**Partnership for a Healthy Community Board**

**Meeting Minutes**

**January 23, 2020**

**Members Present:**

**Members Present via Conference Phone:** Amy Fox Greg Eberle

Monica Hendrickson Tim Heth

Hillary Aggertt Jennifer Zammuto Sally Gambacorta Brent Baker

Larry Weinzimmer Beth Crider

Lisa Fuller Adam Sturdavant

Tricia Larson Kate Green\*

**Others Present:** Amy Roberts, PCCHD Administrative Assistant

Ms. Hendrickson called the meeting to order at 1:03 pm.

**Approval of 11/21/19 Meeting Minutes**

Mr. Weinzimmer made a motion to approve the minutes from the November 21, 2019 meeting. Motion was seconded by Ms. Fox. Motion carried (13,0).

**Board Business**

Membership

Kate Green of Continuum of Care for the Peoria Region introduced herself. Ms. Filler made a motion to approve new board member, Kate Green. Motion was seconded by Mr. Heth. Motion carried (12,0).

Ms. Aggertt stated that Mr. Hinrichsen felt that he could no longer dedicate his time to the Partnership Board and would like to resign from the board. Ms. Aggertt made a motion to accept and file the resignation of Mike Hinrichsen for the Woodford Region. Motion was seconded by Ms. Gambacorta. Motion carried (13,0).

**Ms. Larson entered the meeting.**

Ms. Aggertt gave an introduction for Joel Shoemaker, Illinois Prairie District Public Library Director for the Woodford Region. Mr. Weinzimmer made a motion to approve new board member, Joel Shoemaker. Motion was seconded by Mr. Heth. Motion carried (14,0).

Structure

Ms. Hendrickson reviewed the Partnership organizational chart as a helpful aid to see who is where and is not pulled too thin. A Marketing/Website Committee has been added with Ms. Aggertt and Ms. Zammuto to help formalize the board’s marketing and website presence. Currently the Cancer Action Team is still meeting all together and has not broken out, and as long as they stay together Mr. Heth stated he can continue to Co-Chair that workgroup as well as the Data Committee. There was some discussion on Co-Chairs and their responsibilities and leadership with the Cancer Action Team. Mr. Heth to speak with the other Cancer Co-Chairs to see what they’d like to do for leadership moving forward. As action teams change forms, let Ms. Roberts know, so that she can update the organizational chart.

Ms. Aggertt stated that within the action teams, they are all wanting Illinois Youth Survey (IYS) information. Ms. Aggertt noted that having a Letter of Support with the Co-Chair’s signatures might give the schools more motivation to participate. Ms. Hendrickson asked Ms. Crider’s opinion on this and if a position statement would be more appropriate. Ms. Crider stated in the past, a treat bag was made and took them to the schools and pass them out. Ms. Crider stated that a letter and position statement would give it more weight. Ms. Aggertt is to start a draft for a Letter of Support.

Ms. Fox stated that the HEAL team was awarded Ending Hunger Together money for last year and have put out an RFP for year two. This is housed at Tazewell County, but is really coming from the Partnership Board. Ms. Fox would like a Letter of Support for this initiative from the Partnership Board. Ms. Fox will draft a Letter of Support to share with the board.

Ms. Hendrickson gave kudos to Ms. Bill and Ms. Aggertt for spending so much time on the Partnership website. Ms. Aggertt stated that there were many people that can edit the website and when too many people are editing it can look messy. There was discussion on who should be able to edit the pages and what content goes on the pages. Ms. Aggertt suggested one person from each county has full access (Ms. Aggertt, Ms. Bill, and someone from Tazewell) and the support staff to post agendas and minutes (Ms. Roberts and Ms. Smith). Ms. Zammuto stated there can be a temporary marketing plan to get through the annual meeting, but a more robust marketing plan going forward. There will be a follow up at the next Partnership Board meeting to discuss where we go after the Marketing Committee meeting has met.

Annual Meeting

Ms. Fox has drafted an agenda and sent to the chairs for a morning only meeting, starting with registration and breakfast around 8:00 or 8:30. There would be an old year then new year type of pattern for each group, introducing new chairs, then wrapping up the morning around 11:15-11:30 and finish with some kind of celebration. Mr. Heth stated that he would need numbers for food by mid next week. Ms. Hendrickson stated the board needs to get this finalized to let chairs know as soon as possible. Ms. Fuller will handle ordering individually wrapped cookies for the celebration and Mr. Heth will be order items for breakfast. Round tables work best for this event. Ms. Hendrickson volunteered to make a template slide for action team presentations to be sent out to chairs, that would be due the Monday before the annual meeting. Ms. Hendrickson will do the welcome and overview and Ms. Fuller will do the new CHIP, website, and discussion boards. Mr. Heth will take care of the room set up and coordinate with Ms. Fox the day of activities.

**Committee Updates**

Data Committee

Ms. Fuller stated that Conduit is coming, and they would like to do a visioning discussion to see what’s included on that page. Initially, Ms. Fuller wants to invite the Data Committee to this meeting. Ms. Fuller will send a Doodle Poll to the Data Committee to get a date set. Ms. Roberts will send Ms. Fuller the Data Team distribution list. Ms. Fuller will share with the board an example of one of Conduit’s sites.

Priority Action Team Update

Mental Health and Substance Use will meet next Monday, there is no current update.

Mr. Eberle stated HEAL stated they had their first meeting a couple weeks ago and have their three objectives and the Co-Chairs will be working to see how they will be moving forward with them.

Ms. Aggertt stated that she attended the last Cancer meeting and they are looking at data points that they’d like to obtain from the Data Committee. They are looking for volunteers for the Home Show. Ms. Hendrickson stated that the Edwards Plant application got accepted for the presentation portion for lung health, which is on Friday, January 31st from at 1:00-1:30.

**Member Announcements**

There was no further announcements from the board members.

Being no further business, the meeting adjourned at 2:09 pm.

**Next Meeting: February 27, 2020 1:00-2:30**

**Peoria City/County Health Department**