented the Membership Slate (See Appendix B), highlighting the fact that there are four new members and two “old” new members.	Motion to Approve new members: ___Carol Zechman___ Motion Second: ___Courtney Kennedy___

Topic	Discussion	Actions
	<p>New members include:</p> <ul style="list-style-type: none"> • Deqa Dhalac, Community Builder, The Opportunity Alliance - Immigrant Women’s Health • Rachel Gallo, Research Analyst II, Cutler Institute, Muskie School, USM • Chelsea Mancini, Cumberland District Coordinator, Maine Youth Action Network • Nicole Petit, Agewell Programs Coordinator, Southern Maine Agency on Aging <p>“Old” new members include Zoe Miller and Jo Morrissey who had both been voted on to the Council representing their previous employers, The Opportunity Alliance and MCD Public Health, respectively. According to Council bylaws, when a member leaves their organization, they must be put on a membership slate to be voted in again. Zoe Miller now represents Greater Portland Council of Governments and Jo Morrissey is an independent public health consultant who focuses on prevention.</p>	<p>Yes: ___All___ No: ___0___ Abstentions: ___2 new members___</p> <p>Result: _____ Passed _____</p> <p>Robin Hetzler will update the Membership List.</p>
Council Documents	Robin Hetzler reminded attendees what the difference between a Member and Interested Party is, and asked them to contact her if they are interested in becoming one or the other. (See Appendix C)	Robin Hetzler will send out an email with amended bylaws and communication plan. In the email will also include two Doodle poll links, one for each document.

Topic	Discussion	Actions
	<p>Robin discussed the amended bylaws process and highlighted one particular addition of note; members may now select an alternate who represents the same organization, and will have full voting privileges. Let Robin know ahead of time if an alternate will take your place at a meeting. She also asked all members to review amended bylaws (See Appendix D) and vote whether it should pass or not. Robin will send members an email with Doodle poll for voting.</p> <p>Robin also shared that there is now a Communication Plan (See Appendix E) that discusses procedures and protocols for multiple communication efforts. She also asked all members to review communication plan and vote whether it should pass or not. Robin will send members an email with Doodle poll for voting.</p>	<p>All Council members will review amended Bylaws and new Communication Plan, and vote ‘yes, should pass’ or ‘no, should not pass’ for each document in the appropriate Doodle poll.</p>
<p>2017 Council Meeting Schedule</p>	<p>Kristen Dow brought attention to the 2017 Council Meeting Schedule (See Appendix F). She pointed out that the Executive Committee is looking for suggestions on locations to hold meetings. Please contact Robin if you have a suggestion that can seat around 40 people and has audio/video capabilities.</p>	<p>ALL: contact Robin Hetzler if you have a meeting venue suggestion that can seat around 40 people and has audio/video capabilities.</p>
<p>District Public Health Improvement Plan (DPHIP)</p>	<p>Kristine Jenkins mentioned that the Executive Committee and the priority work groups have put</p>	<p>ALL: Go to the CDPHC website http://www.portlandmaine.gov/218/Cumberland-</p>

Topic	Discussion	Actions
Discussion	<p>a lot of time and energy into the DPHIP process, and she extended a “thank you” to all the participants. She reminded the group that the deadline for submitting applications in response to the RFP is coming up (Tuesday, January 31 by 5:00pm), and that there is still time to apply. DPHIP, RFP and Scopes of Work (SOWs) are all listed on the CDPHC website http://www.portlandmaine.gov/218/Cumberland-District-Public-Health-Council Feel free to apply, and/or share widely. Application review begins Wednesday, February 1 and scoring and selection happens Friday, February 3 and Monday, February 6. There are four priority areas: Healthy Weight, Substance Use Prevention, Oral Health and Care for Children 0-6 years old. The work to be done this year is abbreviated given the quick turnaround; all money must be spent and work completed by June 30, 2017. Progress reports are due in March and June. Priorities and goals are permanent, whereas objectives and strategies can be reevaluated/revised. MOUs will be drawn up between City of Portland and selected DPHIP grantees.</p> <p>Liz Blackwell-Moore asked if there was a way to share what other districts are doing in the way of priorities, goals, objectives, etc. Kristine replied that all DPHIPs are made public and could be</p>	<p>District-Public-Health-Council to view and share the DPHIP RFP and SOWs with anyone who might be interested in applying. (Deadline to submit applications: Jan 31,2017 at 5pm)</p> <p>Kristine Jenkins will share the idea of a statewide district council forum with DPH staff.</p>

Topic	Discussion	Actions
	<p>shared. She also stated that the State Coordinating Council and/or the monthly District Coordinator/District Liaison phone calls could be a place for this as well.</p> <p>Zoe Miller asked if it would be possible to have a statewide district council forum during which representatives from all DCCs could get together face to face, share ideas, success stories, lessons learned, etc. Kristine said she would share the idea with District Public Health (DPH) staff.</p>	
Prevention Services Presentations	<p>Kristine Jenkins and Kristen Dow shared a bit of background on Maine Prevention Services (MPS). Funding for MPS came from the Fund For Healthy Maine (FHM), which used to go to Healthy Maine Partnerships (HMP). Since moving away from the HMP structure, FHM funding now goes to District level lead fiscal agents and the MPS. MPS is made up of 5 domains: Substance Use/Misuse Prevention, Tobacco Prevention/Cessation, Youth Empowerment, Obesity Prevention/Healthy Weight Promotion and Mass-Reach Health Information. A representative from each domain gave a presentation.</p> <p>Domain 1 (Substance Use/Misuse Prevention) UNE Center for Excellence in Health Innovation Doreen Fournier, Program Manager dfournier1@une.edu</p>	

Topic	Discussion	Actions
	<p>(See Appendix G)</p> <p>Domain 2 (Tobacco Prevention/Cessation) MaineHealth Kristen McAuley, Director KMcAuley@mainehealth.org (See Appendix H)</p> <p>Domain 3 (Youth Empowerment) Maine Youth Action Network Nicole Manganelli, Director nicole.manganelli@opportunityalliance.org Chelsea Mancini, Cumberland District Coordinator chelsea.mancini@opportunityalliance.org (See http://www.myan.org/youth-taking-action/ and http://www.myan.org/programs/youth-policy-boards/)</p> <p>Domain 4 (Obesity Prevention/Healthy Weight Promotion) Let's Go! 5-2-1-0 Emily Walters, Director WALTEE@mainehealth.org Reegan Brown, Project Manager RBrown1@mmc.org (See Appendix I)</p> <p>Domain 5 (Mass-Reach Health Information)</p>	

Topic	Discussion	Actions
	Rinck Advertising Nikki Jarvais, Account Planner nikki@rinckadvertising.com (See Appendix J)	

Next Meeting: Full Council—Friday, March 17, 2017, 10:00am-12:00pm, MaineHealth 110 Free Street, Portland, ME 04101.

Executive Committee—Monday, February 27, 2017, 1:00pm-3:00pm, Room 303, Portland City Hall, 389 Congress Street, Portland, ME 04101