

**Statewide Health Improvement Program (SHIP) Community Leadership Team
Community Health Improvement Plan (CHIP) Action Team
Meeting Minutes
November 2, 2016**

Members Present/Representation

Caitlyn Nystedt | City of Saint Paul
David Muhovich | City of Saint Paul
Eugene Nichols | Ramsey County at Large
Jill Stewart | Ramsey County at Large
Joseph Adamji | Ramsey county District 5
Madonna McDermott | City of Saint Paul
Amy Harding | County at Large
Regina Rippel | City of Saint Paul
Tom Kottke M.D. | City of Saint Paul
Emily Becker | District 3
Dawn Epps Burns | Burns Movement Foundation
Kerri-Elizabeth Sawyer | City of Saint Paul
Mary Yackley | City of Saint Paul
Deanna Varner | HealthPartners

SPRCPH Staff:

Rina McManus | Director
Kathy Hedin | Healthy Communities Division Manager
Kaye Ward | Administration Support
Carissa Glatt | SHIP Coordinator
Kim Klose | Planning Specialist
Pa Shasky | Health Educator
Ann Tranvik | Public Health Nurse
Betsy Christensen | Saint Paul Public Housing Association

Guests:

Casey Langley | Century College Nursing student
Lisa Ellingboe | Century College Nursing student
Mai Yau | Century College Nursing student
Carlie Otto | Century College Nursing student
Jennifer Stutsman | Century College Nursing student
Abigail Gadbois | UMN Nursing student

The meeting was called to Order at 5:30 pm by Chair DeDee Varner. Everyone was welcomed to the meeting and introductions were made. Carissa was introduced as the new SHIP coordinator.

A motion was made by Gene Nichols and seconded by Kerri-Elizabeth to approve the minutes for May 4, 2016 as written.

Agenda item:	Speaker/Discussion:
Department Accreditation: Rina McManus Director, Saint Paul - Ramsey County Public Health	Saint Paul - Ramsey County Public Health received official recognition from the Ramsey County Board at the October 4 th Ramsey County Board meeting for having received national accreditation from the Public Health Accreditation Board (PHAB). Rina pointed out the Public Health Accreditation banner that was on display. The banner was recently used at the Annual Community Health Services Conference.
Nominations for Co-Chair: Kathy Hedin, Healthy Communities Division Manager, Saint Paul - Ramsey County Public Health	Committee members were asked if they were interested in becoming the Co-Chair for the Statewide Health Improvement Program (SHIP) Community Leadership Team Community Health Improvement Plan (CHIP) Action Team. Dawn Epps-Burns volunteered to take this position.
Review of Community Leadership Team (CLT) responsibilities:	Members were provided with a copy of the Saint Paul - Ramsey County Public Health Community Leadership Team Charge SHIP 4 Year 2. Kathy

