

CHNA Steering Committee
Friday, December 17, 2021 @ 2 pm
Meeting Minutes

1. Attendance

Lisa Brown, Project Manager, Health Literacy, Asian American Center of 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

Maria Herrera, Spanish Speaking Community of Maryland (Frederick location)

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

Pilar Olivo, President and ACEs/Infant Health Work Group Lead, FCHCC; ACEs Liaison, FCG Office of Children and Families

Leah Stansberry Richey, IRB Program Assistant, University of Maryland, College Park

Colleen Swank, LHIC Grant Coordinator, Frederick County Health Department (Recorder)

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

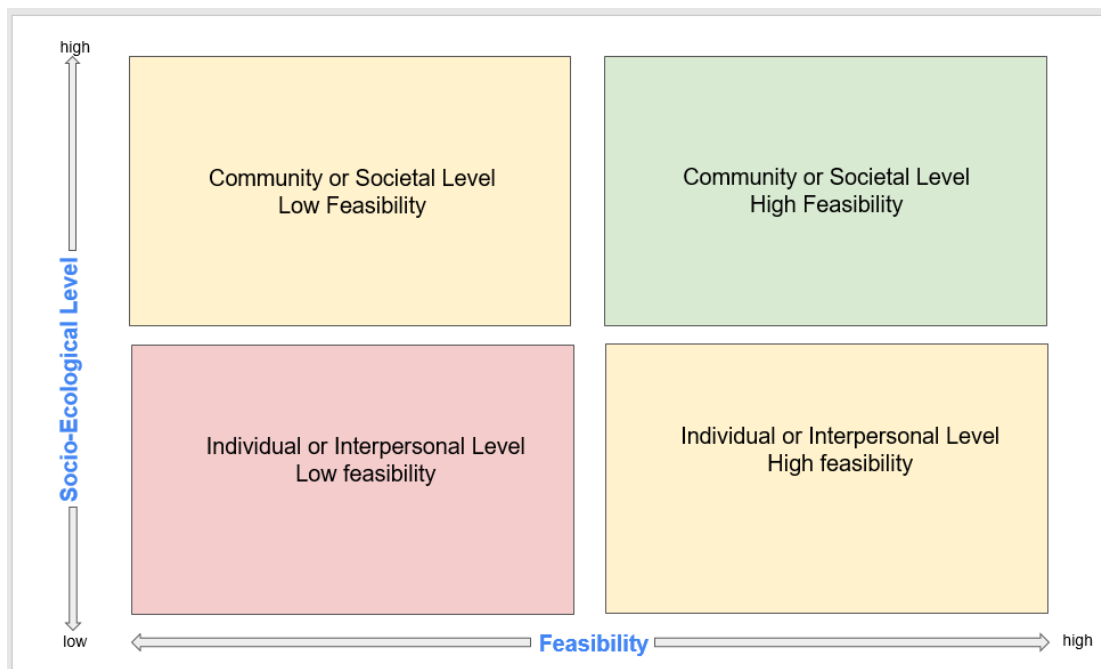
2. Review Registration for the Public Input Session (Jan. 19, 2022, 2-4 pm)

Malcolm Furgol convened the meeting and reported that there are currently 93 individuals registered to attend the Public Input Session. Registration is open through January 12, 2022. The goal is at least 150 attendees, which is the number of attendees at the 2019 Summit. After the Top 5 health indicators are selected on January 5, 2022, Mr. Furgol said that he will be interviewed for an article in the Frederick News Post, which will help promote the event. He also said he is having discussions with the Frederick Health Communications staff to push it out to Frederick Health employees after the holidays.

Action Item: After the meeting, Mr. Furgol will email the spreadsheet of current registrants to the Committee. Committee members are asked to review the list and continue promoting the event to those not already on the list.

3. Finalize Strategy Grid for approval by Coalition Board on January 5, 2022

Mr. Furgol presented the draft Strategy Grid developed by the CHNA Public Input and Prioritization Workgroup (see below). Before the February 2, 2022, Board meeting, each of the Top 5 priorities will be placed in the appropriate quadrant in the grid. The Board will use the populated tool to help focus discussion and select the final health improvement priorities. In general, priorities that appear in the green quadrant would be considered the best options. Priorities that appear in the yellow quadrants would be the next best options. Priorities that appear in the pink grid would not be appropriate for selection at this time.



The Committee agreed that the feasibility data for the x-axis will be based on scores generated by the Readiness Assessment survey. The y-axis data on socio-ecological level will be based on the community feedback received from the Public Input Session on January 19th and any Post-event Viewing Parties held Jan. 20-26th. Small groups at these events will identify actions to improve each health priority at each of the four socio-ecological levels: individual, interpersonal, community, and society. After some discussion, the Committee agreed that each small group will also be asked to identify which one of the four actions they suggested should be addressed first to improve health in Frederick County. Compilation of that data should allow for quantification of each health indicator for placement on the y-axis, and placement on the grid. In addition, data will be available on the number of participants most interested in each of the 5 health topics, based on the number of participants in each small group.

Action Items:

- 1) Based on the discussions, **Colleen Swank** will update the draft Facilitator Guide with the question asking each small group to identify the one action of the four suggested that they would want to see addressed first. She will share the update Guide with the CHNA Steering Committee members.
- 2) **Pilar Olivo** will determine if Board review of the Strategy Grid should be added to the to the January 5th agenda or consent agenda.

4. Recruitment of Facilitators for Public Input Session

Mr. Furgol reported that 11 facilitators have been recruited so far for the Public Input Session. He asked the Committee members to help with ongoing recruitment by reaching

out to their networks. The goal is to recruit about 24 facilitators, with each small group comprised of 6-8 participants.

Action Items:

- 1) **Ms. Swank** will send the Committee a revised facilitator recruitment email to be shared.
- 2) **Ms. Swank** will send Ms. Harding and Ms. Herrera the Facilitator Rehearsal (Jan. 12th, 1-2 pm) Zoom meeting invitation.
- 3) **Diana Fulchiron** will reach out to Jennifer Gurlock, Executive Director at Leadership Frederick County (Frederick County Chamber of Commerce) to see if any current participants or alumni of the program would like to be a facilitator.
- 4) **Rissah Watkins** will send facilitator recruitment information to those in her communications network, including Vivian Laxton, Michael Hughes, and Margaret Nusbaum.

5. Discussion of Subject Matter Expert (SME) presentations and the Public Input Session Agenda

The SME presentations on the Top 11 priorities were developed from the slide deck template provided and were recorded for viewing by the Board members. Ms. Swank asked if there were any changes needed to the Top 5 of those presentations that should be communicated to presenters prior to the real-time presentations at the January 19th Public Input Session. The Committee agreed that the “What’s the Story?” introductory slide should remain in the slide deck.

The Committee agreed that the Public Input Session participants should be given an overview of root causes and Social Determinants of Health (SDOH), in addition to the socio-ecological model of health. Ms. Watkins provided the graphic below for this topic.



(Source: NACCHO)

After discussion by the group, Mr. Furgol suggested that the Public Input Session agenda flow as follows:

- Welcome (Malcolm Furgol)
- Overview of SDOH and Socio-Ecological Model of Health (Pilar Olivo)
- SME Presentation on Topic 1
- SME Presentation on Topic 2
- SME Presentation on Topic 3
- SME Presentation on Topic 4
- SME Presentation on Topic 5
- Brief Breakout Group Instructions (Colleen Swank)
- Breakouts with Small Group Discussions
- Reconvening for Closing and Next Steps (Malcolm Furgol or Pilar Olivo)

Action Items:

- 1) **Ms. Swank** will add the above graphic to the Facilitator Guide for the facilitators for review at the beginning of the small group discussions.
- 2) **Ms. Olivo** will determine if review of the Facilitator Guide should go on the agenda or in the consent agenda for the January 5, 2022, Board meeting (along with the Strategy Grid).
- 3) **Ms. Swank** will arrange a meeting with Mr. Furgol and Ms. Olivo to review the proposed agenda changes suggested above.

6. Next Steps

Mr. Furgol stated that he will reassess the status of Public Input Session registration and facilitator recruitment after the holidays. Also, after Wed., January 5, 2022, recruitment will begin for partners to host Post-event Viewing Parties for community members unable to participate in the virtual event on January 19, 2022.

7. The Next Steering Committee Meeting

Friday, January 14, 2022, 2-3 pm

(CHNA Steering Comm Mtg Minutes-12.17.21-final)