CHA/CHIP Health Improvement Plan Meeting One

November 30, 2011 11 a.m. to 1 p.m.

Roles:

Scribes—Robin & Sarah

Facilitator(s)—Robin & Sarah

Materials:

Folders

* Meeting agenda
* Letters of commitments
* Charter copies
* Mapp field guide
* Required characteristics of Cha/chip
* Meeting evaluations
* questionnaire

Visioning materials—markers, scratch paper, sticky wall

Tape

Pens

Easel and prepared displays

Meeting Objectives:

1. Orient steering committee to project, roles/responsibilities, and process. Make sure everyone is on the same page!
2. Brainstorm ideas for a community health vision and create a sub-committee for drafting final vision.

Agenda:

1. Welcome—SARAH 5
	* Get everyone’s attention, welcome to this effort, quick review of agenda and meeting objectives.
2. Introductions—ROBIN 15
* Please tell us your name, who you represent (organization, effort, area, etc.), what part of Kittitas County you live in, what impacts your/your family’s health
* SCRIBE ANSWERS ON NOTEPAD
1. Project Overview—ROBIN 20 (FOLDER CONTENTS)
* Project charter
* Letter of commitment/appt.
* Grant and grant requirements (CHA/CHIP required characteristics, budget)
* MAPP process overview
1. Group rules—SARAH 10 (for the duration of the process)
2. Lunch 10—everyone get lunch, take break if needed and sit back down
3. Community Health Vision 45
	* Explain what a vision is and what it means for this project, first step of MAPP process—ROBIN 5
	* Brainstorm—ROBIN 5 (display questions to generate ideas, have everyone write words or 3-5 word phrases on paper—SHOW EXAMPLES)
	* Share—ROBIN 5 (ask everyone to choose 1-2 of their clearest or most important ideas to put on the sticky paper, facilitator will read ideas out loud)
	* Cluster—SARAH 10 (Facilitator clusters common/similar ideas together following group’s direction, participants add remaining ideas that they don’t see yet to clusters)
	* Name—SARAH 15 (in group (or small groups?) come up with 3-5 word name or title for each cluster)
	* Next steps—ROBIN 5 committee (3-4 people) to write vision (and value statements?), will use ideas from BOHAC and staff too
4. Wrap Up 15—ROBIN
	* Review next meeting agenda—CHA kickoff, 1st week of January
	* Fill out meeting evaluations—discuss why this is important (quality planning requirement, new process, etc.)
	* Fill out survey of preferred meeting times, preferred communication methods
	* Briefly mention Unnatural Causes event, importance of watching, ask who would be interested in private showing for group?
	* Review any assignments made