



Meeting NOTES

Meeting Purpose		SC to discuss by-laws and the direction of the PHC.			
Date :	9/5/2017	Time:	12-2pm	Location:	MCDPH - room 717
Topic		Discussion Lead(s)	Expected Outcome(s)		Timeframe
By-laws		Sonia, All	Discuss edits to by-laws		12-1pm

Attendees: Alejandra Kisebach, Amy Corriveau, Cynthia Melde, Dulce Ruelas, Emily Singleton, Janet Moreno, Kelsey Engelbracht, Kyle Giblin, Lauriane Bellot-Hanson, Liliana Cardenas, Nora Lozano, Sonia Charry, Susan Junck, Susan Smith.

Notes	<p>Article III: Geographical Area Served</p> <ul style="list-style-type: none"> • <u>Section I</u>: Do we need “with a focus on areas of need including South Phoenix and Mesa” anymore? • <u>Section I</u>: Geographical area is old, “South Phoenix and Mesa”. • <u>Section I</u>: Focus on South Phoenix and Mesa – what specifically are we doing in those areas? • <u>Section I</u>: All Maricopa County, not just South Phoenix and Mesa. • <u>Section ?</u>: Committed to preventive health for children birth to <u>8</u>.
	<p>Article IV: PHC Partners</p> <ul style="list-style-type: none"> • <u>Section I</u>: Is “to provide a central location for preventive health and wellness education and info sharing” accurate? Should it say “our mission is to improve collaboration...” • <u>Section II</u>: What people/agencies should be a part of this group, are they at the table? • <u>Section II</u>: Look into what a partner is, partner application follow through. • <u>Section ?</u>: Nothing about ALTs.
	<p>Article VI: Community Meetings and Professional Training of the PHC Partners</p> <ul style="list-style-type: none"> • <u>Section I</u>: ...Held on 3rd Thursday, should it be Tuesday? • <u>Section II</u>: Leverage a partner to provide trainings. • <u>Section II</u>: Did not remember 3-5 community meetings or 2-4 trainings. • <u>Section II</u>: What trainings? • <u>Section II</u>: Professional trainings, PHC has been inconsistent in this area. • <u>Section II</u>: Professional trainings 4x a year, have these been held? • <u>Section II</u>: What are we doing to promote the community meetings and trainings? • <u>Section I and II</u>: Update language, not sure it reflects what we are doing or make it more flexible so we aren’t locked in going forward. • <u>Section I and II</u>: Are meetings and trainings still happening? • <u>Section ?</u>: ALT teams? How often do we start a new ALT team? When to continue/discontinue? Bid with agreement with consultant group. • <u>Section ?</u>: 2 hours is very specific, maybe broader language.
	<p>Article VII: PHC Steering Committee</p>



Meeting NOTES

- Section II: What is the renewal vote?
- Section II: Voting of SC members, 9 members, 1 year term. Expectations? Accountability?
- Section II: Update, didn't we agree on 3 years? Are we really voting annually? Etc.
- Section II: Qualifications haven't been followed.
- Section II: Renewal voted annually. I don't think this has been done. Five consecutive terms – thought it was 2 years.
- Section II and III: Steering committee member attendance requirements ☹️ -possible solution meeting platform alternatives.
- Section III: We don't follow what we say about absences, do we want to?
- Section III: Absences – is this policy enforced?
- Section V: How do we know if there is a vacancy if we don't have a set number? Not sure what vacancy would mean given our current structure.
- Section V: Vacancies – when folks leave, how have they been filled – hasn't been clear.
- Section V: Vacancies haven't been followed, just filled at random.
- Section XIV: Conflict of interest, officer leaving and remaining as steering committee member.
- Section XIV: Conflict of interest statement – did everyone sign?
- Section ?: Availability. Year to be updated. Recruitment date: Tuesday vs. Thursday.

Article VIII: Officers

- Section II: I like the use of officers.
- Section II: We don't have officers other than chair and co-chair.
- Section II: Officers?
- Section II: Officers? Do we have officers?
- Section III: Elections. Haven't had officers, need clarity.

Article XIII: Amendments to by-laws

- Section ?: Who can make amendments?

Article XI: Records

- Section V: Number 2, is it a conflict of interest for Jeff that we are still looking at using MyConnections at Alhambra?

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- Need to know what steering committee is steering in order to even address by laws and structure.
 - SC members are very confused and frustrated because there is no real direction, the last 6 months have been a continuous change of ideas and direction.
 - Need to prescribe duties of officers (chair and co-chair) and vote around December.
 - The agenda should be developed at previous meeting for next meeting and assign SC HW.
 - There usually isn't a connection between previous meeting and next meeting.
 - Officers should run meetings.
 - There is old documentation on officer roles and responsibilities, and subcommittees in binders.



