

**Partnership for a Healthy Durham  
Steering Committee  
December 14, 2020  
Minutes**

**Facilitated by: Pam Diggs**

| <b>Present:</b> Angel Romero, Marissa Mortiboy, Mel Downey-Piper, Kimberly Alexander, Pam Diggs, Sofia Edelman Stanley, Heather Mountz, Caressa Harding, Kristen Naney, Kearston Ingraham, Donna Biederman, Tara Ilsley, Ashley Bass-Mitchell, Jeff Howell |   |  |
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| <b>Topic</b>   | <b>Major Discussion</b>   | <b>Recommendations and Action Steps</b>  |
| <b>Welcome/Icebreaker</b>  | <p>What is one thing you want to celebrate (personal or work) from this past year?</p> <p>Happy birthday Pam!!! Thank you for spending part of your birthday with us :-D</p>  |  |
| <b>Review November Minutes</b>   | There were no changes to the minutes.   |  |
| <b>Membership Director Proposal</b><br><i>Tara Ilsley and Heather Mountz, Communications committee</i>   | <p>Heather Mountz and Tara Ilsley are proposing a Partnership member directory. It is a response to the committee needs assessment done earlier this year. The directory is also a platform for Partnership members to connect to one another.</p> <p>Following approval from Partnership Steering committee, Heather and Tara will send email to the Partnership after the January Quarterly meeting to submit information. Member information would be completed through Survey Monkey. Members would have until the end of March to complete the survey. Heather and Tara ask that co-chairs remind their committee members to take the survey. After that, the committee will work with County IT to create the directory. The directory would be organized by committee and searchable by name. Make sure this is part of practices and sustainable.</p> <p>Keep the survey open so people can update their information. Updates will take place once a year. Send out a yearly reminder for members to update their contact information. The first reminder would go out in January 2022.</p> <p>The Communications committee would like to collect first name, first and second surname, pronouns, primary and secondary email addresses, involvement level in the Partnership, languages spoken, date completed, etc. Next steps are for Tara and</p> | <p>Heather and Tara will discuss how to share the directory- whether public or password protected.</p> <p>The Steering committee approved the member directory and to move it forward.</p> |

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|  | <p>Heather to design the survey, reach out to Partnership members in January and design the directory. Demographic information would be collected on a separate Partnership Member survey.</p> <p>Kimberly suggested varying levels of information- some public and what would be password protected. Angel Romero suggested adding a job field in addition to organization. Ashley Bass-Mitchell suggested adding what populations the member’s program serves. Kearston Ingraham suggested adding an additional details field.</p>  |   |
| <p><b>Partnership<br/>Coordinator Transition</b><br/><i>Marissa Mortiboy</i></p> | <p>Post the position in January, Kristen and</p> <p>What qualities do you think are important for the Partnership Coordinator?</p> <ul style="list-style-type: none"> <li>• Note the strategic direction of the Partnership during the interview process- equity and defining community involvement, think outside the box and make it operational</li> <li>• Excellent writing/editing skills are a must</li> <li>• Ability to heard cats</li> <li>• Good interpersonal skills to manage difficult situations and relationships, deal with stressful situations and interesting personalities</li> <li>• Relationship management</li> <li>• Management skills</li> <li>• Project management</li> <li>• Coalition building</li> <li>• Volunteer management</li> <li>• Organized, able to manage various meetings</li> <li>• Organizational, scribing skills, flexible</li> <li>• Conflict resolution</li> </ul> <p>Donna sent Marissa scenario questions to potentially use during the interview process.</p> | <p>Think about how to make the process more equitable. This may be a longer-term goal with the County and County Racial Equity Officer.</p> <p>Add situational question related to equity to the interview process.</p> |

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| <p><b>January Quarterly Meeting Topic</b><br/><i>All</i></p> | <p>What topic would you like to see for the January 20, 2021 Quarterly meeting?</p> <ul style="list-style-type: none"> <li>• Duke COVID social support program results, connect to NCCARE360</li> <li>• Housing crisis and utilities update- announcement about how to support people facing eviction</li> <li>• Heather and Tara announce the Partnership member survey</li> <li>• Announce advocacy letter for those living with HIV/AIDS and movie screening for Thicker Than Blood in February 2021</li> <li>• Vaccine update- future Quarterly meeting topic, share information at January Quarterly meeting?</li> </ul> <p>Invite Georgina Dukes with UniteUs or Dionne Greenlee-Jones, Durham NCCARE360 Community Engagement Manger. Invite Michelle Lyn with Duke to discuss the social support program or Curamericas to discuss the Community Health Worker project.</p> <p>Be part of the conversation around vaccines. Start sharing resources such as fact sheets, webinar link, etc. Host a forum and invite people who can speak to the African American concerns about the vaccine.</p> | <p>The January Quarterly meeting will be moved to January 27.</p> <p>Pam, Marissa and Angel will work on the January Quarterly meeting agenda.</p> <p>Caressa Harding will send Marissa a COVID vaccine document from NC DHHS.</p> |
| <p><b>Group Activity</b><br/><i>All</i></p>                  | <p>Pam shared some fun questions that Steering committee took turns answering.</p>  |  |
| <p><b>Announcements</b><br/><i>All</i></p>                   | <p>The Partnership decided not to apply for the LAPP grant discussed at the November meeting. There wasn't enough time to pull the information together by the December 16 deadline. The group did discuss completing application to have the information ready for a future grant opportunity.</p> <p>The Duke COVID social support program has been extended through March 2021.</p> <p>The North Carolina team of the Community Engagement Alliance (CEAL) Against COVID-19 Disparities initiative with funding from the National Institutes of Health (NIH) is hosting this webinar which will provide accurate and current information</p>   |  |

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|  | <p>about COVID-19 vaccines, transmission, and therapeutics. Space will be provided for community leaders and members to ask questions as well as share with us on what we can do to help increase the community's trust in the vaccine and therapeutics. The webinar is December 15.</p> |  |
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|  | <p>This webinar is free and will be presented in both English and Spanish; in order to join the Spanish channel, please join from a computer. If you like to learn more or get involved, please complete the following form: <a href="https://redcap.link/ryj3bnxf">https://redcap.link/ryj3bnxf</a>.</p> |  |
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| <p><b>Next Meeting:</b> February 15, 2021, 3:30 pm</p> |  |  |
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