



CAPE COD & ISLANDS COMMUNITY HEALTH NETWORK AREA ~ CHNA 27

Minutes for Thursday, September 9, 2010 9:00-11:00 am
Rooms 11/12, Barnstable Superior Courthouse
Convener – Beverly Costa-Ciavola

Present : (*Steering Committee – Bold*)

Beverly Costa-Ciavola, CC Neighborhood Support Coalition	Kathie Callahan, BC Human Services
Beth Albert, Barnstable County Dept. of Human Services	BL Hathaway, TriCCHOE
Steve Brown, UMass Donahue Institute	Ellen Ford, Chatham Council on Aging
Diane Munsell, Cape Cod Healthcare	Jessica Cisternelli, Hyannis Family Planning
Katherine Wernier, REACH Collaborative	Sheila Bestick, Girl Scouts of Eastern Mass
Estella Fritzingier, CACCI	Valerie Pereira Brown, Cape Cod WIC
Chris Knowles, MV Associate County Commissioner of Health	Belinda Centeio, BMC HealthNet Plan
Kim Collins, Elder Services of Cape Cod & Islands	Lauren Titus, Independence House
Jenny Garneau, DMH, Community Organizer – Nantucket	Melissa Roberts Weidman, Hospice & Palliative Care
Maryanne Worth, Nantucket Human Services	Jamie Rooney, Cape Cod Center for Women
Deepani Jinadasa, SE Center for Healthy Communities	Ronnie Gullette, Mass 211, MS Society, SHINE
Maura Wilson, The Samaritans of Cape Cod	Laura Nolda, South Bay Mental Health
Mandi Speakman, Bridging the Years, Adult Day Program	Katie McMakin, South Bay Mental Health
Deb Fraumann, Cape & Vineyard CHC Network	Antoinette Day, SHINE, MIPPA
Jean Calvert, DMH Mobile Crisis	Deborah Oliviera-Hanes, Bridging the Years
Rose DiGregorio, Barnstable Senior Center	Sonja Brewer, SHINE
Pam Russell, Health Counselor	Mary Ann Mills-Lassiter, CC Child Development
Kristin Carboni, Community Coalition of Cape Cod	Lisa McNeill, Cape Cod Foundation

Unable to attend: Liz Smith, Marleen Spangler

1. Welcome and Introductions:

Introductions to the group were made by individuals. Beverly Costa-Ciavola facilitated the meeting.

2. Approve Minutes from June CHNA Meeting:

Motion to accept June minutes was made by **Kim Collins**, seconded by **Maryanne Worth**, voted unanimously to approve as written.

3. Steering Committee Report

a) **Review of S/C notes:** Notes from the June 22nd and August 24th S/C were distributed by Steve Brown as well as notes of Steering Committee Retreat on July 29th. Steve noted that these notes are distributed to members to review work of S/C. If there are topics members would like the S/C to discuss or put on the regular meeting agenda or issues they would like addressed please contact any S/C member. Several S/C members have also been attending Inter-CHNA meetings which are held every 2 months.

b) **Fiscal Report:** Estella distributed FY10 year end and FY11 YTD budget reports and briefly discussed. She noted that as required by DPH, there is \$2500.00 encumbered for Inter-CHNA activities. Estella will follow-up with Fiscal Agent (Cape Cod Foundation) to correct reporting error in expenses for 100/100/100 working group. **Chris Knowles** motioned, seconded by **Beth Albert** to accept the FY10 and FY11 YTD budget reports, unanimously approved.

Estella then distributed the *Draft* FY2011 Budget (7/1/10 – 6/30/11). She noted that S/C approved always keeping \$10,000.00 in reserve, not to be spent but to always maintain a reserve amount. After some brief discussion **Chris Knowles** motioned, seconded by **Beth**

Albert to approve the FY2011 draft budget as the Final FY2011 budget. Motion unanimously approved.

