



Implementation Committee Meeting Minutes

August 16, 2021/ 1:00 pm – 3:00 pm
Via ZOOM

Members Present: Supriya Barrows, Dr. J.C. Belliard, Jackie Combs, Megan Daly, Rich De Nava, Diana Fox, Peggi Hazlett, Jennifer Kane, Kevin Mahany, Scott Rigsby, Dr. Michael Sequeira, Don Smith, Regina Weatherspoon-Bell, and Jodie Wingo.

Guests/Staff Present: John Andrews, Anthony Arce, Dori Baeza, Megan Barajas, Alexander Fajardo, Bonnie Flippin, Monica Guerra, Teslyn Henry-King, Tab Okonkwo, and Ayako Utsumi.

Recorder: Theresa Warren

AGENDA TOPICS	DISCUSSION	Action/Responsible Person
<p>1. Welcome/Introductions</p>	<p>The meeting was called to order at 1:05 pm. Dori Baeza welcomed all and announced Supriya Barrows as the new Implementation Committee (IC) Chair.</p> <p>Supriya welcomed all and shared that it was an honor to be the new Implementation Committee Chair. She thanked Diana Fox and members for their past work and presented Diana with a certificate of recognition. Several members gave thanks and recognition to Diana for her work as the past Implementation Committee Chair. Diana will continue to serve as the co-chair of the Steering Committee.</p> <p>Supriya led the self- introductions.</p> <p>Peggy Hazlett requested the roster be updated and sent out to members.</p>	<p>Dori Baeza Supriya Barrows (IC Chair)</p> <p>Supriya will have updated roster sent out.</p>
<p>2. Where We Are Today – Update on Action Plans</p>	<p>*Assessing Action Plans – 2015 – 2020 Community Transformation Plan (CTP) *Finalizing COVID-19 Recovery Action Plans</p> <p>Dori gave an overview of the vision & purpose of Community Vital Signs (Vital Signs). The past 5 years Vital Signs has been guided by the CTP. She shared information on the CTP which includes the following four priority areas: Access to Health and Wellness, Education, Economy, and Safety. The CTP along with the four</p>	<p>Dori Baeza</p>

	<p>Implementation Action Plans now need to be updated. Due to COVID, there has been a delay in updating the plan and the action plans. The committee will begin working to develop and finalize COVID Recovery Action Plans. The updated CTP will have the goals and strategies that will be carried over and also include some specific activities and goals that were identified in all of the areas due to COVID.</p>	
<p>3. Let's Reflect and Revitalize – Foundational Items</p>	<p>*Setting the Stage for the 2021 CTP Update *Review and Adopt Committee Charter</p> <p>Supriya shared the Implementation Committee Charter with the group. The various sections of the charter were reviewed and discussed. The charter will be sent to those not in attendance for review. The following changes/additions were suggested:</p> <ul style="list-style-type: none"> • Meeting Dates Language be corrected • Meeting Site be added • Notation that committee members can vote by phone or electronically • Definition of Member be added • Equity language be added to the Charter • Add - Engagement of networks, stakeholders, sphere of influence under the Committee Responsibilities Section as number 13 • Wording be added to identify what is a simple majority or quorum related to voting • Add wording: If Priority Area Champion is not present no vote will take place. The Priority Champion will be removed from role if absent 3 consecutive meetings • Add wording: Members will provide open honest feedback to IC Chair and/or Vital Signs staff to let them know if they have any suggestions on way to more effectively move forward • Vital Signs staff wording will replace Dori/Tab in all areas. • Add wording: A meeting survey will be provided at the end of each meeting for feedback and continuous improvement <p>Peggy Hazlett made a motion to approve the changes to the Charter, Kevin Mahany 2nd the motion. All were in favor. The motion was carried. The Charter and Roster will be presented for adoption at the September meeting.</p>	<p>Supriya Barrows (IC Chair) Diana Fox</p> <p>Dori will send out Charter and Roster</p>

	<p>*Reaffirm Champion/Partner Commitment The Vital Signs IC Roster was shared, a new “Sector” column has been added. Supriya asked for changes to be put in the Chat Box. Dori will send out the roster for additional updates. Members will be contacted to confirm their membership and role(s). Diana suggested that members recommend individuals from their organization that could assist on the Data Committee. Supriya suggested that the discussion and questions related to data and the Data Committee be extracted and shared with Josh Lee.</p> <p>*Meeting Evaluation The IC will now have a meeting survey for attendees to submit with their feedback after each meeting. Beginning today, the meeting agenda will include a QR code and link to access the survey.</p>	
4. Our CTP Development Roadmap	<p>*Review Roadmap Dori presented the next steps for the CTP. The first 4 steps are tied to the update of the CTP. Steps 5 & 6 are related to the development of the action plans under the four priority areas. It is anticipated that this will take approximately 5 – 6 months to complete. Step 1 will begin at the next meeting.</p>	Dori Baeza
5. Announcements/ Adjourn	The meeting was adjourned at 2:57 pm.	
	<p>Parking Lot: Ayako Utsumi Question: In terms of scope -- how does the County handle compliance with the Olmstead Act which requires that a community provide community-based social and care services first prior to requiring a vulnerable person supported by public funds to enter institutional care, e.g. like a nursing home?</p>	Dori will respond to question.