



Advisory Board Meeting Minutes

Healthy kids

Healthy families

Date: 1/12/2012

Time: 8:45 am

Healthy communities

Attendees:

Name	Sector	Name	Sector	Name	Sector
Scott Arneson	Government	Janet Adams	Courts & Corrections	Don Kliewer	Media
Jake Smith	Education	Dave Borgen	Education	Scott McNurlin	Law Enforcement
Gary Elg	Faith	Kjurstin Langer	Youth Serving Organizations	Bob Glasenapp	Health & Human Services
Gene Leifeld	Zumbrota CHI Council Chair	Karsten Anderson	Education	Tim Sletten	Law Enforcement
Kris Blaney	Red Wing CHI Council Chair	Julie Hatch	Education & Prevention Director/Grant Manager	Stacy Larson	Community Prevention Director/ IT Manager
Joanne Pohl	CHI Advisory Board Chair				

Meeting Kick-Off

The meeting was called to order by Joanne Pohl.

Joanne welcomed everyone to the meeting. She welcomed our new Advisory Board member, Kris Blaney. Kris is currently the chair of the Red Wing CHI Council.

1 & 2) Approval of October Meeting Minutes and Agenda (Joanne Pohl)

The agenda and October meeting minutes were reviewed by all members. Motion to approve was made by Dave Borgen (Education) and seconded by Karsten Anderson (Education). All approved, motion passed.

3) CHI Evaluation Plan Progress Report (Julie Hatch)

The CHI evaluation process is in full motion. Following is an overview of each element of the project:

CHI Student Survey: Julie will be working with the school districts to conduct the CHI Student Survey which is scheduled to be done in the Fall of 2012. Our grant requires student data to be collected every two years and since the Minnesota State Student Survey is conducted every three years, we provide a CHI survey to satisfy the requirements.

Youth Focus Groups: Julie is working with the school districts to complete the Youth Focus Groups which provide us with great information. The focus groups are set up in three separate groups within each school district; each group contains approximately 10 kids.

Countywide Community Survey: The community survey has been sent out so we should start receiving the responses shortly. This year we sent out 1,195 surveys. The last time we completed this process which was in 2009, we sent out 957. We will also be sending out a link later this month to the electronic survey which is on Survey Monkey. This link will be sent out within the CHI Breaking News update. We encourage everyone to take the survey and forward the link along to others to complete.

Key Informant Interviews: The CHI Staff and Advisory Board members will be starting the process of conducting Key Informant Interviews. Each attendee received a copy of the interview questions within their packets. Each individual was asked to specify at least three individuals within their sector/community that they intend to interview. Goodhue County is also conducting a county-wide health assessment at the same time which Stacy is working closely with that team to coordinate the interviews and the listings of individuals so that we can prevent overlap of interviewees. Our goal is to get a good mix of feedback from each sector within each community. We ask that all interviews are completed by Friday, February 17th.

Following are a few questions and comments that were made during the overview of the questionnaire:

- 🗣️ It was advised that when conducting the interviews, dig to get specifics on the community and specific Goodhue County areas.
- 🗣️ Please specify the community in which the individual is reporting on the form.
- 🗣️ Question: Is the “Key Informant Interview” standard/recommended terminology or can we refer to this as an informational type interview? It was a concern that if we approach individuals and call it a Key Informant Interview that it may be perceived as something different.
 - *Note: After the meeting, we found the following definition which was posted by The Access Process which is a national Robert Wood Johnson Foundation initiative. Since this describes our purpose, we will continue to use this standard terminology: “The key informant interview has a very specific purpose. It involves identifying different members of your community who are especially knowledgeable about a topic (who we call “key informants”), and asking them questions about their experiences working or living within a community or health care system. You seek out people with more than average knowledge to interview. These interviews are usually conducted face to face with your informants, using either an outside interviewer specifically hired to conduct the interviews, or by a member (or members) of your organization. The length of these interviews can vary, and will depend on the number of questions you decide to ask.”*
- 🗣️ A suggestion was made by Don to include a question “How large of a problem do you perceive this issue to be?” This was noted and will be included on the form.
- 🗣️ Question: When selecting individuals, do we want to keep within our specific sector or can we specify others within other organizations and/or communities. We ask that it is a good mix and that everyone specify individuals that will provide key feedback on the community.
- 🗣️ Gary asked if we could do a group interview at our upcoming CHI Faith Leader meeting which is coming up in February. It was noted that we could do a group interview; however, there it is harder to dig down and get the specific responses as a group vs. individual interview so it is

encouraged to do individuals. Stacy mentioned that she and Gary could team up and conduct the interviews at the next faith leader meeting.