4. CHNA Collaborations

a) Suicide Prevention Coalition: Beth noted that monthly SPC meetings are held after the CHNA meetings in Rms 11/12 at the Barnstable Superior Courthouse. This week is National Suicide Prevention Week. The Barnstable County Commissioners signed a Proclamation acknowledging Suicide Prevention week in Barnstable County. Mashpee and Nantucket Selectmen also signed proclamations in their respective towns. There are two QPR (Question, Persuade & Refer) trainings scheduled for this Friday, Sept. 10 at the Hyannis Youth & Community Center. Youth group will meet from 5 – 6:30 PM and Adult group will meet from 7 - 9:00 PM. Thursday, Sept. 10 the International Association for Suicide Prevention invites people to “Light a Candle” at 8:00 PM to show support for suicide prevention, remember a lost loved one and for the survivors of suicide. There are many events scheduled for October including a Community Forum in Harwich. The Calendar of events can be accessed through www.suicideispreventable.net. Beth distributed the new Suicide Prevention Coalition brochures “hot off the press”

b) Youth Suicide Prevention Project: Beverly reported that goals & objectives have been reviewed. The Youth Project and the Suicide Prevention Coalition co-sponsored a 3-day Connect Training on Nantucket. Maura Weir, Youth Project Manager is coordinating depression screenings and other events with schools, trainings with CIGSYA, the clergy, clinicians and various other groups. She is also coordinating several events on the Cape & Islands in October with National expert Dr. Sally Spencer-Thomas.

c) HHSAC: Steve Brown attended the June Advisory Council meeting as Rep from the CHNA. Meetings are held the 4th Thursday of each month from 9 – 10:30 AM at the Hyannis Transportation Center. He noted that the Health & Human Services Advisory Council was created by County ordinance to provide advice concerning human service needs in Barnstable County. There was an informative presentation by Cheryl Bushnell on Accessibility and Reasonable Accommodations for people with disabilities including physical and effective communication. She reported that providing reasonable accommodations “Is the Law” and as such prohibits discrimination, exclusion from participation, and denial of benefits on the basis of a disability in any program, service, employment opportunity or activity in the Commonwealth. Beth Albert, Director of the Dept. of Human Services in the ADA compliance officer for Barnstable County. There are two booklets available on the CHNA resource table re: Accessible Events and Meetings and Accessible Print Materials guidelines. Several members of the HHSAC met with the Health & Human Services Committee of the Assembly of Delegates and also the County Commissioners to discuss the Assembly of Delegates Budget process and support open, transparent, inclusive lines of Communication. The Healthy Connected Cape Cod project supported by the HHSAC promotes opportunities to access good, nutritious food and to share the abundance of this food with neighbors and friends. Healthy and happy eating goals include:

- Supporting existing programs and practices that encourage happy and healthy eating.
- Increase awareness of and participation in food-centered activities
- Increase healthy food options at all Cape Cod food pantries
- Promote community-driven advocacy and public education around healthy and happy eating.

d) Mass 2-1-1: Ronnie Gullette reported that she is working on database changes with the 2-1-1 system to insure all information is being retained. She urged agencies to individually verify their information for accuracy and inclusion on the site by logging on as a “consumer” to search for information. Contact Ronnie with any errors. A recent mailing was sent to all Cape Cod libraries, post offices, police and fire departments with 2-1-1 posters and informational brochures for distribution to the public. She will be distributing posters and informational materials to banks also. Ronnie also worked with the Regional Emergency Planning

Committee recently to ensure inclusion on Mass 2-1-1 of all Cape emergency shelter sites. She continues to conduct trainings throughout the Cape & Islands.

5. Steering Committee Retreat

a) **Document review and discussion.** Minutes of the 7/29/10 Steering Committee Retreat were distributed and discussed. Retreat topics included: **1) Budget** – developing a “structure” for shaping the budget. **2) CHNA Process and Accountability for Determination of Need (DoN) Funds.** This document was originally adopted by CHNA on 2/1/08 and after discussion was revised on 7/29/10 and combined with another similar document to create one inclusive document. **3) CHNA Guidelines – Purpose, Structure and Code of Conduct.** After much discussion, final document was approved by the S/C on 7/29/10 and is recommending approval today. There was considerable discussion today initiated by Chris Knowles regarding term limits of S/C members. There also needs to be clarification of membership language to include staggered terms, length of terms etc. **Beth Albert** motioned, seconded by **Katherine Wernier**, unanimously approved to bring this document back to the S/C for further discussion and clarification before requesting approval from the full CHNA membership.

