Participants
Lori Ladas, Executive Director, Rocky Mountain Development Council, Inc.
Jaime Larese, Community Affairs Manager, St. Peter’s Health
Alison Munson, Executive Director, United Way of the Lewis and Clark Area
Melanie Reynolds, Health Officer, Lewis and Clark Public Health
Gayle Shirley, Systems Improvement Manager, Lewis and Clark Public Health

Guests (by phone)
Jana Distefano, Associate Director of Community Health, Professional Research Consultants, Inc. (PRC)
Bruce Lockwood, Director, PRC

Meeting Objective: To continue to establish the process for conducting a 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.

<table>
<thead>
<tr>
<th>Meeting Action Items</th>
<th>All</th>
<th>By Feb. 8</th>
<th>Jaime sent questionnaire in email on Jan. 4. Members will review individually and come prepared to discuss at Feb. 9 meeting.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review PRC questionnaire for community survey</td>
<td>All</td>
<td>By Feb. 8</td>
<td>Committee members will each get existing list by email for a set period of time to review and make revisions individually in this order: Jaime, Gayle, Melanie, Alison, Lori, Jill. Jaime will submit final list to PRC by Feb. 23.</td>
</tr>
<tr>
<td>Review and revise (where necessary) list of key stakeholders for online survey</td>
<td>All</td>
<td>By Feb. 20</td>
<td>Each steering committee member will have a set amount of time to review.</td>
</tr>
<tr>
<td>Go live with Healthy Together website</td>
<td>Gayle</td>
<td>By Jan. 15</td>
<td>Gayle will create icon that other members can use on their websites to link to Healthy Together site.</td>
</tr>
<tr>
<td>Create timeline of CHA activities</td>
<td>Gayle with input from all</td>
<td>By Feb. 8</td>
<td>Can review and revise at Feb. 9 meeting.</td>
</tr>
</tbody>
</table>
Discussion

1. **Conference call with PRC staff:** PRC staff reviewed the process and timeframe they’ll use to complete a 2018 community health needs assessment (CHNA) per contract with St. Peter’s Health. As in past years, they’ll conduct a telephone survey of 400 community members and an online survey of up to 300 key informants. The steering committee will need to finalize the list of key informants and the questions to be used in the community survey. If we do so by Feb. 23, PRC can deliver the final CHNA by June 18. Melanie noted that we can use PRC demographic data in our community report this year and avoid duplicating some data collection efforts. Healthy Together will still produce a summary report for release to the general public in fall 2018. As appropriate, it will include select PRC data and the results of the two surveys. Where we can get more detailed local data, we will include that, too. We also plan to conduct focus groups in Lincoln, East Helena, and Augusta.

2. **Results of partner/stakeholder data feedback survey:** 56 stakeholders responded to the survey, which seems to indicate a healthy community interest in the CHA/CHIP process. Thirty people indicated they want to be on the task force moving forward. Gayle handed out a list summarizing new data indicators that survey respondents expressed interest in adding to the next community health report. It will be useful as we review the PRC survey questions and begin outlining the content of our report.

3. **Healthy Together tagline:** Gayle reported that “a community partnership to improve health” was the most popular of the taglines she sent out for review.

4. **Healthy Together website:** Gayle supplied a screen shot of the web page she built. Steering committee members approved of it with a few corrections, mostly to the list of steering committee members. Gayle will develop an icon to use on the Lewis and Clark Public Health home page to link to the Healthy Together page. She will make it available to others if they wish to use it. From now on, committee meeting materials will be posted there.

5. **Memorandum of Understanding:** Committee members agreed that we don’t need a formal document at this time. Melanie said it would be useful to have a written “job description” for members to ensure that we understand our responsibilities.

6. **Health equity presentation(s):** Gayle mentioned that Georges Benjamin, executive director of the American Public Health Association, will be in Helena in September and might be willing to present on health equity. After discussion, the committee decided to hold one presentation in the fall after PRC data is available. The group will produce and give the presentation itself. It will be open to the public but also will be promoted to targeted partners and stakeholders.

7. **Next meeting:** Friday, **Feb. 9**, 10 AM, Board Room of the Murray Building, 1930 Ninth Avenue (where PureView and Lewis and Clark Public Health are located). Focus will be on reviewing the PRC questionnaire to determine if we want to add or delete any questions.