

Community Advisory Council (CAC) Meeting Attendance

Date: November 28, 2016

Location: [X] MCMC [] Providence

	Nov 28 Mbr Only	Oct 24	Sep 26	Aug 22	Jun 27	May 23	Apr 25	Mar 28	Feb 22	Jan 25
VOTING MEMBERS										
Carol S. Olvera, Consumer	X	P	X		X			X		X
Heather Thompson, Consumer	X	X	X	X	X	X	X	X	X	X
Jack Miller, Consumer	X	X	X	X	X	X	X	X		
Joel Pelayo, Consumer	X				X	X	X	X	X	X
Karen Polehn, Consumer	X	X	X	X	P	X	X	X	X	X
Luz Oropeza, Consumer		X	X	X	X	X	X	X	X	
Mayra Ulloa, Consumer	X		X		X			X		X
Sharon Parsons, Consumer										X
Susan Lowe, Consumer	X	X	X	X	X		X	X	X	X
Barb Seatter, Mid-Columbia Center for Living	X	P	X	X	X		X	P	X	X
Christa Rude, Early Learning Hub	X		X		X			X	X	
Ellen Larsen, Chair, HRC Health Department	X	X	X	X	X	X	X	X	X	X
Lori McCanna, DHS	X	X		X	X	ALMA	X	X	X	X
LIAISONS										
Dustin Zimmerman, OHA		X	X	X	X	X		X	X	X
Trish Elliott, CAP liaison		X	X	X	X	X	X	X	X	X
Trudy Townsend, PacificSource	X	X	X	X	X	X	X	X	X	X
EXTENDED MEMBERS										
211info, Cara Kangas					X					
Advantage Dental, Molly Johnson		P			X			X		
AGA										
CGHC, Coco Yackley	X	X		X	X	X	X	X	X	X
CGHC, Claire Ranit						P		X		
CGHC, Leslie Stegeman	X	X								
CGHC, Suzanne Cross	X	X			X	X	X	X	X	X
Community Impact Specialist, Paul Lindberg		X		X	X	X	X	X		
GOBHI, Kris Boler						P		X	X	
Gorge Grown, Liz Oberhausen		X								
Gorge Grown, Sarah Sullivan				X		X				
HAVEN, Courtney Gallant					X				X	X
HAVEN, Jenna Cohan								X	X	
HAVEN, Tara Koch		X			X				X	
Helping Hands Against Violence, Stephanie Irving			X		X					

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HR Co. Prevention Dept., Belinda Ballah		X		X		X		X	X	X
HR Co. Prevention Dept., Jane Palmer		X		X	X	X		X		
Klickitat County, Megan Winn		X	X	X		X	X	X	X	
Klickitat County, Renee Wuollet				X	X		X	X	X	
Klickitat Valley Health, Jeff Teal		X	X	X	X	X	X	X	X	X
Klickitat Valley Health, Jim Daniel, Commissioner				X					X	
MCMC, Alida Raynor			X				X		X	
MCMC, Blanca Flores						X	X			
MCMC, John Huffman			X		X	X	X			
Mid-Columbia Action Council, Jim Slusher		X					X	X	X	
Mid-Columbia Housing Authority, Joel Madsen					X	X	X			
Mid-Columbia Housing Authority, Karen Long		X		X	X	X	X		X	
NCPHD, Hayli Eisland		X				X		X		
NCPHD, Shellie Campbell		X	X	X	X	X		X	X	X
OCDL, Sandy Pulido							X		X	
OHA, Marina Cassandra						X				
OHSU, Kitsy Stanley								X	X	X
OHSU, Melinda Davis		X		X						
OHSU, Robyn Pham				X				X		
One Community Health, Brooke Nicholls		X		X	X	X	X	X	X	X
Oregon State Ext, Lauren Kraemer		X		X						
Providence, Mark W. Thomas		X			X	X	X	X	X	
Providence, Gladys Rivera		X			X		X	X	X	X
Revell Coy Insurance, Shanon Saldivar			X	X	X	X	X	X	X	
Sherman Co. Commissioner, Tom McCoy						X				
Skyline Hospital, Debi Budnick		X	X	X	X		X		X	
The Next Door, Janet Hamada				X	X					
The Next Door, Yesenia Castro		X	X		X		X	X	X	
YOUTHink, Debby Jones			X						P	X

(P) Partial attendance

EMAIL DISTRIBUTION ONLY

Ashley Danielson, Advantage Dental; Tina Castaneres, Aging in the Gorge Alliance; Bonnie New, Aging in the Gorge Alliance; Becky Rawson, Aging in the Gorge Alliance; James McCormack, Columbia Gorge Family Medicine; Kim Bangerter, MBA, COIPA; Gwen Paulson, HAVEN; Cassie Whitmire, Hood River County School District; Jane Palmer, Hood River Prevention Department; Kevin Barry, Klickitat Co Health Dept; Leslie Hiebert, Klickitat Valley Health; Julie Reynolds, MCCOG – Area Agency on the Aging; Dave Lapof, Mid-Columbia Fire & Rescue; Teri Thalhofer, NCPHD; Kim Brown, OHSU; Tracy Welker, One Community Health, Ben Zimmerman, One Community Health; Heather Simmons, MPH, PacificSource; Kate Wells, PacificSource; Lindsey Hopper, JD, PacificSource; Elke Towey, Providence; Elizabeth Vaivoda, Skyline; Alison Church, United Way

