



HSC 2020 Leadership Council Meeting

Minutes September 26th 2016

***Mission: To improve the health of the people of Sheboygan County leading to a community with
"Everyone Living Better, Longer"***

DATE:	Monday, September 26th, 2016 3:00-4:30 p.m.	AT:	Health and Human Services, 1011 North 8 th Street, Sheboygan, Room 372
PRESIDING:	Kristin Blanchard Stearns and Libby Holte	PRESENT:	Amy Betke, Angela Lammers, Ann Bachrach, Elizabeth Scheelk, Heidi Selberg (teleconference), Jane Brill, Jane Jensen, Jean Pittner, Kari Keller, Karlyn Raddatz, Kristin Stearns, Libby Holte, Mary Paluchniak, Shannon Wanek, Thomas Eggebrecht, Thomas Malmstadt
		EXCUSED:	Kate Baer, Shelby Kuhn
RECORDER:	Angela Lammers		
NEXT MEETING:	October 24 th , 2016	INVITED GUESTS:	

ITEM	DISCUSSION/CONCLUSION/RECOMMENDATIONS	ACTIONS
Call to Order, Welcome and Introductions	Call to order at 3:04 p.m.	
Additions to agenda	None.	
Correspondence	<p>Libby stated that we are working on getting more members in the Leadership Council. Jane Brill from the Chamber of Commerce is here today as part of this push.</p> <p>Libby and Kristin will be on the Chamber's show "Love Where You Live" to talk about HSC 2020.</p> <p>Jane Brill shared that the Chamber has a Workforce Development Summit on 9/29/16. Libby will be speaking in a breakout session. Jane also shared that the Chamber hosts the Worksite Wellness Roundtable every other month and that members have asked for information on dealing with alcohol in the workplace.</p>	<p>Members should continue to recommend more businesses or organizations that should be represented in HSC 2020.</p> <p>Libby will connect the Chamber with SAMHSA information for AODA questions.</p>
Secretary's Report - Angela	Motion to approve by Karlyn, seconded by Tom Eggebrecht. All in favor, motion approved.	Secretary's report approved.
Treasurer's Report – Shannon W.	The current balance is \$4766.48. The \$200 increase was from the NE Region Health Education Center, which was an incentive payment.	Further incentive payments will go to the Heroin/AODA Subcommittee.

ITEM	DISCUSSION/CONCLUSION/RECOMMENDATIONS	ACTIONS
Sustainability and Leadership Council Development	The welcome packet was discussed and the committee welcome letters were shared discussed. It was determined that a standard welcome letter would be better than individual letters for each committee. It was suggested that the logo be made more consistent and that a version date be added. The language was also questioned as possibly being too technical for laypeople. The CDC Plain Language Handbook was recommended as a tool to make the letter more accessible.	A condensed, standard welcome letter will be developed instead of letters for each committee. The HSC 2020 logo will be consistent on each page and a version date will be added. The letter will also be added to the website.
CHC Development	<p>Logic model training for leadership and chairs was discussed. It was also discussed that we could invite others from organizations we regularly work with.</p> <p>Brown County's CHIP was reviewed. It specifically states performance measures and also has a section on background of the policy.</p> <p>Data Collection- Will make templates to give to committees. It was suggested that goals have timeframes and expected activities listed. Kristin offered to make a dashboard to show which goals are on target and which aren't.</p>	Libby, Kristin, and Beth will talk about training. Libby and Kristin will talk with chairs towards the end of this year. Next step is to ask chairs to explain logic models to their committees.
Fiscal Procedures Update	An updated "Fiscal Procedures" hand out was passed out and discussed. The underlined parts are new. Including the handout in the Welcome Packet was discussed so that financial procedures would be clearly available. A discussion was held on what would happen if there are losses. These are expected to be rare because funding is usually secured before expenditures are determined. Additional safeguards for fiscal agents were discussed, including authorization letters, monthly statements, and access to their audits.	<p>A bullet will be added to clearly state that the Leadership Council will determine approval.</p> <p>This will be reviewed again at the next meeting before being approved.</p>
Well County Update– Kelly	Not discussed.	
CHNA Update	Not discussed.	
CHIP Goals/Updates from CHC's See links---→	Not discussed.	
Key Stakeholder Update	Not discussed.	
Check Out/Agency Sharing - All		
Next Meeting– October 24th Agenda items		
Adjournment	Meeting adjourned at 4:45 p.m.	