

**Leon County Health Assessment
Steering Committee Meeting
Roberts & Stevens Clinic, Bill Fagen Room
December 4, 2015, 8:30 a.m. – 10:30 a.m.**

MEETING MINUTES

Attendees: See Attached Sign-In Sheet

Minutes Approved by Committee: January 15, 2016

Agenda Items:

1. Welcome
2. Review Previous Minutes
3. Proposed Changes
4. County Assessment Timeline
5. Subcommittees
6. Additional Discussion Items
7. Open Floor for Input, Questions, Concerns
8. Closing Remarks
9. Meeting Evaluation
10. Adjourn

Meeting was called to order at 8:36am on December 4, 2015 by R. Jai at the Bill Fagen Conference Room, 1515 Old Bainbridge Rd

- Minutes from previous meeting, November 13, 2015 were motioned for approval by Warren. The minutes were seconded by Temple.

Proposed Changes

- Brandi Knight proposed using the Behavioral Risk Factor Surveillance System (BRFSS) instead of the online survey originally proposed. The BRFSS covers most of the behavioral risk factors that were already included in the survey and has benefits the original online survey does not provide including: randomization and showing the behavioral risks that are statistically significant in Leon County when compared to the rest of Florida.
- Brandi also requested discussion among the committee members about our final decision on including the Macon community in our targeted areas for the door-to-door population.
- Miasha is in favor of including the Macon community and thinks that it is a good idea.
- Meade clarified his understanding that improvement plans will be individually targeted, and that resources will be needed for an extra area for the improvement plan too.
- Warren made a motion to include Macon community.
- Claudia seconded the motion.
- 6 target areas will be included in the door-to-door survey.



**Leon County Health Assessment
Steering Committee Meeting
Roberts & Stevens Clinic, Bill Fagen Room
December 4, 2015, 8:30 a.m. – 10:30 a.m.**

MEETING MINUTES

County Assessment Timeline

- Brandi discussed the timeline and the proposed dates for activities. Further recommended that when breaking into subcommittee groups to discuss among the group members if the timeline is realistic, particularly in steps 1, 2, 3 & 4, and especially for the survey and community engagement subcommittee's since door-to-door surveying is to be in February.
- Janet brought up a concern about going door-to-door and having a more holistic approach to families, not just asking them questions about their health and leaving them but thinking about leaving them with some type of resources.
- Brandi mentioned the goody bags that Leon County is planning to put together that would include resources.
- R. Jai furthered the discussion explaining the idea is to engage the community previous to the assessment so they don't think we're coming, leaving and not coming back. We want the community to know we want their involvement to help them.
- Dr. Holifield proposed what our answer would be when going door-to-door and someone asks what taking this survey will do for them.
- R. Jai proposed the community engagement committee to think of how we would answer that so that we have a message to help community members understand the purpose.
- Meade mentions neighborhood associations would be key to getting engaged early on, churches too.
- Miasha asks the committee if the community engagement committee will be the first contact to the community.
- R. Jai proposed the community engagement and communication committee collectively will be working to getting the community involved.

Subcommittees

- R. Jai reviewed that last meeting we decided on 5 subcommittees.
- Brandi discussed each committee and the leads for each subcommittee.
- Jay proposed since Meade was on two subcommittees and the lead of one of them proposed combining the survey and data committee.
- Warren then proposed combining the community engagement and communication subcommittees.
- There was discussion amongst the steering committee members to combine the communication and community engagement subcommittees and combining the survey and data subcommittees to bring us to only three subcommittees. It was decided by everyone to officially combine the subcommittee's to 3 subcommittees.
- Breakout into our subcommittee groups for 30 minutes.



