

MEETING MINUTES

DATE: March 25, 2008	LEADER: Jane Schadle
TIME: 9-12 AM	RECORDER: Nancy Yelden
PLACE: Winn. Co. ISU – Decorah	GROUP: Public Health Subcommittee

MEMBERS PRESENT: [X]	X	Nancy Yelden		
X		Matt Kabliska		
X		Jane Schadle		
X		Krista VandenBrink		
X		Ruth Schemmel		
X		Mary Mathison		

1. Reviewed Minutes
2. Reviewed Agenda

Agenda Item	Activity/Discussion	Decision/Action/Conclusion	Who does it?
Welcome & Introductions	Shared what is new in each county.		
Review to date	Jane shared that the proposal has been presented to Regional Team. Regional team is developing a process on how to approve funding requests. Jane shared the “ACHIEVE” software that Waterloo YMCA is using to complete community survey. Discussed that our community assessment data that will be gathered will be invaluable to the Regional Team to evaluate progress going forward as they implement new programs to see what improvements are being accomplished. Discussed difficulty some counties are having with coordination between Regional team members & county planning team to lead discussions at the county monthly meetings.	Informational	

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Key Informant Interviews	<p>Reviewed the summary document that Jane compiled from the interviews conducted by the student nurses in all 5 counties. Many people identified the same issues.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> - We request to add to next month's county agenda to review the Key Informant summary with our county committees. - Add "Key Informant Interview Summary" to NEIF&F website <p>Will share copy of each individual counties interview summary and power point presentation so each PH representative can present information at the next county meeting.</p> <p>Can also use this summary with community groups: Rotary, Lions, BOH, etc.</p>	<p>Send copy of individual interview summary to each county with the power point presentation.</p> <p>Will request to present summary to county committee at April meeting.</p>	<p>Jane</p> <p>PH representatives</p>
Wellmark Grant Opportunity	<p>Discussed need to obtain additional funding to the proposed NEIF&F funding to complete our assessment process.</p> <p>Will investigate if RC&D would be the grant holder and fiscal agent. Would have to budget in the application for administrative fee.</p> <p>Letter of intent would be due 8/21 with the PH workgroup developing the letter as a team.</p> <p>Proposal would be due 9/23.</p> <p>Suggestions to include in the proposal: community presentations, power point presentations, formal report and link on county websites where to obtain copy of final assessment.</p>	<p>Will talk with Laura at RC&D to see if they could be fiscal agent.</p> <p>Will meet in April to continue discussion on grant application.</p>	<p>Jane</p> <p>Workgroup</p>
Review of NEIF&F Proposal	<p>Loren will have Luther student's work this summer on developing county profiles for each county.</p> <p>Develop a script using 3-5 questions to use with county team members to have a focus group to identify issues they feel are in each of our counties.</p>	<p>Will discuss the printing, distributing, data analysis, & informing of results to community more at future planning meetings.</p>	
Survey Tool	<p>Briefly reviewed the tool Jane handed out at our last meeting.</p> <p>Discussed a few changes that are needed: address Food systems and make it shorter.</p>	<p>All committee members to review the survey tool prior to next meeting and bring suggestions for revisions for discussion.</p>	<p>Workgroup</p>

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IMOM	Jane shared a free dental clinic that will be held in Waterloo 10/3 & 10/4 for anyone who is need of dental care. Will be first come, first served. Can accommodate 1000 residents and is open to anyone no matter where their residence is or financial status. Will be sharing more information from IDPH as plans are finalized.	Handout given to all workgroup members.	
Next meeting	April 25, 2008 from 9-12 at Winneshiek Co. ISU office in Decorah. Bring your survey tool with suggestions for additions and revisions.		