Meeting NOTES

- Is the SC application for the individual or for the organization?
- At the moment those who are over their time should stay until otherwise decided.
- Subcommittee to work on by-law edits.

Topic	Discussion Lead(s)	Expected Outcome(s)	Timeframe
PHC Direction	Sonia, All	What are the strengths and weaknesses and where does the PHC go from here?	1pm-2pm
Notes	<p>Projects currently happening:</p> <ul style="list-style-type: none"> • PHC is currently funding the ALTs. • Funding ends June 30th, 2018. • Community mobilization ALT is done. 		



Meeting NOTES

- EPSDT ALT: will no long be active because we do not have a coach (Jeff was supposed to take over).
- ISD ALT: La Casita opening is this month, date not confirmed yet.
- ECN ALT: There is discussion of FTF taking over this ALT.
- GSFN ALT: Planning on being sustainable on its own!
- Alhambra: Ale received an email from Lynn to pause this project until January 2018 because of the pressure to move too fast.
- We need to go back to Alhambra and ask what kind of support they need and SC will decide if they can provide support.
- Other projects: QPM and Forum
- PHC staff will meet with evaluation team, LeCroy and Milligan, on 9/15 and update SC on decision if to continue their contract.
- Find ways to infuse funds into community to create sustainability – ALT help to do this, we should be focusing on how to create the ALTs.

PHC Strengths:	PHC Weaknesses:
<ul style="list-style-type: none"> • ALT as sustainability piece and community based • Vision, Mission, Focus should stay the same • The half day retreats when PHC first formed • Opportunity for more coordination • Stories from ALTs • Glendale Wellness Center benefits around DCS ALT in Glendale 	<ul style="list-style-type: none"> • Focus on just one area and UHCF • Hidden agenda with Healthify and Jeff leaving • We lost our track because there was a shift in the agenda • Leadership took us in a different direction • SC was not asked about expertise, was just told to get information • SC is not well informed about ALTs and has trouble talking about ALTs • Uncomfortable for the past 8 months because there was no trust or opportunity to build relationships among SC members • Struggle for SC members to know their roles • SC members leaving meetings more confused • Not good at sharing successes or defining success • No community member representation

PHC Funding:

- We need to look at what impact ALTs have made, SC can help with the wording to use for grants.
- SC and ALT coaches to provide the narratives for success stories.
- We can leverage how we are addressing community prenatal needs for grants (opioid)
- Is there an opportunity to fund an ALT team within the PHC around pre-natal and opioid?
- We need to take into consideration that whatever the SC decides needs to be without funding, we don't want to pull out and harm the community.
- We need to decide if we will solely be focusing on funding for the next few months.



Meeting NOTES

	<ul style="list-style-type: none"> • What is the sustainability plan and reporting requirements for the ALTs? • 2/3 of the state’s children are in MC. • SC to consider coming one hour early to meetings as the City of Phoenix Head Start Health Service Committee (possible funding opportunity?) • <p>Alignment between Mission/Vision/Focus, Strengths, Community Needs:</p> <ul style="list-style-type: none"> • Opportunity to building out family resource center in choice neighborhoods. • Children and families in subsidized housing (Edison – Eastlake?). • Developing holistic system that connects residents and SVCS. • Early Education center in housing (Amy Corriveau). • Focus on housing can help with focus on 0-8, not just school age (school districts). • Where do we want to strengthen efforts already being done in the community? • There is an overlap in PHC type groups in MC. • We need to get the success stories of the ALT and bring it back to mission/vision
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Topic	Discussion Lead(s)	Expected Outcome(s)	Timeframe
Next Steps	Sonia, All	Discuss what is to happen after meeting	
Notes	<ul style="list-style-type: none"> • Add time at the end of the agenda for other items. • SC members to host SC meetings at their organization locations. • Check in to see if all SC members are still on board to continue membership. 		
Action Item	Assignee	Assignment	Due Date
Email	Janet	Type and email notes to SC for feedback	
Develop agenda	PHC	Debrief and develop an agenda for next meeting	
Brainstorm	PHC	Brainstorm retreat options	
Doodle Poll	Ale/Janet	Create a doodle poll for extra meetings	
Head Start info	Amy Corriveau	Amy will send more information regarding the City of Phoenix Head Start Health Service Committee opportunity for the SC	