**Leon County Health Assessment
Steering Committee Meeting
Roberts & Stevens Clinic, Bill Fagen Room
December 4, 2015, 8:30 a.m. – 10:30 a.m.**

MEETING MINUTES

Subcommittee Reports (after breaking off)

- Miasha, the lead for the community engagement/communication subcommittee, reported they discussed ideas about key messages and wanting to get the community members involved too with their subcommittee. They also discussed how they would bring information to the community about things that matter and how they want to educate themselves about the community before talking with the members, for example, what resources will the people we're talking with have? They also discussed leaving with the families a 211 card all the time so that they are left with a resource that can provide them with information. This subcommittee wants to meet on Fridays for the next two weeks at 8:30am.
- Meade, survey/data subcommittee lead, discussed their committee's objectives through assessing the data availability and looking at past data (South City survey). The subcommittee is going to look if there are areas of health issues that are missing in the survey and compare what we need to what we don't. Also will use the South City experience to mend the survey.
- R. Jai reported on the logistics subcommittee. The logistics subcommittee set an initial task of setting the schedule for visiting the communities, we will visit one community each Saturday between the dates of February 13, 2016-March 36, 2016. A back-up weekend would be the first weekend in April. There will be two people per team when volunteers are going out into the community, with a minimum of ten teams each Saturday. Pat Wilson already reached out to the Rotary club for volunteers and members of the subcommittee are going to be in contact with Public Health programs at FSU and FAMU, churches, and health committee NAACP. Also will be coordinating with TPD to have physical presence for support and will be following up with the Sheriff as well for support outside of the city. Training will be 1 hour prior to going out into the community on Saturdays and there will be breakfast and lunch provided. The tentative schedule is breakfast during training, survey the community for 2-3 hours, lunch, and then a few more hours of surveying based upon if we have not met the survey goal. We also want to email the training information out prior to the volunteers arriving so they have a chance to review material.

- Janet proposed working with the homeless community because some of these areas have homeless camps set up and to think about them as well.
- Meade would like to provide some tips to the logistics committee based on his South City experience.
- R. Jai discussed how all of our subcommittees will be working hand in hand because we all need each other for certain aspects of the process.
- Claudia mentions needing to know what was learned from the South City so we can incorporate that into our work with the subcommittees. Claudia also questioned if community engagement needed to be a part of presenting for volunteer recruitment?



**Leon County Health Assessment
Steering Committee Meeting
Roberts & Stevens Clinic, Bill Fagen Room
December 4, 2015, 8:30 a.m. – 10:30 a.m.**

MEETING MINUTES

- R. Jai answered that we may need the community engagement subcommittee's assistance with working with some organizations.
- Brandi discussed that Leon County has begun drafting outreach materials/letters.
- Dr. Holifield asked the group if the meeting times will be posted on the website?
- Brandi assured the committee that the meeting times will be posted on the website.

ACTION REQUIRED:

1. Claudia will provide area data to communication/community engagement subcommittee to have a good idea of what to expect in these communities.
2. Brandi will post meeting times on the Leon County website.

Additional Discussion Items

- Claudia announced the cancellation of the December 18th Steering committee meeting.
- Meade proposed if the subcommittees have important information that we should share with the other subcommittees.
- RoseAnn also proposed adding an additional Steering committee meeting since currently there was only one more on the schedule before the CHA begins.
- R. Jai proposed a meeting Friday January 15, 2016 at 8:30AM.
- The meeting was accepted, there will be two more Steering committee meetings before the CHA begins.
- Claudia asked Brandi what kind of communication between the subcommittees would be best.
- Brandi requested that information from subcommittees CC Brandi on emails, especially for meeting times, therefore Brandi can make sure there is meeting space available and post meeting information on the website. Notes and meeting information will be on the website.

Future Meeting Logistics

- Due to the proposed implementation timeline, the committee agreed to meeting the following dates and times at 1515 Old Bainbridge Road in the Bill Fagen Room.
 - January 15, 2016 8:30am -- 10:30am
 - January 27, 2016 8:30am – 10:30am
 - February 12, 2016 8:30am – 10:30am
 - February 23, 2016 8:30am – 10:30am

Meeting Evaluation/Feedback

Members were able to voice their opinion on the meeting outcome, highlight on what they enjoyed best, as well as offer tips on what or where the meeting could improve:

Meeting was adjourned at 10:21 am

