

**Cumberland County Coordinating Council for Public Health (C4PH)
Ad Hoc Planning Meeting
January 28, 2008**

Key Points Discussed

- C4PH: what is it?
 - What does it deliver to everyone in Cumberland County?
 - What is a regional public health department?
 - What is the role of coalitions, towns, etc. – who does what?

- C4PH issues
 - Name?
 - Owner?
 - Face?

- What are the tasks that could be given to a Program Coordinator and/or a Muskie intern/capstone?
 - Materials organized
 - Communication materials developed
 - Research conducted; summary overviews
 - Grant research and writing
 - Follow-up – sending out CCHC products to towns; to-do's between meetings; updates (e.g., who's the new LHO in South Portland?)
 - Meeting minutes
 - Meeting scheduling
 - Agendas
 - Communications with the group

- Broader view of tasks for a PC or Muskie student
 - Distill documents/findings into a primer – use as communication and education device – e.g., synthesize all the work done thus far, including legislation
 - How communicate via media and web – are there venues/channels we haven't tapped into (e.g., HealthInfoNet, YouTube, blogs); delivery of info and empowering people to take better care of themselves (as well as emergency prep/response tools) – something really cutting edge

- Possible funding for position
 - Have about \$33,800
 - Could probably afford ½ or ¾ time project assistant
 - Funding via Don Ward seems stalled...

- Outstanding tasks
 - Report on activities to funders (JS?)
 - Follow up on \$2500 MaineHealth, \$5000 County (JS?)

- Identify potential grants – ME Community Foundation, MeHAF, Unum, Anthem, etc. (JS?)
- Send out town report – draft cover letter (JS)
- Contact Neal Allen re COG executive committee (elected officials or town managers?) – present interim town report and discuss (JS)
- Draft job description for project assistant/Muskie (VL)
- Draft C4PH vision, goals/objectives for '08 (VL – also will facilitate that part of 3/21 full group meeting)
- Update for legislators (VL)
- Steering committee agenda: public face? Simpler name?
- Invite Nat Tupper to steering committee (JS) plus additional at-large member (JS)
- Send Val document on PHWG-defined DCC functions (JS)