Healthy Together Steering Committee
Meeting Minutes
Nov. 17, 10:30 AM
Conference Room, Murray Building, 1930 Ninth Ave.

Participants
Lori Ladas, Exec. Director, Rocky Mountain Development Council
Jaime Larese, Supervisor of Wellness, St. Peter’s Health
Alison Munson, Exec. Director, United Way
Melanie Reynolds, Health Officer, Lewis and Clark Public Health
Gayle Shirley, Systems Improvement Manager, Lewis and Clark Public Health
Jill-Marie Steeley, Exec. 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. **Select Healthy Together logo:** The group unanimously chose Logo #4 (see above). Gayle will send design to Marci Rehrer, graphic designer at St. Peter’s Health, to have it put into appropriate formats for all uses. The group also decided to adopt a tagline to accompany the logo to help define the group. Gayle will wordsmith a few examples based on group discussion and send to the steering committee for selection.

2. **Discuss whether steering committee wants/needs a formal MOU:** The group discussed the value of having an MOU to define a long-term relationship among the partners in Healthy Together. An MOU would allow for continuity and would validate the credibility of the process, since top officials of each agency would need to sign it. Melanie said the county attorney doesn’t believe MOUs are as legally binding as a contract, but this didn’t dissuade the group from leaning toward having an MOU. Gayle will get sample MOUs from Billings and Bozeman for the steering committee to review. The group will discuss this again at its next meeting.

3. **Discuss and adopt participatory process model:** The group agreed to adopt the [Association for Community Health Improvement](ACHI) Assessment Toolkit as our guiding framework for our CHA/CHIP process.

4. **Decide how to get feedback from partners and stakeholders on previous CHA process and findings:** In keeping with Step 1 of the ACHI framework, Gayle will create a short survey to send previous members of the CHIP Task Force to get their feedback on the data-collection process used in the last CHA/CHIP iteration. Gayle will send the survey to members of the steering committee for feedback before sending to internal and external partners and stakeholders.

5. **Report back on PRC availability and flexibility:** Jaime shared a contract dated Oct. 30, 2017, between St. Peter’s Health and PRC. She said she expects to visit with PRC staff in February 2018 about the next community health needs assessment they will do for the hospital. The group discussed arranging a conference call between the steering committee and PRC in February.
6. **Discuss health equity presentation(s):** Melanie suggested that Gayle send her written ideas for a health equity presentation to the steering committee members. The group thought it would be useful to get an outside expert presenter for greater credibility. Melanie noted that the Headwaters Health Foundation has identified social determinants of health as one of two areas it plans to fund beginning next spring. The group also asked Gayle to do a little research into potential presenters. The group will discuss this again at its next meeting.

7. **Other items discussed:**
   a. The group thinks we should reach out to media to promote the Healthy Together process when we’re ready, perhaps in January.
   b. Gayle will develop a Healthy Together web page.
   c. Gayle will send a link to the 2015 St. Peter’s CHNA to all steering committee members.

8. **Next meeting:** Friday, Jan. 5, 10:30 AM, Board Room of the Murray Building, 1930 Ninth Avenue (where PureView and Lewis and Clark Public Health are located)

**Action Items**

1. Ask St. Pete’s graphic designer to finalize logo formats. (Gayle)
2. Choose tagline to use with new logo. (Gayle, all)
3. Request sample MOUs. (Gayle)
4. Create and test survey to seek feedback on previous CHA/CHIP process. (Gayle, all)
5. Send health equity presentation proposal to all members. (Gayle)
6. Research health equity/social determinant presenters. (Gayle, all)
7. Develop Healthy Together web page. (Gayle)
8. Send link to 2015 St. Pete’s CHNA to all members. (Gayle)