<p>Kathy Hedin, Healthy Communities Division Manager, Saint Paul - Ramsey County Public Health DeDee Varner</p>	<p>gave a brief review of the Community Leadership Team (CLT) responsibilities noting that the work is a collaborative effort with both the Statewide Health Improvement Program (SHIP) and the CHIP. Members were reminded of the previous decision to amend the SHIP goals to align with the CHIP goals. Members were asked to check their own information and notify Kathy Hedin of any updates. Tom Kottke passed a motion to approve the CLT Charge SHIP 4 Year 2, this was seconded by Gene Nichols and passed by affirmation of the committee.</p>
<p>Overview of 2016-2017 SHIP work plan:</p> <ul style="list-style-type: none"> a. Review strategies and current contracts b. Healthy Eating in the Community Opportunities c. Ratify the work plan <p>Carissa Glatt (SHIP Coordinator), Saint Paul - Ramsey County Public Health DeDee Varner</p> <p>CHIP Action Team: Update</p>	<p>Carissa provided members of the committee with an overview of the 2016 – 2017 work plan. Information was provided about some of the ongoing work and mini grants that have been given for those wanting to work on worksite wellness. Work is also beginning with the Institute for Clinical Systems Improvement (ICSI) for the African American Community.</p> <p>Opportunities have become available for community grants from unused funding. Examples of how these funds have been used in the past were shared. Members were asked if they had any ideas as to organizations that would be interested in applying for funding from grants. There is a focus on healthy eating; however, the SHIP Team will put together information about what we are looking for and the parameters of the grant. We will email this to members following this meeting. Ideas should be shared with Carissa via email to carissa.glatt@co.ramsey.mn.us. Staff from the SHIP team can help with putting the plans together.</p> <p>As the SHIP CLT are a part of the Health Eating, Active Living and Tobacco-free Living Action Team, the SHIP goals and strategies were reviewed to align with the CHIP and we created 6 objectives that will meet the populations health strategies. The objectives are realistic (See attached CHIP_report_rev_october_2016_goal2_CLT_mtg). The handout was reviewed and discussion ensued. Tom Kottke made a motion to approved the revised objectives, Madonna McDermott seconded and the motion was passed by affirmation of the committee.</p>
<p>Statewide Health Improvement Plan (SHIP) Strategy Updates:</p> <ul style="list-style-type: none"> a. Latino Request for Quotes (RFQ) request <p>Kim Klose, Planning Specialist, Saint Paul - Ramsey County Public Health</p> <ul style="list-style-type: none"> b. Menthol Grant: Eugene Nichols 	<p>Kim explained what a Request for Quotes (RFQ) is and noted that there is an RFQ open for the Latino community. We will be building off the last cycle, the Latino Community Action Plan that was created last year. One award will be available for a 2-year period. Applications will need to be reviewed for the award. Kim asked for volunteers to be a part of the review team. A signup sheet was passed around for those interested in being a part of this team. Members were encouraged to sign up, even if they are not available this time around and would still be interested in the future.</p> <p>Gene was able to provide limited information on the Menthol Grant and how it has been used in the African American Community as the report has not been released. Generally, the community has identified Menthol tobacco as a stressor to health by the African American Community which</p>

<p>c. Health Equity Data Analysis (HEDA) Pilot Project Kim Klose (Planning Specialist), Carissa Glatt (SHIP Coordinator) Saint Paul - Ramsey County Public Health</p>	<p>is targeted by marketing and is widely available for purchase at gas stations and convenience stores. There is a need to educate and raise awareness of the harms of tobacco use. The majority of the African American Community support new laws to reduce the harms of smoking. The Clean Indoor Act has been recognized as a good thing. It is believed that restricting the sale of menthol tobacco would also reduce sales rates. Fact sheets are available through Minnesota Department of Health and Association for Non-Smokers Mn. Committee Members were asked to explore other options to educate the youth as there is clear evidence that tobacco companies are targeting youth and continue to pursue this issue on a local city and county level.</p> <p>Carissa and Kim provided information on the Health Equity Data Analysis (HEDA) Pilot Project (see attached PowerPoint presentation). Saint Paul – Ramsey County Public Health is 1 of 10 sites in the state of Minnesota to participate in this project. Minnesota Department of Health will be providing resources and along with SHIP are hoping to role this out within the year. Discussion ensued. Some key points noted were:</p> <ul style="list-style-type: none"> • When talking about the Problem tree, it is important to look at the question “Why?” so that we can get to the real causes. • Joseph noted his group used this tool for a community assessment with the youth and offered assistance with the use of this tool. • Community members are on a volunteer basis. To increase participation members should be compensated. • Tom suggested that we also look into current date policies that may need change. <p>Carissa advised members that their input will be considered when the report is written to help focus SHIP funding in the future and get more community engagement. Members of this committee are needed to help with this in order to tailor our work.</p>
<p>Updates from Community Leadership Team (CLT)</p>	<ul style="list-style-type: none"> • DeDee stated that HealthPartners has used the Food Justice DVD Video with a group of 30 people. They had some good discussion. • Gene worked with Hennepin County on their baseline survey. Initially, people were reluctant to fill out the survey. When they introduced compensation in the form of a \$10 gift card it really helped to increase participation. Gene agreed with Dawn that community members should be compensated for the work that they do. • Dawn wants to see people make changes in their lives so they can afford housing and feel empowered so would like to see people from the community be hired and be the experts they are in the community. • Rina noted that the community members should identify where the issues are and need to tell us.
<p>Thank you to Rina McManus</p>	<p>Rina thanked the committee members for all the work they do for public health in the community and said her farewells.</p>

Minutes taken by: Kaye Ward

Motion to adjourn (7:30PM) passed by affirmation of the committee.

Next Meeting: February 1, 2017 SHIP Community Leadership Team/ Community Health Improvement Plan (CHIP) Action Team