Break

b) **RFP review and discussion:** Beverly introduced the history of the development process for the RFP packet, and noted that the version to be discussed was specific to “individuals who are elderly and persons disabilities”. Katherine, Diane, and Steve, with the help of others over the years, have worked as an ad hoc committee to develop the RFP’s. Katherine provided the history of this committees work. Ron O’Connor of DPH provided samples from other CHNA’s and the committee extracted “best practices” from these.

Katherine hit the following highlights:

- The committees goal was to get everyone to look at the populations they were currently serving and see how this RFP applies, and encourage all members to look more closely at the services they might potentially provide to individuals who are elderly and persons disabilities
- Outcome measurement: Note that the RFP stresses **evidence based approaches** resulting in improved health incomes.
- The CHNA seeks to spark collaboration.

Discussion:

1. When will the RFP be released? **Ideally in October**
2. When will the RFP be due? **Ideally before the end of the year**
3. How will the review/award process work? **CHNA Steering Committee is actively developing a process based on best practices.**
1. Comment (Lisa McNeill): The “Selection Committee” should have a strong, clear, comprehensive conflict of interest policy, and a person with great integrity enforcing this policy. With these in place, she noted that we do not have to automatically exclude anyone who might have a potential conflict of interest, but that everyone would be aware of such potential conflicts, and take this into account. Lisa said the Cape Cod Foundation would be happy to work with the S/C to assist their process.
2. Is this connected to the Assessment Process CHNA did last spring? **No**
3. What is the letter of intent (loi) policy? Don’t forget to build in time for this. **We would like to have a paragraph to give us a sense of how many applications we will**

receive, and also to provide potential applicants a chance to inquire if they would qualify. LOI may not be required.

4. Suggestion: Keep the directions separate/discreet from RFP. **This will be done**

Further Discussion on Retreat Activities:

Beverly—everyone in the CHNA is welcome (and encouraged) to serve on Sub-Committees! They are not comprised of only S/C members! Please join one or more! Retreat Afternoon was spent discussing data and criteria for setting CHNA priorities. The Steering Committee picked four data sources, and during September will be examining 21 sectors of need in terms of these data sources

6. Announcements/Emerging Issues

- Tanya introduced Antoinette Day from the SHINE program, who will be coordinating 12 forums, information will be made available to BCHS to circulate
- Beverly: Introduced the Kinship Care initiative, provided a handout, and will provide information to BCHS to circulate.
- Mary Ann: October 2 Community Wellness Fair Flyer, table space available.
- Lisa McNeil: Cape Cod Volunteers, which we have heard about at CHNA Meetings, has been approved for launch, November 1, to be staffed by Katie Mueller and Lisa McNeil.
- BL: Four oral health committees formed; she will distribute information on the activities of these committees through BCHS.
- Kristin Carboni: Provided an update on the Power In Aging Collaborative, and spoke to their mission to shift the community's perception of "aging" from a "problem to be treated" to an "asset to be nurtured. She described their current work with the Cape Cod Commission and RTA, to improve Transportation Options, with a "summit type" gathering to take place on October 22, 10-2.
- Kristin Carboni: Provided an update on the Substance Abuse Community Collaborative of CC&I ("SACCCI) and noted they will be changing their name to the "Freedom from Addiction Network", and will hold nominations for their S/C members at their next meeting, Tuesday, 9/21, 4 PM at the Dennis Police Station
- Rose DiGregorio: The Parkinsons Support Network now has regular support group meetings at the Barnstable Senior Center for people with Parkinsons Disease and their caregivers.

7. **Adjournment:** Meeting adjourned at 11:05 AM

**Next Meeting: Thursday, October 14, 2010, 9-11 AM in Rooms 11/12
@ the Barnstable Superior Courthouse, 3195 Main St., Barnstable**