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| EHT Team Meeting Minutes | September 16, 20192:00 p.m.Tazewell County Health Department |

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| Meeting called by: | TCHD | Type of meeting: | EHT Team Meeting |
| Facilitator: | Amy Fox | Note taker: | Kim Keenan |

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| Attendees: | Kim Keenan, Amy Fox, Shanita Wallace, Crindie Hopping, Rebecca Cottrell, Wayne Cannon, Katie Kelly, Maggie Stojak, Katrina Howard, Cari Noe, Rachel Benn, Greg Eberle, Lindsay Goben, Kelsey Horst, Monica Scherer, Carey Applegate, Dwayne Harris |
| Shared Information: | Copy of AgendaCopy of August 19 MinutesAsset Web Diagram Project 1Scope Project 1Charter Project 1Objectives Project 1Project Evaluation Rubric |

# Minutes

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| Agenda item: | Wild Apricots Site | Presenter: | Kim Keenan |

#### Discussion: Set to go live soon. Delay due to rolling in with Healthy hoi and changing domain.

#### Conclusions: Organization to register for this.

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| Agenda item: | Facebook change | Presenter: | Kim Keenan |

#### Discussion: Opportunity to change “Whats Our Recipe” facebook page and followers to “Project updates” for EHT

#### Conclusions: Group felt positive about revising current facebook page into place to share project updates and pictures. Kim to change page “about” information to reflect change.

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| Agenda item: | New USDA Report of Food Insecurity | Presenter: | Kim Keenan |

#### Discussion: USDA webinar held last week will be on line for viewing by the end of this week. <https://www.ers.usda.gov/multimedia>

#### Conclusions: Review webinar as it has clear language and identification of how food insecurity rates are determined by state. This is helpful to use as a guide in EHT language and outcome measurements.

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| Agenda item:  | Cross Sector Grant update and September PI | Presenter: | Kim Keenan  |

#### Discussion: Cross Sector grant finalists to be contacted around 9/18. KIm to send notification of status to team upon receipt. PI for September is 1:1 phone conversations with each partner to determine experiences in the collaborative and on project teams.

#### Conclusions: KIm to send notification of status to team upon receipt of CSi grant. 7 organizations still have yet to schedule phone meetings. Reminder emails to go out again this week.

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| Agenda item: | Project 1 Charter  | Presenter: | Katie Kelly: Lead, Kim Keenan |

#### Discussion: Katie gave overview of project scope, charter and objectives. She also facilitated Q and A from EHT team. Kim reviewed charter rubric and team broke up into smaller groups to review project documents and complete.

#### Conclusions: Project 1 rubric results to be shared through email to EHT team by late 9/18. Determination of next steps will be communicated at this time.

#### Resources:

Enter resources here.

#### Announcements:

Next Meeting: October 21st 2-3:30 in Peoria. Locations TBA

Project 2: Charter to be sent out to all EHT team by project lead by 10/1 for review. EHT team to review charter documents by October 21st meeting. October meeting will require Project 1 to give update and Project 2 to give an overview of scope, charter, objectives and budget draft.