

Cumberland County Coordinating Committee for Public Health (C4PH)

Steering Committee Draft Minutes

2.25.08

Present: Doug Gardner, Julie Sullivan, Elizabeth Trice, Colleen Hilton, Deborah Dietrich, Don Ward, Valerie Landry

Executive Summary

The purpose of the meeting was to discuss goals and objectives for the balance of the 2008, along with an agenda for the upcoming C4PH meeting. It was determined that the activities for 2008 should be largely organizational. Meeting outcome included distribution of a draft statements for Vision, Mission and Principles; identification of major goals for the upcoming 10 months; and suggestions for processes by which to achieve the goals.

Minutes

The following were identified as goals to be suggested for consideration by the C4PH at the next regularly scheduled meeting. These goals would be accomplished as part of an annual work plan by January 2009.

A. Define public health infrastructure with input from all partners, including Maine Center for Disease Control and Prevention, municipalities, Cumberland County, health coalitions, health care providers and other stakeholders involved or interested in the delivery of public health.

1. Julie Sullivan will circulate a new draft of a potential structure to the C4PH for review and comment. (March 2008)
2. C4PH approves working document, for discussion purposes. (April 2008)
3. Steering Committee and any interested C4PH members meet with leaders at Maine CDC to gain input on draft. (April/May 2008)
4. Steering Committee and any interested C4PH members meet with municipal leaders for input (MMA and COG). (April/May 2008)
5. Steering Committee and any interested C4PH members meet with county leaders for input. (April/May 2008)
6. Adopt Vision, Mission and Principles (June 2008)
7. New draft circulated for review and comment. (May 2008)
8. Consider "retreat" in October 2008 to provide a combination of education and update
9. Remain abreast of requirements/issues pertaining to State level initiatives including legislation and activities involving new District Health Officers.

B. Identify organizational infrastructure, funding and budget for C4PH e.g., 501 C 3? Subset of larger organization? new name? other?

1. C4PH steering committee creates corporation work group to develop options recommendations on funding, budget and organizational structure for consideration by C4PH by June 2008.
2. Steering Committee makes recommendations on corporate structure, budget, human resources and funding to C4PH by September 2008.
3. Secure sufficient human resources to support the project. (June 2008)

C. Increase public awareness of the benefits of public health services.

1. Develop resource documents (including web based) to be used to educate policy makers and members of the general public. (new staff person, by September 2008)
2. Develop initial communications plan (September 2008)

D. Increase the understanding of municipalities of the benefits of a well-coordinated public health infrastructure, and increase municipal support and involvement in the creation of a public health system.

1. Meet with Council of Governments (COG) to share results of municipal survey.
2. Seek opportunities to meet with municipal groups including emergency responders, Code Enforcement Officers, Planners and others.

E. Continue involvement with Statewide Coordinating Council.

1. Identify representatives and ensure regular communication to C4PH

F. Conclude (?) work of Data Committee and distribute results (where?)

G. Determine subcommittee structure (June 2008)/