



HSC Leadership Council Meeting Agenda

Facilitated by: Kristin Stearns & Starrlene Grossman	Present: Starrlene Grossman, Kristin Stearns, Andrew Weis, Beth Teunissen, Dana Bear, Seth Harvatine, Jane Jensen, David Lally, Julie Preder, Katherine Pruitt, Kari Wimmer, Kate Baer, Zach Wilks-Metrou, Angelica Schmitt, Morgan Rhan, Kelly Boeldt, Dalila Contreras
Recorder: Dalila Contreras	
Date: September 2nd at 8 AM	Next Meeting: December 2nd, 8AM

Topic/Discussion	Assignments / Action Steps
<ul style="list-style-type: none"> Welcome/Introductions - Kristin/Starr Approval of last Minutes 	
<ul style="list-style-type: none"> Finance Process Update - New form and Process Review <ul style="list-style-type: none"> The HSC Leadership Council Chair/Co-Chair will review the form and the balance of funding available within the HSC Project Account. If there are adequate funds to support the request an email will be sent to the leadership council containing the following information: <ul style="list-style-type: none"> Project Summary Project Cost (Completed Form) HSC Project Fund Balance Leadership Council members will be asked to respond within 1 week with any questions or concerns regarding this funding request. If there are questions, efforts will be made to resolve these concerns prior to approval or the request will be formally reviewed during the next HSC Leadership Council meeting. If there are no concerns identified, then Public Health Leadership will sign the HSC Expense Requisition Form and return the signed form to the Project Lead to make the purchases for this project. 	Plan to have Expense Requisition forms available on HSC website within the Member Login protion

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<ul style="list-style-type: none"> ○ The project lead can then make the purchase and resubmit this signed form with receipts to the treasurer (email address on form) or the project lead can submit the signed form along with an invoice and the HSC treasurer will make the initial purchase. ○ All approved expenditures will be reviewed during the quarterly HSC Leadership Council meetings along with updating partners on the HSC Project fund balance. 	
<ul style="list-style-type: none"> ● Communications Update - Starr <ul style="list-style-type: none"> ○ Website - Expected to launch in November; share with community & partners <ul style="list-style-type: none"> ■ Member Login; download finance forms ■ Contacts ■ About ■ Calendar Events ■ Shared Resource ■ No change on the dominion name ○ HSC FB <ul style="list-style-type: none"> ■ Will be able to add events through submission of Google form 	<p>Healthy Sheboygan County Event Submission</p> <p>Please reach out to Jenny (PH) and/or Noelle (LCHC) if you would like to work on this process, they have typical usage of website, others can connect and get changes made</p> <p>Star - will reach out to Dynamic on yearly cost/renewal process</p>
<ul style="list-style-type: none"> ● Community Health Needs Assessment (CHNA) Subcommittee -Zach/Starr/Kristin <ul style="list-style-type: none"> ○ Launch/meet in Sept ○ Community Health Improvement Plan Process <ul style="list-style-type: none"> ■ Conduct Community Health Assessment ■ Identify Community Priorities ■ Develop community Health Improvement Plan ■ Implement and Evaluate ○ CHNA Plan <ul style="list-style-type: none"> ■ Community Health Survey 	<p>Zach will lead and coordinate effort on getting started</p>



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<ul style="list-style-type: none"> ■ Key Informant Interviews ■ Secondary Data Report ■ Priority Issue Survey ○ CHNA Timeline Presented 	
<ul style="list-style-type: none"> ● Responsible Substance Use - Zach/Shelby/Sarah <ul style="list-style-type: none"> ○ Festival Toolkit <ul style="list-style-type: none"> ■ Summer events coming to an end, review to find ways to expand in county ○ Sticker Shock Campaign <ul style="list-style-type: none"> ■ Target Oct/Nov during homecoming; <i>"No purchasing for minors"</i> ○ Stigma Reduction Education <ul style="list-style-type: none"> ■ Dose of Reality Campaign ● Medication Return Envelopes <ul style="list-style-type: none"> ○ Meals on Wheels/ADRC - targeting homebound individuals ● National Drug Take Back Day Oct 29th <ul style="list-style-type: none"> ○ Publicized on social media 	
<ul style="list-style-type: none"> ● Mental Health - Morgan/Julie/Dana <ul style="list-style-type: none"> ○ Access and Navigation developed 6 new Mental Health Services Roadmaps <ul style="list-style-type: none"> ■ Will be translated to Spanish and Hmong ■ Plan to dissemination to community partners and community members 	Dana - Next Steps to focus on Peer Support Strategies
<ul style="list-style-type: none"> ● Activity and Nutrition - Beth/Amanda/David <ul style="list-style-type: none"> ○ Collaboration with Nourish and Food Bank to expand the Harvest of the Month to new populations <ul style="list-style-type: none"> ■ One more event in Sept ■ Exploring options for location after famer's market 	Beth - will connect with Michelle (Aurora) for Produce for Pantries Drop Off program to try to get more businesses involved

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<ul style="list-style-type: none"> ○ Developed/sharing Free Physical Activity Guide with extensive list of activity opportunities in our community and free virtual options ○ Fall Scavenger Hunt/Wellness Challenge <ul style="list-style-type: none"> ■ Points earned for completing physical activity challenges at home or around town ■ Recording of activities in mobile app to earn prizes 	
<ul style="list-style-type: none"> ● Access and Navigation Update - Kate/Kristin <ul style="list-style-type: none"> ○ Schedule time with United Us to discuss costs ○ Connect with key stakeholders to determine level of by in <ul style="list-style-type: none"> ■ Invite hospital systems in talks about cost analysis 	
<ul style="list-style-type: none"> ● Data Committee Update - Andrew/Roger <ul style="list-style-type: none"> ○ Pausing our quarterly meetings as we begin the CHA process ○ Transitioning to a quarterly newsletter focused on pillar-specific data pieces ○ Pivoting towards program evaluation and progress monitoring 	
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