

CHNA Steering Committee

June 4, 2021

Meeting Minutes

Attendees

Barbara Brookmyer, MD, MPH, Frederick County Health Officer, Frederick County Health Department

Douglas Brown, PA, Owner, Mason-Dixon Mobile Medicine

Jennifer Cooper, Assistant Professor of Nursing, Hood College, with

Abby Mayes, undergraduate nursing student, Hood College

Olga Dunlap, undergraduate nursing student, Hood College

Bunmi Fakilede, Community Representative, Nigerians in Frederick

Diana Fulchiron, Behavioral Health Work Group Lead, Frederick County Health Care Coalition (FCHCC); Director of Community Impact,

The Community Foundation of Frederick County

Malcolm Furgol, Executive Director, FCHCC; Community Benefit Specialist, Frederick Health; Consultant, United Way of Frederick County

Rya Griffis, MPH, Project Coordinator, Horowitz Center for Health Literacy, University of Maryland School of Public Health

Janet Harding, Director of Cultural Awareness and Inclusion, Frederick Health

Inga James, MSW, PhD, Vice President, FCHCC; President & Executive Director, Heartly House

Liz Kinley, Project Manager, Community Health, Frederick Health – facilitator

Pilar Olivo, President and ACEs/Infant Health Work Group Lead, FCHCC; ACEs Liaison, Child Advocacy Center

Colleen Swank, LHIC Infrastructure/Diabetes Grant Coordinator, Frederick County Health Department - recorder

Sr. Roberta Treppa, DePaul Dental Program Manager, Seton Center

Rissah Watkins, MPH, CPH, Director of Planning, Assessment, and Communication, Frederick County Health Department

Background: The CHNA steering team is currently planning the survey redesign and focus group parameters. Tasks include the following:

- Review and update the 2018 Frederick Community Health Survey, which included questions on perceptions about community health (Q1-5), personal health (Q6-20), and demographics (Q21-30).
- Review sample SDOH tool and identify questions to add to the survey
- Define focus groups
- Identify additional data sources
- Identify distribution channels

Liz Kinley welcomed everyone to the WebEx meeting and announced that Heather Kirby sends regrets as she is facilitating the Diabetes Summit and it is ending later than expected. Ms. Kinley reported that on 5/21/21 Denise Barton updated the steering committee on the proposal developed by the consumer research firm, Market Street Research, to provide qualitative research support for the 2022 CHNA community survey and the focus groups. Rissah Watkins updated the committee on the availability of Hood College support for survey distribution and data collection from June through mid-July 2021. The committee then reviewed both the 2018 community survey and a sample SDOH survey, and numerous changes were proposed.

Ms. Kinley reported that yesterday the CHNA leadership team, including Heather Kirby, Rissah Watkins, and Malcolm Furgol, met with Market Street and shared those recommendations. Market Street is now updating the survey based on those suggestions. They will provide the final survey in an online version and a printed version, available in both English and Spanish. Market Street has also agreed to provide the data entry for all paper survey responses, which is helpful as there were about 600 paper surveys completed last cycle. They will also translate all open-ended responses into appropriate categories (from all languages), and perform statistical analysis with segmentation by groups on social determinants of health and barriers to healthcare.

Ms. Watkins added that Market Street offered helpful suggestions for redesigning the survey by reframing certain questions and response options, adding questions/responses relevant to the current community health landscape, but also keeping certain questions to allow for the identification of trends by analyzing longitudinal data from multiple prior surveys. Ms. Watkins said the sexual orientation and gender identify questions/responses have been reviewed and updated by a representative of The Frederick Center. The household income question will be updated with new ALICE data categories provided by Mr. Furgol. Ms. Watkins stated that the CHNA leadership team will review the next draft of the community survey at their next meeting on June 10, 2021.

Malcolm Furgol, the newly appointed Executive Director of the Frederick County Health Care Coalition (FCHCC), stated he will be unavailable for the CHNA leadership call on 6/10/2021, and therefore requested that Pilar Olivo, FCHCC President, attend in his absence to represent the Coalition. Mr. Furgol also pointed out that the group on this call will have the opportunity to review the updated survey questions on the next CHNA steering committee call on June 18, 2021.

