

**Twin Cities Healthy Start Executive Meeting: 09/16/10
UROC**

Members Present: Leah Loud, Mary Linden, Cleora Brown, Gloria Ferguson, Janeth Guerra de Patino, Linda Roberts, Ken Bence, Cheryl Fogarty, Kathleen Fernbach, Jacqueline Coleman, Christina Gonzalez, Phyllis Haag, Laura Stand, Lesley Shabaish, Briana Mullen, Angela Watts, Brian Thomas May, Grace Anderson, Tessa Anttila, Pat Harrison, Lori McPherson, Lauren Giammar, Amy Godecker, Jessica Gaston, Patty Graham

| Item | Discussion | Outcome |
|---|--|---|
| Welcome/Introductions | <ul style="list-style-type: none"> • Introduction of Advisory Committee Liaisons | <ul style="list-style-type: none"> • |
| Approval of Minutes/Agenda | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Gloria Ferguson motions to accept agenda and minutes. Seconded by Cheryl Fogarty and motion carried. |
| Summary of First Working Meeting of the TCHS Advisory Committee | <ul style="list-style-type: none"> • Liaisons recapped the first meeting. Suggested short satisfaction survey with option to either drop off survey at program sites or mail it in via self-addressed, stamped envelope. | <ul style="list-style-type: none"> • |
| ICC LC Phase 2 Project Update | <ul style="list-style-type: none"> • Recap of the Case Manager retreat where family planning was discussed and resource kit distributed. • Member stated the Case Manager retreat was the best training they've ever had. Kit is fantastic. • Agreement of bi-annual retreat is best for training and turnover. • Satisfaction survey content will be finalized soon. | <ul style="list-style-type: none"> • |
| New Co-Chair nomination process | <ul style="list-style-type: none"> • Co-chairs are needed to drive the committee. • Central staff only to provide data, suggestions for agenda items – not run meetings. • Co-chairs would work on linkages with other organizations and partnership with Head Start. Also follow HRSA requirements for committee and program. A focus on strengthening community involvement is needed. • Draft of proposed job description reviewed. • Members shared that barriers have existed in the past that kept co-chairs from achieving | <ul style="list-style-type: none"> • Members should send ideas and thoughts to Angela. Angela will re-draft the job description and positions will be discussed again at November meeting. |

| | | |
|---|---|---|
| | <p>goals. Members also suggested past members could be considered for co-chairs, staggered terms could be used to reinforce continuity, a 2-year commitment, historical feedback should be obtained and add that co-chairs need to stay connected to TCHS Advisory Committee.</p> <ul style="list-style-type: none"> • | |
| Web Site Stats | <ul style="list-style-type: none"> • Stats from July – September shared. Many of the TCHS sites are being viewed regularly. The TCHS SiteSource Web site was unveiled – a resource tool for program site staff. | <ul style="list-style-type: none"> • |
| Infant Mortality DVD Introduction & Viewing | <ul style="list-style-type: none"> • DVD was viewed and copies given out. | <ul style="list-style-type: none"> • |
| Announcements and Updates | <ul style="list-style-type: none"> • NHSA has toolkit focused on African American infant mortality. • MDH will be hosting a Webinar on Preconception Health and weight. Space is limited. • MDHFS will be hosting a Lead Prevention event in October. • Text for Baby link is on the TCHS Web site. • Medica- incentive requirements are changing. • MNPHA presents 4 forums starting in November. Theme is Matters of the Family | <ul style="list-style-type: none"> • |
| | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • |
| Next Meeting Details | <p>Thursday, November 18, 2010 UROC 12:00-2:00 p.m.</p> | <ul style="list-style-type: none"> • |

Minutes submitted by: Brian Thomas May