Community Advisory Council (CAC) Meeting Minutes

Date: November 28, 2016

Location: [X] MCMC [] Providence

Agenda Item	Duration, Presenter and CAC Actions
Welcome & Introductions & Announcements	The purpose of the CAC Voting member only meeting was to ‘check in’ on the process of the CAC meetings in general and for the consumer members specifically.
Approve October CAC meeting minutes	On a motion made and seconded the October minutes were unanimously approved.
Community Health Assessment (CHA) draft review	The group reviewed and handed in suggested changes to the paper version of the Community Health Assessment (CHA). The group decided that the main document would be used as reference material and the primary focus would be on the infographic pages. Several suggestions were made to make the infographic pages user-friendly and more readable.
CAC Meeting Process <ul style="list-style-type: none"> • Process • How to get more input • Vice Chair 	<p>The Consumer members shared that they enjoy being part of the CAC but often find the meeting topics difficult to follow. In addition, when there are 30+ people in the room, it can be challenging to speak up because talking over someone else is considered impolite in some cultures and just not done. The following meeting changes were discussed and agreed to. The exact timing for implementing these changes will vary.</p> <ul style="list-style-type: none"> • No abbreviations or acronyms in the meeting without first defining it clearly. • Raise hands to speak • Allow for multiple ways for consumer members to ask questions. Place notepads on the table for consumer members to take notes or write questions/comments for presenters or staff • For topic discussions, START with consumer member input FIRST, then ask the larger group, END with consumer member input LAST. This would apply to any consumer member in the meeting and not just voting consumer members. • Identify a topic facilitator (Ellen, Suzanne, Trudy or Coco) to observe and guide the dialog to ensure all Consumer members have an opportunity to speak. <p>Establish an optional Buddy system for each voting member – if they want. If the voting member is a Consumer, then the Buddy would be an Agency person. For an Agency person, the Buddy would be a consumer. The Buddy does not need to be a voting member. The Buddy would sit next to the voting member in the meeting for real-time brief consultation during the CAC meeting and to partner.</p> <ul style="list-style-type: none"> ★ Suzanne to reach out to CAC voting members for Buddy requests and “matching”.

	<p>The group discussed and agreed that a Vice Chair is a good one.</p> <ul style="list-style-type: none"> ★ Interested CAC voting members to contact Ellen if they are interested in being a Vice chair. <p>The group also reviewed current Consumer members and wanted to expand Consumer membership to include at least 2 high school students.</p> <ul style="list-style-type: none"> ★ If anyone has names of students who might be interested, please send contact information to Ellen, Coco or Suzanne <p>The group also reviewed the roles and expectations of Consumer members. Specifically, a CAC consumer member means:</p> <ol style="list-style-type: none"> 1) Being an advocate 2) Making a connection with services and other consumer members 3) Bridging relationships
<p>CAC presentations</p> <ul style="list-style-type: none"> • Future presentations • Presenter guidelines 	<p>Based on the previous topic, the group discussed how to make future meeting topics more productive and help future presenters be more effective.</p> <p>Specific ideas discussed for presenters but need further refinement include:</p> <ul style="list-style-type: none"> • Have presenters come to the CAC TWICE <ul style="list-style-type: none"> ○ First meeting: Presenters come to the CAC meeting to <u>ask</u> for the experiences and knowledge that CAC has about the topic. Don't assume but instead learn what experience the group has about services or programs. ○ Second meeting: Utilize the feedback from the first meeting to tune the content and discussion. <ul style="list-style-type: none"> ○ Allow adequate time for feedback (at least 5-10 minutes) ○ At end of each topic, stop and summarize action steps for the presenters to follow-up on. ○ Using this two-step process gives the CAC consumer members time to advocate, connect and bridge with others or bring a consumer to the next meeting who has experience with the service or program. • Presenters need to bring at least 15 business cards that have contact information. • CAC attendees should offer solutions or opportunities in response – not just highlight problems. • CAC Voting Consumer members will be provided business cards to give to the presenters if Consumer members have specific follow-up items. Presenters are expected to follow-up directly with the consumer member if requested. <p>The Consumer members appreciated having a smaller meeting to focus on the overall CAC meeting and its organization. They wanted to continue having smaller meetings but frequency was not decided.</p>
<p>Minutes, meeting materials and meeting agendas</p> <ul style="list-style-type: none"> • Review suggestions from training seminar • Are there others? 	<p>The group then discussed suggested improvements to the meeting minutes and the meeting materials. Some of the Consumer members indicated that they appreciated having the Community Health Assessment (CHA) in paper well ahead of the meeting. Others like having the materials electronically (no paper).</p> <ul style="list-style-type: none"> • Staff to work with Consumer members to meet their needs on paper and/or electronic copies of materials.

	<p>Other specific changes to be made:</p> <ul style="list-style-type: none"> • Put the “glossary of terms” and acronyms on the back side of the agenda rather than after the minutes. Any printed copies of the agenda would include the glossary. • Include a visual highlighting the CAC and its role within the CCO structure. • Make “announcements” a separate agenda item. If CAC meeting attendees have announcements, bring at least 15 copies to the meeting. • Create a future meeting calendar with meeting topics ahead of time so members can prepare with questions. The next meeting section of agenda would indicate what topics are to be discussed. • Establish a CAC “Executive Committee” to meet regularly to define agenda topics and objectives for the topics.
<p>Next CAC Meeting</p>	<p>December 19, 2016 @ Providence, 3 – 5 pm</p> <ul style="list-style-type: none"> • Introductions • Announcements • Approve November Minutes • Recent CGHC Board meeting topics • AGA update: (Tina Castanares) 10 minutes <ul style="list-style-type: none"> ○ Wrapping up the reading project ○ Reporting on the co-housing group • Report out from CAC Voting member session – Susan & Carol. – 45 minutes • One last final review/approve of CHA - Leslie <ul style="list-style-type: none"> ○ Focused on just the intro pages. Limit to 20 minutes • Review CAC Agenda’s for 2017 - Coco