

GROUP: Advisory Committee on the Status of Women DATE: August 2, 2016, 5:45PM LOCATION: Room 109, 25 Meade St. (DPH)

FACILITATOR: Jennifer Maddox, Chair

ATTENDANCE: Donna Connolly, Deborah Hall, Amanda Gregoire, Heidi Sue LeBoeuf, Jennifer Maddox, Jennifer Madson, 3 members of the public.

SCRIBE: Tracy Kennedy

AGENDA ITEM	KEY DISCUSSION POINTS current status, background, desired outcome, considerations, progress, next steps	FOLLOW-UP (if needed) (what & who)
1. Call to order and introductions	Meeting opened by Jennifer Maddox at 5:46PM. Member of the public present, introductions done.	
2. Approval of minutes from July 5th meeting	Motion to approve: Heidi Sue Second: Amanda Vote: unanimous	
3. Follow-up from previous meetings	Scheduling issues. Debbie has a class during the meeting time. Do we want to change meeting time to accommodate? Discussion as to best time. The Committee voted to move the meeting to the first Wednesday of the month, to begin at 5:45PM. Motion to approve: Jenn Second: Donna Vote: unanimous	

<p>4. Announcements</p>	<p>There will be an event celebrating Women’s Equality Day on August 26th to be held at noon at City Hall Common. Committee members are welcome to attend.</p>	
<p>5. Annual Report discussion</p>	<p>Potential topics to discuss in the Annual Report:</p> <ul style="list-style-type: none"> • Human Trafficking event on 1/11/16 • WOC/YWOC awards • Strategic Plan for FY17 • Future Goals <p>Members will submit summaries and suggestions and staff liaison will collate. It was suggested that these summaries be sent to the staff liaison prior to the meeting.</p>	
<p>6. Presentation on the 2016 Community Health Improvement Plan</p>	<p>Zach Dyer presented on CHIP, providing a summary of the process. The CHIP is our roadmap for improving health over next four years – roadmap for community as well. Process: people coming together to determine the needs of community. 2nd CHA/CHIP. CHA released in 2015 – collect as much data as possible about health and going out and talking to stakeholders and individuals in the community, public survey (6 languages) – print and electronic, surveys through employers, focus groups, key informant interviews. Also an advisory committee that guided the determination of focus groups. Question: what is our capacity to address the needs?</p> <p>Then came up with a list of priorities. Developed CHIP, released in June 2016. Brought groups together to come up with specific strategies to the address these needs. This plan is not what any one organization put forward. This is the community coming together to say that this is what</p>	

we need to do going forward.

One goal is health equity. That everyone can access what they need to be healthy. Three core principles: invest first in the community; empower, listen to and respect community voice; eliminate gaps between services. Ensured that the strategies fell in with the goal and core principles.

All of the priorities areas are intertwined. Who does what? Not all the Division: other organizations will be better positioned to address the strategies. Coalition for a Healthy Greater Worcester is leading the charge with the WDPH/CMRPHA along with UMass Memorial Health Care and Fallon Health.

CHIP In agreements – individuals and organizations. Have received many of those back. Met directly with city officials to get their buy-in. Local funders are aligning their funding with the CHIP. Presented to local funders as well.

What strategies/objectives that would fit within the scope of this committee?

Safety: Objective #4 and its strategy. Similar example, in 2012 CHIP – write a mental health assessment. We need to something similar in interpersonal violence (sexual violence, DV, date rape, gang violence) specific to gender equity.

Access to Care: this is the area where there is the largest discussion around eliminating gaps between services – no wrong door policy. If we are trying to improve services for specific areas – things you are doing should be similar to assist many areas. The roots are still in the CHIP. Infant mortality is in the aim, but not a specific strategy. It will be a measure going forward – as it is a “canary in the coalmine”. Connections between services and a more culturally responsive network of health and social services.

Access to Healthy Foods: increase utilization of federal funded programs.

	<p>SNAP/WIC outreach at faith-based organizations. Ensuring that farmer's markets accept SNAP/WIC - will be doubling in Massachusetts in the next year.</p> <p>One of the priorities of this group is to understand what the need of the status of women is in the City. Division can pull the data specific to women/men. Can also look at focus groups. Would be great to have access to data. Division can also assess themes. Hoping data will eventually be online.</p> <p>Members can contact Zach with any questions or requests. Coalition has staff - director and community engagement specialist. Community engagement specialist will continue CHIP process by holding focus groups and key informant interviews. YWCA is the fiscal agent for the coalition.</p> <p>We did a youth health survey - high schools and middle schools in the region. Epidemiologist can assist with data requests as well.</p>	
<p>7. Strategic Planning Session, Phase 3</p>	<p>Pam Callahan provided members with an example of how to translate SMART goals into action. Pam worked out a sample plan regarding one of the issues that the committee previously identified. Members will submit summaries and suggestions and staff liaison will collate. It was suggested that these summaries be sent to the staff liaison prior to the meeting.</p>	

<p>5. Future topics for discussion</p>	<ul style="list-style-type: none"> • Review the Annual report • Discuss next steps in the strategic plan. 	
<p>6. Adjournment</p>	<p>Motion to adjourn.</p> <p>Motion: Heidi Sue LeBoeuf Second: Jenn Madson Vote: unanimous</p> <p>Meeting adjourned at Next meeting scheduled for September 7, 2016 at 5:45 PM at WDPH.</p>	

What records of public meetings must be kept?

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner, must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting;