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Community Health Advisory Council

Minutes

Tuesday, January 14, 2014

1:00 -3:00

University of Illinois Extension
2205 Enterprise Dr., Suite 501, Westchester, IL

Committee Members Present: Yvette Alexander-Maxie (American Red Cross); Catherine Counard (Village of Skokie Health Department); Theresa Curran (West Suburban PADS); Heather Gavras (American Heart Association); Jennifer Hebert-Beirne (UIC School of Public Health); Maria Oquendo-Scharneck (AgeOptions); Lynn Guibourdanche (Advocate Lutheran General); Christopher Grunow (Stickney Public Health /Stickney Township); Lena Hatchett (Loyola University Chicago); Terry Mason (CCDPH); James McCalister (Village of Arlington Heights); Wendell Mosby (Prairie State Community College); Mary Passaglia (Northwest Municipal Conference/Health Directors); Samantha Robinson (CMAP); Apostle Carl White (Southland Ministerial Health Network); Stephen Weiler (Forest Park Police Department). Evonda Thomas-Smith (Evanston Health Department) participated in the meeting by phone.

Committee Members Absent: Edwin Chandrasekar (Asian Health Coalition); Yamani Hernandez (Illinois Caucus for Adolescent Health); Diane Logsdon (Logsdon Consultation Services); Margaret Provost-Fyfe (Oak Park Dept. of Public Health); Itedal Shalabi (Arab American Family Services).

CCDPH Staff Present: Deanna Durica, Gina Massuda Barnett, Amy Poore, Steve Seweryn, and Valerie Webb

I. Welcome & Introductions

The meeting was called to order at 1:10 p.m. Gina Massuda Barnett, Council Liaison, welcomed members and asked all to introduce themselves.

II. Approval of Minutes – October 9, 2013

Terry Mason moved to approve the minutes from the October 9, 2013 meeting. Evonda Thomas-Smith seconded the motion. The motion passed unanimously.

III. Charter & Bylaws – Review and approval of Charter & Bylaws, including electronic attendance and Co-Chair elect

Gina Massuda-Barnett walked the Council members through the articles and sections of the draft Charter and Bylaws of the Council. She reported that the version for Council consideration was reorganized slightly from the last document reviewed by the group.

Title: Suggestion was made to remove the term, Charter, from the title, as the items therein represent operational principles only. Members had agreed to this change.

Article II – Regional Boundaries: Chris Grunow asked if a change in language was needed, as there are Cook County residents who live outside CCDPH boundaries. Steve Seweryn suggested the section was purposefully specific to the jurisdiction of CCDPH, and the group decided to maintain the section as is.

Article III – Purpose and Goals: This section reflects the Council’s purpose of advancing the strategic direction of the Department, and that the CCDPH strategic plan is the framework that will be used to guide the issues and actions raised by the Council. No changes made.

Article IV – Membership: Terry Mason questioned whether community members should be included on the Council. Lena Hatchett suggested that five community members be added to the Council membership to ensure adequate consumer/end user representation. Catherine Counard suggested adding one community member from each CCDPH region except for the North region, which would have two representatives because it is the most populous region. Members agreed to this change. Additionally, Evonda Thomas-Smith asked for clarification on the non-voting status of members representing other local health departments (LHDs). Gina explained that LHD members serve in an on-going, ex-officio capacity. Catherine Counard affirmed this approach, stating that LHDs act more as partners than as a served population, and that stakeholders representing served populations should vote.

For Section 2, it was recommended that CCDPH randomly assign half the members an initial 4-year term and half the members an initial two-year term so that term expirations will be staggered. Many members had questions about the term limit (no member would serve more than two terms). The group questioned whether a participating agency would send a different person after the term expired, or whether the organization itself would no longer participate on the Council. Yvette Alexander-Maxie remarked that member changes would affect continuity and perhaps compromise the Council’s ability to effectively and quickly move work forward. Heather Gavras suggested adding language indicating that, when terms expire, CCDPH will assess the needs of the Council and extend new or ongoing invitations to organizations as warranted. Yvette Alexander-Maxie suggested creating criteria by which to assess the need for representation on the Council.

There was no discussion or suggestions for changes to the revised Sections 3 and 4 of Article IV.

Article V - Officers: While there was some discussion regarding the make-up of the co-chairs in Article V, Section 1 - Officers, it was affirmed by the Council that it should be led by one co-chair representing CCDPH (COO or designee), and the other elected from the membership. No changes were recommended for Article V, Sections 2, 3, and 4.

