

**PETALUMA HEALTH CARE DISTRICT
CHIPA COMMITTEE
September 10, 2013**

Attendees: Erin Hawkins, Ramona Faith, Babs Kavanaugh, Beth Dadko, Marilyn Segal, Francisco Cano, Kathy Ficco, Patricia Souza, Cynthia Murray, Alfredo Perez, Susan Gilmore, Suzanne Cochrane, Intern Sara Frazier
Conference Call: Gabe Kearney, Andrea Krout

TOPIC	DISCUSSION
CALL TO ORDER	Ramona Faith called the meeting to order at 12:15pm in the conference room at 1425 N. McDowell Blvd.
CONSENT CALENDAR	The consent calendar was approved as written and passed by all present.
PUBLIC COMMENTS / QUESTIONS	There were not public comments.
BOARD COMMENTS / QUESTIONS	There were no Board comments.
CHIPA STRUCTURE AND CHARTER:	<p>Erin Hawkins, Community Outreach Project Manager, reviewed the proposed CHIPA Committee Charter and proposed CHIPA Structure with committee members.</p> <p>The following is a list of items discussed during this presentation:</p> <ul style="list-style-type: none"> • All CHIPA Committee members will self-select to be an active member or supportive (non-voting) member. • All active CHIPA Committee members will join a CHIPA Work Group. • Work Groups will identify South County community health priorities and develop strategies for improving health outcomes. • Once Work Groups have been established, outside members can be added to the Work Group to provide local knowledge and identify additional needs and assets. <p>The following questions were raised during the meeting and will require follow-up:</p> <ul style="list-style-type: none"> • Should a nominating committee be established for those interested in participating in CHIPA? • Should CHIPA members have staggering terms? • Do we need to establish By-Laws with language taken from the CHIPA Charter? • Do we need to address specific requirements for general CHIPA operations? For example, two thirds vote to approve, how many meetings you must attend, what constitutes a quorum?

	<ul style="list-style-type: none"> • What items will need to be voted on, and how will we address delays created by new CHIPA general meeting schedule? • Do we need to include collective impact language in the Charter? • Do we need to clarify the role of CHIPA as an Advisory to the District Board? <p>Committee members were instructed to review the proposed CHIPA Structure and submit any additional comments or suggestions to Erin Hawkins by Friday, September 13, 2013. Revisions will be presented at the next CHIPA meeting.</p>
CHIPA MEMBERSHIP INFORMATION SHEET	<p>Ms. Hawkins distributed a CHIPA Membership Information Sheet to be completed by committee members. Information will be compiled into a spreadsheet. An electronic version will be sent to Committee members to capture those who were not at the meeting and for those who would like to complete their form electronically.</p>
WORK GROUP MEETINGS	<p>Ms. Hawkins reviewed the structure of the Work Groups and CHIPA Committee meetings. CHIPA Committee will meet on a quarterly basis and Work Groups would meet on the months when CHIPA is not scheduled.</p> <p>The following is a list of the four work groups developed to focus on CHIPA priorities:</p> <ul style="list-style-type: none"> • Wellness & Prevention • South County Behavioral & Mental Health Coalition • Cradle to Career • Community Connectedness <p>Work Groups will conduct a SWOT Analysis and produce Work Plans. Updates from Work Groups will be provided at quarterly CHIPA meeting.</p> <p>Each Work Group will select a Chair who will also participate on the Executive Committee. A CHIPA Work Plan form that provides information on the work group’s status was distributed to Committee members for information only. Work Groups will be supported by District staff.</p> <p>Time was allotted for Committee members to select their Work Group of choice.</p>
CHIPA EXECUTIVE	<p>The Executive Committee will review Work Plans, develop</p>

<p>COMMITTEE</p>	<p>CHIPA Agendas as well as provide strategic oversight to CHIPA members and Work Groups. Meetings will be held on a monthly basis.</p> <p>The Executive Committee will provide budget oversight of CHIPA and will consist of the PHCD CEO, CHIPA Chairperson, PHCD Outreach manager, and PHCD Board Clerk. Chairs of each Work Group will also participate in this committee.</p>
<p>CHIPA STRUCTURE</p>	<p>Ramona Faith reviewed the CHIPA Structure with committee members. The Structure outlines CHIPA as an Advisory Committee to the PHCD Board who has approved the four priorities outlined by CHIPA. If the CHIPA Committee recommends a change in their strategic priorities, this will need to be reviewed and approved by the Board.</p> <p>Committee suggested the CHIPA Structure Form include CHIPA as an Advisory to the PHCD Board.</p>
<p>UPDATES:</p>	<p><i>PEF Grant Selection:</i> Ramona Faith reported the District is partnering with Petaluma Education Foundation. The partnership includes a \$10,000 investment in PEF supporting their activities, a \$10,000 grant that is in the process of being defined and \$10,000 for in-kind funding.</p> <p>The \$10,000 grant will be designed to fit into one of CHIPA’s four strategic priorities and that support the mission of the District. Meetings have occurred and after researching various programs a decision was made to develop a grant to implement a structured PE program overseen by SJH called Healthy for Life.</p> <p>Kathy Ficco provided a brief overview on the Healthy for Life Program .</p> <p><i>Health Action Council:</i> Ramona Faith has been accepted as a member of Health Action Council.</p> <p><i>Sonoma County Health Assessment:</i> Beth Dadko reported the first draft of the Sonoma County Health Assessment will be presented to the Leadership Advisory Group on September 18th. The documents will also be available for CHIPA Committee to review at the October meeting.</p>

	<p>A summary of CHIPA Recommendations sent to Sonoma County was distributed to Committee members.</p> <p><i>SNAP-ED County Grant:</i> A collaborative of four community organizations worked together to submit a grant to Sonoma County. The Grant is to provide opportunities for nutrition education and outreach for SNAP. This will allow funding to reach out to those that are eligible for SNAP but have not signed up for the program.</p> <p><i>Affordable Care Act Forum Grant</i> CHIPA, as a Health Action Chapter, received a grant of \$2,000 to provide a forum on Affordable Care Act/Covered California.</p>
<p>NEXT STEPS:</p>	<p><i>Next Meeting is scheduled for October 8, 2013</i></p> <ul style="list-style-type: none"> • <i>Insurance Exchange</i> • <i>Affordable Care Act and Covered California</i> • <i>Revisions to the CHIPA Charter</i> • <i>CHIPA Committee and Work Group Schedule</i>