

Community Vital Signs Initiative
Steering Committee Meeting
September 17, 2018
Meeting Minutes

Steering Committee Members Present: Barbara Alejandre, Juan Carlos Belliard, Marina Espinosa, Dr. Jay Fiene, Diana Fox, George Lamb, Josh Lee, Keven Porter, Terrance Stone, and Dr. Maxwell Ohikhuare.

Conference Call: Jason Cordova, Monica Wilson, Deanna Stover and Cece Spurlock

Guests/Staff: Dori Baeza, Michael Castro, Tab Okonkwo, Trudy Raymundo, Supriya Barrows, Mayra Barcenas, and Jake Campbell

Agenda Topics	Discussion	Action/ Responsible Person
Call to Order & Introductions	Meeting was called to order at 1:12 pm per Dr. Maxwell Ohikhuare's request, Steering Committee attendees provided self-introductions.	Dr. Ohikhuare
Approval of Meeting Agenda	Agenda was approved without changes. Diana Fox moved to approve the agenda. Motioned was seconded by Dr. Jay Fiene.	Dr. Ohikhuare Agenda Approved
Approval of Minutes	The July 16, 2018 meeting minutes were presented for approval by Dr. Maxwell Ohikhuare. Dr. Jay Fiene motioned to approve the meeting minutes. Seconded by George Lamb.	Dr. Ohikhuare Minutes Approved
Informational Items		
1. Steering Committee Schedule	Dori Baeza presented the 2019 Steering and Implementation Meeting Calendar to the Steering Committee. Dori will send out calendar invites to the Steering Committee so that it populates their calendar.	Dori Baeza
2. Vital Signs Newsletter	Tab Okonkwo provided an overview the draft issue of "Our Vital signs Newsletter". The newsletter is the first issue and will be produced at least twice a year with the potential to increase publication to four times a year. Tab informed the committee that the newsletter would provide the opportunity to share Priority Area updates, progress in the implementation of the Community Transformation Plan (CTP), and to spotlight activities currently being undertaken by Vital Signs partners. Some committee members provided feedback; Diana Fox recommended that the "Implementation of the Community Transformation Plan" dashboard should clearly indicate that although a percentage of activities have been completed, that they would be replaced with new activities as the implementation of the CTP was an ongoing process. Tab also explained that the Our Vital Signs newsletter would have links to the Vital Signs website which would provide real-time reporting on certain topics.	Tab Okonkwo

Community Vital Signs Initiative
Steering Committee Meeting
September 17, 2018
Meeting Minutes

Agenda Topics	Discussion	Action/ Responsible Person
3. SB First Five Presentation	Scott McGrath from First Five presented on the Family Support & Community Partnership Program and current project efforts to the Steering Committee. Steering Committee posed several questions and a brief discussion centered on potentially adopting the First Five partnership program under the Vital Signs Initiative. No decision was made.	
New Business		Dr. Ohikhuare
4. Steering Committee New Membership	George Lamb, with the Ad hoc Nominations committee, provided the names and titles of the two Steering Committee nominees, Kevin Mahany and Jackie Combs. Dr. Ohikhuare informed the committee members that there were currently two vacancies on the Steering Committee and that Vital Signs needed to also consider sectors that represented regional areas of the county that were not at the table due to geographical challenges. Kevin represents the high desert (Victorville area) and Jackie represent the Morongo basin. The two individual's names, Kevin Mahany and Jackie Combs, were put forward for a verbal confirmation. Dr. Juan Carlos Belliard moved to approve the confirmation of the "Yes" votes for Kevin Mahany and Jackie Combs. Seconded by Dr. Jay Fiene.	
5. Community Health Assessment 2018 Update Project	Dori Baeza gave a presentation on "Transforming Health in Our Communities through Collective Impact". Dori shared the importance of continuing to work collectively to address health improvement strategies, and that implementation of the CTP was five-year process that soon would require another community engagement piece, along with the community assessment which was currently in progress. She confirmed that Vital Signs would continue to use some aspects of the Mobilizing for Action through Planning and Partnerships (MAPP) model, and that it would be used in a more flexible and less stringent manner than it had been in the first Vital Signs planning cycle. Dori shared with the committee the "Timeline and Planning framework" for moving into the next 2018-19 cycle (also referred as the 2 nd Cycle) of, which now consisted of the data update. She made a request for "Vital Signs Champion" to participate in the community engagement meetings that would be forthcoming after the holidays. Dori recommended that Vital Signs use the standing Implementation Committee meetings as an opportunity to meet just once, to plan the community engagement meetings rather than having to schedule additional meeting dates for another committee. Dr. Maxwell Ohikhuare suggested that Vital Signs utilize technology and social media to reduce the number of physical community engagement meetings. It was also recommended that the Steering Committee members identify events within their agencies, and/or with their stakeholders, that could serve as potential locations for conducting the 2019 community engagement meetings.	Dori Baeza

