2018-19 Community Health Assessment and Improvement Planning
Steering Committee Meeting Minutes

Oct. 6, 2017, 10:30 AM
Room 148, City-County Building, 316 N. Park (Melanie’s office)

Participants
Melanie Reynolds, Health Officer, Lewis and Clark Public Health
Gayle Shirley, Systems Improvement Manager, Lewis and Clark Public Health
Katy Peterson, Director of Public Relations and Marketing, St. Peter’s Hospital
Jaime Larese, Supervisor of Wellness, St. Peter’s Hospital
Jill-Marie Steeley, Execive Director, PureView Health Center

Meeting Objective: To establish a process for conducting the 2018 Lewis and Clark County community health needs assessment, improving on the process used in 2014-15 and ensuring that the needs of all partners are met.

1. **Do we want to rebrand the CHA/CHP process?**
   a. Rebrand as Healthy Together, to reflect that it’s a community process and not “owned” by any specific entities.
   b. Develop a logo to use on products associated with the process, including a web page and publications.

2. **Do we have the right partners on the steering committee?**
   a. Jaime Larese and Andrea Groom will be the primary representatives of St. Peter’s Hospital on the Healthy Together steering committee, although Katy Peterson will continue to share her expertise with the group.
   b. Group agreed to invite representatives from United Way and Rocky Mountain Development Council to be part of the steering committee in addition to St. Pete’s, Lewis and Clark Public Health, and PureView Health Center.
   c. Group discussed creating a simple “job description” for steering committee members to provide guidance as to what’s expected of them.

3. **What is our timeframe?**
   a. St. Pete’s needs a new CHA/CHIP by March 2019 to meet IRS requirements.
   b. Discussed moving PRC surveys up a couple of months so we can use PRC data to produce a streamlined Community Health Report. Ask PRC to conduct community and key informant surveys in early summer 2018.
   c. Once PRC data report is done, schedule focus groups in Helena and smaller communities to present data and get feedback, as well as ask about health issues. Conduct focus groups in fall 2018.
   f. Presentations to public and CHIP team on health equity in early 2018.
4. **What data do we need and how can we best collect it?**
   a. Want to use PRS for consistency but find out how much we can tailor their product; hospital staff will reach out to PRS to get on their schedule for spring/summer 2018 and find out more about their flexibility.
   b. Need to get PRS data for both county and hospital service area.
   c. Hold focus groups in outlying towns to get feedback on data and input on health priorities.

5. **Action items**
   a. Create work plan with timeline (Gayle)
   b. Draft Healthy Together logo for group feedback (Gayle)
   c. Invite United Way, RMDC to be part of steering committee (Gayle)
   d. Reach out to PRC about products, availability (Jaime, Andrea, Katy)
   e. Draft short job description for steering committee members (Gayle)

6. **Next meeting: Early November** (Gayle will send out Doodle poll)