Article VI – Decision-Making and Quorum: No changes were recommended for any of the sections of Article VI.

Article VII –Meetings and Attendance: The first change suggested was in Section 5, which outlined the order of Council meetings. Wendell Mosby suggested moving the time for public comment to the beginning of the agenda, after the Call to Order. Additionally, the group decided to strike the limits on the numbers of speakers and the time allotted for public comment, but to maintain a 3-minute limit for each commenter. Terry Mason suggested that commenters would register when arriving, consistent with the process for public comment at other Cook County public meetings. When discussing Section 6 regarding posting meeting minutes, Gina asked the group if they wanted draft minutes to be posted in advance of Council approval; the group decided against making changes to this process and will continue to post approved minutes only.

Members had questions about the composition of subcommittees (Article VIII –Subcommittees and Task Forces). Evonda Thomas-Smith asked how subcommittee members would be appointed and whether participation of non-CHAC members would be allowed. The members decided that the groups could be composed of non-members in addition to CHAC members, and that subcommittees would report activities and recommendations to the full Council for consideration.

No other substantive changes to the document were suggested. After reviewing the full document, Lena Hatchett moved that the Council adopt the Bylaws contingent on the revisions discussed. Steven Weiler seconded the motion. The motion passed with no opposition.

Next, Gina invited Terry Mason to present the nomination of the Co-Chair Elect. He nominated Apostle Carl White as the co-chair elect for the coming year. Lynn Guibourdanche commended Apostle White for his willingness to take on this role, and Terry Mason thanked him for his leadership. Steven Weiler moved to accept Apostle White's nomination as the Council Co-chair Elect. The motion was seconded by Heather Gavras. Members approved this selection through a unanimous roll call vote; Apostle White abstained.

IV. Council Member Status and Discussion

Gina asked for a motion to table this discussion, as the goal of the agenda item was to identify gaps in membership, but changes to the membership make-up of the Council as suggested by members in the previous discussion will need to be reviewed and integrated into the Bylaws. A motion to table this agenda item was made by Steven Weiler, and Samantha Robinson seconded; this discussion will be tabled.

V. Preparing for WePLAN 2020

Steven Seweryn, CCDPH Director of Community Epidemiology and Planning and Interim Director of Prevention Services, presented information on the Cook County WePLAN process and setting strategic health priorities for suburban Cook County. The presentation highlighted CCDPH's goals of better integrating community member input during the upcoming WePLAN process, identifying nontraditional sources of data, and ensuring that social determinants of health play a role in driving priorities. Ways in which the Council may help to improve the process by providing feedback on data sources and approaches to gathering input that they have successfully employed, and by providing suggestions for ways to complete community asset mapping. He also stated that input highlighting the work of other regional agencies would be welcomed in order to identify shared priorities. Catherine Counard asked whether the full Council will comment on WePLAN. Steve replied that CCDPH will outline a suggested process for how the Council will be engaged to inform the wePLAN process and will bring that to the Council for concurrence and next steps.

VI. Updates

This is Public Health Campaign - Amy Poore

Amy Poore stated that the presentation she made to the Council at the October 2013 meeting on the "This is Public Health" campaign will be available to members in their meeting materials. She reiterated that the campaign will help to raise awareness about public health, and how CCDPH advances public health in our region. Amy remarked that the campaign will engage CCPDH staff in communications by asking them to submit photos that portray public health activities. The campaign will kick off during public health week in April, and will be followed by a revitalized Cook County Voices section on the CCDPH website, which provides residents a platform to 'tell their story' about public health. Amy stated that CCDPH is redesigning the Department website, and would like to include short biographies and photos of Council members. She suggested that any member using social media professionally include that information in their biography so that users interacting with our site can follow member organizations' work. Gina will provide a format and timeline for biography submissions.

CCDPH Accreditation - Valerie Webb

Valerie stated that many Council members will be attending a partner meeting with the Public Health Accreditation Board reviewers on Wednesday, January 22, and thanked members for their willingness to participate in this activity. She indicated that CCDPH will be notified of whether accreditation was awarded to the Department by the end of March.

VII. New Business

There was no new business.

VIII. Public Comment

There were no public comments.

IX. Next Meeting

The next meeting of the Community Health Advisory Council will be April 9, 2014.

X. Adjournment

Wendell Mosby moved to adjourn the meeting. Apostle White seconded. The meeting was adjourned by unanimous vote at 3:13 p.m.

Submitted by:
Deanna Durica, MPH
CCDPH Staff

Gina Massuda Barnett, MPH
Council Liaison
March 31, 2014