



Healthy Montgomery Steering Committee Meeting
Virtual via Zoom Meeting
November 6, 2023
Meeting Minutes

Members and Alternates Present: Dr. Christopher Rogers, Dr. Kisha Davis, Susan Emery, Dr. Olivia Carter-Pokras, Leslie Graham, Amy Lindsey, Kimberley McBride, Nguyen Nguyen, Tim Burns, Judi-Lei Hernandez, Jade-Ann Rennie, Monique Sanfuentes, Cristina Sasaki, Stephanie Iszard, Jacquelyn Williams, Patricia Rios, Monika Driver, Eleni Antzoulatos, Kate McGrail, Dairy Marroquin, and Patricia Diaz Reed.

Healthy Montgomery Staff: Elizabeth Beck, Rita Deng, Chunfu Liu, Meghan Sontag, T’Kia Pearson, Kiera Abdul, Felicia Huges, and Diana Tato.

Guests: Muhammad Hasan, Heather Bruskin, Cynthia Baur, Maura Canavan, Jack Ewart, Devlon Nicole Jackson, Samila Aryal Bhattarai, Dr. Ikenna Myers, Elizabeth Teuwen, Valentina Donici, Marcela Campoli.

Topic/Presenter	Key Points	Action Item/ Responsible Person
Welcome, Opening Remarks, Introduction of New Member Representatives <i>Ms. Leslie Graham</i>	<ul style="list-style-type: none"> • The meeting was called to order at 3:05 p.m. • Ms. Leslie Graham welcomed all attendees and introduced new attendees. • Attendance was taken and quorum (50% of membership plus 1) was present. 	
Approval of September 2023 Meeting Minutes <i>Ms. Leslie Graham</i>	<ul style="list-style-type: none"> • September 2023 meeting minutes were sent via email, meeting invite and in the Zoom chat. • Susan Emery motioned to approve meeting minutes; Kimberley McBride seconded. • Opened it to discussion, there were no questions, updates, or clarifications on the minutes. • All in favor to approve, none opposed. 	Susan Emery motioned to approve minutes with a second from Kimberley McBride. Minutes were approved unanimously.
Health Literacy and Language <i>Dr. Cynthia Baur</i>	<ul style="list-style-type: none"> • Dr. Cynthia Baur presented on the health literacy and language hub. Please see presentation for more details. 	
MCDHHS Public Health Officer’s Comments <i>Dr. Kisha Davis</i>	<ul style="list-style-type: none"> • Dr. Kisha Davis provided updates surrounding COVID-19, vaccines, and other health concerns in Montgomery County. 	

<p>Community Health Improvement Plan (CHIP) Update <i>Dr. Christopher Rogers & Ms. Elizabeth Beck</i></p>	<ul style="list-style-type: none"> • The CHNA was fully approved by HMSC voting members via an electronic vote on Survey Monkey. The final vote was 20 votes in favor, none opposed. • Ms. Elizabeth Beck discussed next steps in the process of MAPP and human-centered design. <ul style="list-style-type: none"> ○ MAPP stands for Mobilizing for Action through Planning and Partnerships and was created by NACCHO (National Association for City and County Health Officials). This is a framework that was developed in the early 2000's and has been used by numerous agencies across the US. This is the same framework that Healthy Montgomery used in the previous CHIP process. ○ Human-centered design is a collaborative process in which the community is placed at the center of design making. • The MAPP subcommittee is responsible for reviewing and understanding these frameworks in depth. They also are responsible for providing recommendations to the steering committee and assist in the planning and facilitation of community conversations and strategic planning meetings that happen throughout the CHIP process. HMSC members will participate throughout the process as their schedule allows. • The MAPP subcommittee recommended having community members vote on the top 3-5 health priorities that will be included in the CHIP implementation plan. • <i>The timeline for implementing MAPP and Human Centered Design may take anywhere from 10-18 months, depending on how the phases of MAPP are implemented (please note: this is a sample timeline, there is no firm timeline yet as the MAPP subcommittee is still in the organizing phases). The framework is malleable to Montgomery County's unique needs.</i> • <i>According to page 4 of the Charter, "The HMSC shall approve all phases of the community health improvement process including: needs assessment, results from priority-setting, and action plan reports."</i> • The next meeting of the MAPP subcommittee will take place on Wednesday, November 29. 	
<p>Discussion of 2024 Meetings and Structure, HMSC Charter <i>Dr. Leslie Graham</i></p>	<ul style="list-style-type: none"> • Ms. Leslie Graham opened the meeting to feedback surrounding future meeting structures. • Feedback included: <ul style="list-style-type: none"> ○ Seek a meeting time that considers members who represent their organizations on a volunteer basis and have other daytime commitments. ○ Shortening the meeting to 60 or 90 minutes ○ Have at least one in-person meeting annually 	

	<ul style="list-style-type: none"> ○ Invite members to provide topic ideas for the agenda • Ms. Elizabeth Beck will send out poll to determine meeting times and format (in-person/virtual). • Group discussed the Charter, requested it sent out in advance and focus on reviewing specific sections, with a request to focus on membership first. 	
Minority Health Initiatives & Program Updates	<ul style="list-style-type: none"> • Dr. Ikenna Myers shared updates on the African American Health Program’s projects and activities. • Muhammad Hassan shared updates on the Asian American Health initiative’s projects and activities. • Dr. Olivia Carter-Pokras shared updates on the Latino Health Initiative’s projects and activities. 	
Hospital Workgroup Updates	<ul style="list-style-type: none"> • Ms. Kate McGrail shared updates from the hospital workgroup. 	
Wrap up/Adjourn	<ul style="list-style-type: none"> • The meeting was adjourned at 4:47 p.m. The next Healthy Montgomery Steering Committee meeting will be on January 8, 2024 (time and format TBD). 	