Ms. Olivo stated that the FCHCC Board of Directors recently approved a proposal for the role of the Coalition in the CHNA process moving forward, entitled, Frederick County Community Health Needs Assessment: FCHCC Recommendations for its Role, adopted 6/2/21. The presentation slides were distributed to this group via email prior to today's meeting. Diana Fulchiron and Inga James, representing the FCHCC, provided an overview of the plan for the Coalition to use its expanded capacity to work proactively to influence, guide, and support the CHNA process. The FCHCC envisions an expanded role in the development of the population

survey, the identification of focus group populations and facilitator questions, data analysis, and the priority-setting process.

- Ms. Fulchiron asked if the Initial “Partner Planning Meeting” on the August 2021 slide from the CHNA Process & Timeline document refers to a Coalition subcommittee or another group. No one on the call was certain of the answer. Ms. Kinley said she updated the CHNA Timeline and Process document earlier in 2021 with a focus on fulfilling the IRS requirements for hospital CHNAs. Ms. Watkins said there was a CHNA Community Data Subcommittee that met in the last cycle from August to September 2018, so possibly that is the group referenced on the slide. Ms. Fulchiron pointed out that the Coalition would like to be an integral part of the development of the focus groups and the questions asked of the participants.
- Ms. Olivo reported that the next FCHCC Board meeting is scheduled for Wednesday, July 7, 2021, and asked if the Board could review the updated community survey at that time, or would a special meeting need to be held earlier. (After the meeting, Heather Kirby and Liz Kinley responded that review at the July 7 meeting would be fine.)
 - **Action Item:** Mr. Furgol will add review of the final draft of the community survey to the FCHCC Board meeting agenda for July 7, 2021.
- Ms. Olivo said that there is a need for ongoing communication between the CHNA steering committee and the Coalition Board, in order to keep the Board involved at each stage of the process. Ms. Kinley agreed and pointed out that Mr. Furgol’s participation in both groups should ensure that such communications does indeed occur.
- Inga James reported that Maria Herrera, Executive Director, Spanish Speaking Community of Maryland in Frederick County, would like to participate in this steering committee. Ms. Watkins and Mr. Furgol agreed she would be an asset to the committee and that she had participated in the last cycle.
 - **Action item:** Colleen Swank will send Liz Kinley the contact information for Ms. Herrera so she can be included on future the steering committee meeting invites.
- Following some discussion about adding social determinants of health questions (SDOH) to the survey, Dr. Brookmyer said it would help the whole community if the data collected could also be useful to other organizations in the community, beyond the Health Department and Frederick Health.
- Sr. Treppa suggested adding a literacy question used at the Seton Center: “Are you able to read and write enough to fulfill your needs?” Dr. Brookmyer added that any existing benchmark data on literacy would be helpful in putting these types of survey responses into perspective.
 - **Action Item:** Rya Griffis will conduct research to identify any relevant benchmark data available on literacy and health literacy.
- Sr. Treppa said she is developing some SDOH questions to add to the Seton Center’s intake process. She said another way to address the “Do you feel lonely...” type question would be to ask: Do you have a social support network (i.e., family, friends, neighbors)?
- Janet Harding suggested that some SDOH questions be added to further explore stress, including how racism, violence, and unjustified shootings by law enforcement officers

has impacted mental health status. Ms. Olivo said she had sent Ms. Kinley some suggested survey changes related to those issues. Dr. Brookmyer added that any data collected on stress from the community survey could be further explored in the focus groups.

- Douglas Brown said that it is important to include all types of minorities, including the LGBTQ+ community, and not just racial/ethnic minorities.
- Four focus groups were held last cycle for members of the African American/Black, homeless/low income, Hispanic/Latin, and North County (rural) communities. Ms. Harding reported that the African American/Black focus group included only members from a single, local church. She suggested that a broader cross-section of that population be included during this cycle (and later suggested that we ask the African American Resources Cultural & Heritage Society (AARCH) for assistance with this issue). She also suggested that four focus groups is too few to be inclusive, and many groups were left out of the narrative last time (such as the deaf, disabled, immigrant, Asian, and LGBTQ+ communities.) Ms. Olivo stated that this steering committee should make recommendations regarding the focus groups to the full Coalition Board for review and final approval.

Next Meeting: Friday, June 18, 2021, 2 pm to 3 pm.