

**Partnership for a Healthy Durham
Steering Committee
May 17, 2021
Minutes**

Facilitated by: Pam Diggs

Present: Angel Romero Ruiz, Marissa Mortiboy, Ashley Bass-Mitchell, Kimberly Alexander, Jeff Howell, Heather Mountz, Caressa Harding, Sofia Edelman Stanley, Pam Diggs, Kearston Ingraham, Donna Biederman, Mel Downey-Piper		
Topic	Major Discussion	Recommendations and Action Steps
Welcome/Icebreaker	What are you looking forward to doing this summer?	
Review February Minutes	There were no changes to the minutes.	
Committee Fact Sheets <i>Heather Mountz and Tara Ilsley</i>	<p>The Communications committee developed a fact sheet to share committee action plan progress and successes. The fact sheets will be uploaded to the Partnership website. Heather received the Mental Health committee fact sheet. Once the fact sheets are completed, the Steering committee will review before they are posted online. The fact sheets should capture items from the beginning of 2020 to now.</p> <p>There was an idea to add a section to the fact sheets about how committees are staying accountable to the Partnership racial equity principles.</p>	Heather Mountz reminded co-chairs to complete the fact sheets in May and June.
Racial Equity Assessments <i>Jeff Howell and Mel Downey-Piper</i>	The purpose behind the racial equity tool assessments are how to integrate the racial equity principles into the work of the Partnership. How do we build equity into the conversations we are having? How do we make tangible changes? The assessment is a tool about how we can learn from each other. Use the information to access resources to continue the work and how to move forward with racial equity within the Partnership.	Co-chairs should complete the racial equity assessments at their May meetings. Let Jeff Howell know if you need an extension.
Partnership Updates <i>Marissa Mortiboy</i>	Partnership Coordinator interviews- Held on May 13 and 14. A panel including Angel Romero Ruiz, interviewed four second round candidates. They came to a consensus on the final candidate. Marissa moved the hiring package forward to HR on May 17. Marissa will let the Steering committee know when the candidate accepts. Marissa's role with the Partnership is to train the new Coordinator, secure resources, be part of the Steering committee and make connections between larger county-wide efforts such as Community Health Workers and identify how co-chair can support new person.	<p>Marissa will look for a results based-accountability training for Steering committee for the Community Health Improvement Plan (CHIP) process.</p> <p>Share nomination forms and co-chair job descriptions at</p>

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	<ul style="list-style-type: none"> • 2020 Community Health Assessment (CHA)- Marissa will share the final CHA document when revisions have been made and the index added. Marissa and contractor Dr. Tekeela Green are holding listening sessions this spring. Marissa thanked co-chairs for their assistance with notetaking during the sessions. Sessions will likely go into June and Duke Health will hold some as well in Spanish and with providers. Marissa and Tekeela will plan at least on session for the general community, Duke will help analyze qualitative data. Kimberly Alexander, Kearston Ingraham and Caressa Harding have enjoyed being part of the listening sessions and appreciated the organization of the training and sessions. • Elections- Committee co-chair nominations are taking place in May and elections in June. Overall co-chair nominations and elections will be done in June online. • Advocacy training follow-up- Trainings were held in March and April. Steering committee members shared that they need more practice before additional training follow-up. The committee discussed putting training into practice through newsletter or communications. 	<p>committee meeting and email out after for those who couldn't make it. Co-chairs share about their experience and time commitment to encourage members to run.</p>
<p>Items for July Quarterly Meeting <i>All</i></p>	<p>The Steering committee discussed the following topics for the July 21 Partnership Steering committee meeting.</p> <ul style="list-style-type: none"> • CHA presentation, CHA process and open comment period- 10-15 minutes total • COVID-19 update about the next phase- Rod • Invite a virologist and industrial hygienist to discuss impact of vaccines and masking and how to stay safe and protected in school and other settings • Have major employers come to meeting to discuss plans for staff, what does heading back to school and the workplace look like while maintaining safety- City, County, Duke, Durham Public Schools- set employers up for success, not to be berated for how they've handled COVID-19, 	<p>Steering committee will think about how to have hybrid meetings- with people in person and through Zoom.</p> <p>Kearston Ingraham will send connect speakers to Pam Diggs.</p> <p>For the July Quarterly meeting,</p>

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	<p>Order of meeting- CHA, Rod presentation, short introductions from speakers, panel after Rod presentation with community questions and ideas. The meeting will be 90 minutes, noon-1:30 pm on July 21.</p> <p>There will be a need for an online facilitator and in-room facilitator for hybrid meetings in the future. Make sure those online have their voice heard. Caressa Harding has run these kinds of meetings and has suggestions.</p> <p>The Human Services building 2nd floor conference rooms once used for Partnership meetings are being used for vaccine clinic and likely won't be available for awhile. What resources are needed to hold hybrid meetings?</p>	<ul style="list-style-type: none"> • Pam will reach out to someone at Durham Public Schools. • Marissa will reach out to Rod Jenkins • Angel will reach out to Duke, and the City Manager • Ashley will reach Susan Robinson with the NC Mental Health division
<p>Announcements <i>All</i></p>	<p>NC CEAL Community Spotlight Series: Combating COVID-19 through Community Mobilization. This webinar will take place via Zoom on Tuesday, May 18th, 2021 from 5:00-6:00 PM ET. https://zoom.us/webinar/register/WN_pJUxZKnXTsy0tC_84jUXPQ.</p> <p>City participatory budget voting- vote now! https://www.pbdurham.org/.</p> <p>Making a Difference Awards ceremony- May 27, 1 pm, Rod Jenkins will be accepting award on behalf of the Durham County Department of Public Health.</p> <p>There will be a resource fair at Walmart with vaccines in the near future. Is the Partnership interested in participating in fair to share information?</p>	
<p>Next Meeting: June 21, 2021, 3:30 pm- Discuss CHIP process and meet new Partnership Coordinator</p>		