Community Vital Signs Initiative
Steering Committee Meeting
September 17, 2018
Meeting Minutes

Agenda Topics	Discussion	Action/ Responsible Person
Committee Updates		
6. Data Committee	Trudy Raymundo, Data Committee co-chair, indicated that the community engagement preparation timetable should allow for the completion of deeper dives from the data analysis was being conducted by the Vital Signs Data Committee. Trudy stated that the Vital Signs Data Committee would have their last meeting on Wednesday, September 26, but could reconvene if needed. Trudy shared that public health staff, which participated in the Data Committee, would continue to meet internally to drill down on specific indicators and formulate a dissemination process for presenting the data analyses to the Steering Committee for their review. Josh Lee and Trudy indicated that after the Steering Committee reviewed the data, that thereafter would be the time to develop an engagement plan which would be based on the analysis of the indicators. Trudy stated that exploration of primary data would also be included as part of the data analysis process. Michael Castro, public health statistical analyst, shared the proposed indicators handout with the Steering Committee and indicated that the finalized indicators would be the basis of the Community Health Status Assessment. Diana Fox indicated that she would like to see more community participation and input during the community engagement process for determining and understanding the problems that the community was experiencing.	Trudy Raymundo Josh Lee
7. Implementation Committee	<p>Diana Fox informed the Steering Committee that there had not been an Implementation Committee meeting on August 20, 2018, in lieu of meeting with the Priority Area Champions in person to address the areas and gaps from the action plans. Diana also shared with the Steering Committee the Inland Empire's Regional Collaborative Health Industry Report, SlingShot 2018. The report provides sub-regional data for San Bernardino and Riverside counties and should be used as a tool for planning and determining need of healthcare/medical training programs.</p> <p>Priority Area Workgroup Updates:</p> <p>Access to Health & Wellness Diana discussed the continued efforts surrounding the expansion of the built environment toolkit and the work being done with the Community Health Workers and the Inland Empire Health Plan (IEHP). She shared there were efforts between IEHP and Loma Linda University to train 190 health care workers, and that this was a positive effort to expand the services needed by our county.</p> <p>Economy</p>	<p>Diana Fox</p> <p>Diana Fox</p>

Community Vital Signs Initiative
Steering Committee Meeting
September 17, 2018
Meeting Minutes

Agenda Topics	Discussion	Action/ Responsible Person
<p><i>(Continued)</i></p> <p>Implementation Committee</p>	<p>Diana provided the update on behalf of the Economy workgroup and indicated that housing could be a strategy that would replace and update the current objectives within the Economy Action Plan.</p> <p>Education</p> <p>Barbara Alejandra stated that over 6 million words had now been read through the Footsteps2Brilliance (F2B) summer campaign. Barbara shared that the series of the "Training of the Trainers" events would kick off on October 10, 2018. The training would equip and empower community members and officials with skills to guide and support F2B users to effectively use the F2B online platform. Barbara also share information and dates for the next Student Advisory Panel events which will take place in the high desert and east valley.</p> <p>Safety</p> <p>George Lamb shared that a faith and justice coalition had been formed, which included partners from the Reentry Collaborative, Riverside County Probation, and local agencies. The coalition looks to address issues and efforts that align with the strategies from Community Transformation Plan. As this was a new coalition effort, there was still additional planning to be done to clearly identify the direction and the work that needed to be completed by the partners.</p>	<p>Diana Fox</p> <p>Barbara Alejandre</p> <p>George Lam</p>
Action Items/Next Steps	<ul style="list-style-type: none"> ➤ Send the F2B Train-the-Trainer flyer to Steering Committee ➤ Send Student Advisory Panel flyer to Steering Committee 	Dori Baeza
Adjourn	Dr. Ohikhuare adjourned meeting at 3:05 pm	Dr. Ohikhuare

NEXT MEETING: November 19, 2018, 1:00-3:00 pm