

**Partnership for a Healthy Durham
Communications Committee**

July 7, 2020 @ 9:00am – Zoom/Virtual

MINUTES

Facilitator: Heather Mountz

Communications: The purpose of the committee is to improve the Partnership’s external communications, internal communications and branding.

Meeting Outcomes:

- Checking in on Committee Members
- Revisit Partnership Survey & Analysis to Determine Next Steps
- Future Work

Present: Heather Mountz, Jacob Lerner, Kyle Smith, Eve Marion, Jen Meade, Danielle Doughman, Marissa Mortiboy, Debra Duncan, Maria Padilla		
Project/Topic/Goal	Major Discussion Points	Recommendations & Action Steps
Introductions & Icebreaker <i>Heather</i>	Heather Mountz is the new co-chair of the Communications committee. She is excited to take on the role. There is a vacant co-chair spot for a committee member who is interested.	
Review & Approve June Meeting Minutes <i>Heather & Marissa</i>	Add Danielle Doughman to the workgroup to help with the Partnership survey results in the June minutes. Jen Meade can help move the work of the survey results forward.	Jacob Lerner is willing to continue working with Slack to assist the committee.
Check-ins <i>Heather</i> 1. <i>How are you holding up (work, personal, family, etc)</i>	Partnership members talked about spending more quality time with family, attending protests and staying safe, spiking COVID cases in the U.S. and people at risk, more items returning to the grocery store shelves, settling into a new normal routine, job loss of family members and watching children struggle with changes due to COVID.	
Status update <i>Heather</i> <i>Partnership survey & data analysis update</i> <i>Discussions by the Steering Committee re: Partnership identity</i>	Danielle Doughman can pull together key messages and a document to share out with the rest of the Partnership. The committee will determine how to disseminate the results to different audiences. The Communications committee has not been able to do a Mental Health committee needs assessment due to the	Danielle will develop a draft survey results document and distribute to the committee for review.

	<p>cancellation of meetings. The Mental Health committee information may be different than what was collected with other committees since the assessment will be done during COVID. Debra Duncan is willing to be the notetaker for the Mental Health committee assessment. Heather may be able to assist Debra. Kyle Smith will check in with Armenous Dobson to see if he is available. Has COVID made the information we collected from previous committee needs assessments irrelevant?</p> <p>The group discussed whether data from the Partnership member survey data was still relevant. Danielle Doughman felt that it was still relevant for the most part. The survey is a year old. Discuss how often to conduct the survey when presenting to the Steering committee.</p> <p>Heather asked Danielle to provide a summary of the information in the charts and graphs, pull out some of the themes that may have been impacted by COVID. Detail what we found during the original survey and what may have changed in the pandemic. Jacob suggested also adding what items may be more relevant due to COVID.</p>	<p>Jen Meade will reach out to Ashley Bass-Mitchell about getting on the Mental Health committee August 20 agenda.</p> <p>Marissa will send Maya Wright's PowerPoint on the Partnership member survey results to Heather and Danielle.</p> <p>The Communications committee will aim to get on the Steering committee August 17 agenda to present member survey results.</p>
<p>Moving forward Heather <i>Continuing/adjusting past work?</i> <i>Next steps</i></p>	<p>The Partnership Steering committee and the Racial Equity Task Force have been discussing what it means to be a community member. The Racial Equity Task Force identified the Partnership as a network of organizations working to improve the community's health.</p> <p>Jacob shared that he and Amanda Snyderman weren't attached to an organization and neither of them could continue as co-chairs for 2020-2021. Danielle shared that she has flexibility with her schedule due to COVID and can participate in the meetings. This may give additional opportunity to think of ways for community members to participate through different meeting times and outside of meetings.</p> <p>The Steering committee has discussed who we are as a Partnership and who we want to be. Develop strategies based on the answer. If there is a shift of meetings to evenings and weekends, the Partnership may lose people who attend as part of their jobs. If meetings are not accessible to community members,</p>	<p>Committee members- Think about everything that's going on with COVID and racial justice, how do we move forward with the work of the committee?</p>

	<p>there are still ways to be accountable to the community even if they don't attend.</p> <p>Look at focusing more narrowly on the committee's action plan and plan for 2021. Discuss at the August meeting.</p>	
<p>Announcements & Meeting Adjournment</p>	<p>Let Debra Duncan know about food distribution events so she can add to Durham Network of Care and distribute to the community.</p> <p>There is a 24/7 crisis and resource line, Hope4NC, 1-855-587-3463 for people impacted by COVID and staffed by mental health professionals. The number automatically goes to a suicide hotline initially for screening and then calls are delegated as needed.</p> <p>Anyone who needs a medication lockbox or chemical disposal kits, reach out to Kyle or Armenous Dobson. They have lockboxes and kits.</p>	

**Partnership for a Healthy Durham Communications Committee
2018-2021 Action Plan Goals and Objectives**

GOAL 1: Internal Communication – or – Partnership members know about all committees’ activities (and know how to support them).

- OBJECTIVE #1: Implement in-person cross-committee representation at committee meetings to ensure each Partnership member is updated on all committee activities
- OBJECTIVE #2: Serve as technical assistance for other Partnership committees by 1) sharing stories and events from committees with public via multiple outlets and 2) reviewing and providing feedback on materials created by other committees

GOAL 2: External engagement/communication with the community – or – the community knows who the Partnership is and what we do

- OBJECTIVE #1: Assess Partnership membership directory to determine sectors and demographics represented in order to identify gaps.