- 🗣️ Question: Will the interviewee names be used? Answer is No. We ask that you record the name for internal purposes only as we do keep track of this internally, however, none of the names will be used in the data reporting.
- 🗣️ It was asked if we could send the questions to the interviewee beforehand so that they have a chance to review and think about their responses before the actual meeting. Julie said that this was a great thought and will forward the electronic copy to all Advisory Board members.

Julie will make the noted modifications and then send out the questionnaire electronically. Individuals can either write responses and return the paper copy or the information can be recorded within the electronic version and emailed to Julie. All of the responses along with results from the other data sets will be consolidated, analyzed and put into a report format. We plan to present an update at our April meeting.

Key Informant Interview Practice Session: Each attendee was asked to pair up and conduct a practice interview. Each pair was asked to interview each other and record feedback then hand it in after the meeting. This provided each Advisory Board member with an opportunity to run through the interview and ask questions, as well as, to confirm and finalize the questionnaire.

4) Local Council Reports (Presented by: Stacy Larson)

A high level CHI community council report was included in the attendee's packets. Following are the key council projects that were included in the written report. Stacy provided an overview of key projects along with additional details on the projects that are highlighted below in blue:

Cannon Falls

- PTO Halloween Party ~ Howie Appearance: 10/29/11
- Prescription Drug Take Back Event: 10/29/11
- Parent/Teacher Conferences:
- Holiday Presentation for Local Access Channel
- Permanent Prescription Drug Disposal Solution for Community
 - ❖ CHI Council is partnering with local Law Enforcement and Mayo Clinic Health System on this exciting project and hopes to have it implemented by mid-March, 2012. Mayo Clinic Health System has committed the funding for the project.

Goodhue

- Halloween Community Events
- Prescription Drug Take Back Event: 10/29/11
- Parent/Teacher Conferences & Health Fair
- Christmas Around Town Event ~ Howie Appearance: 12/3/11
- Establishment of CHI Senior Scholarship
- Increasing capacity and student involvement.

Kenyon-Wanamingo

- Halloween Haunt at Depot Park ~ Howie Appearance: 10/28/11
- Prescription Drug Take Back Event: 10/29/11
- Parent/Teacher Conferences
- Holiday Event in Kenyon & Wanamingo
- CHI 5th Quarter Event: 12/2/11
- Teen Challenge Choir Event ~ Co-Sponsored by the KW CHI & KW Churches: 12/4/11

- Holiday Ad & Presentation for Local Access Channel
- Establishment of CHI Senior Scholarship
- Permanent Prescription Drug Disposal Solution for Community

Red Wing

- Trunk or Treat Event: 10/29/11
- Prescription Drug Take Back Event: 10/29/11
- Holiday Presentation for Local Access Channel
- Paraphernalia Ordinance Support Process
- Establishment of CHI Senior Scholarship
- Possible Re-Establishment of School Student group
 - ❖ Sub-committee has been formed and is putting together foundational and structural documentation which will be used during the proposal process.
- Supporting local Law Enforcement on the pursuit of the Paraphernalia Ordinance
 - ❖ Letters of support were submitted in preparation for the upcoming Workshop which is scheduled for 1/21.

Zumbrota

- CHI Town Hall Meeting: 10/12/11
- Prescription Drug Take Back Event: 10/29/11
- Holiday Ad & Presentation for Local Access Channel
- Establishment of CHI Senior Scholarship
- Pursuit of permanent Prescription Drug Disposal Solution for Community
 - ❖ Currently have financial contributions from the Zumbrota Ambulance, Ladies Auxiliary, VFW, Rotary and American Legion. It is great to see the community groups pulling together to fund this local solution!
- Preparation the 3rd Annual CHI Pizza/Game Day Event: 2/12/12

Other

- Bellechester City Council voted to adopt both the Social Host & Mandatory Alcohol Seller/Server Training ordinances on 12/14/11!
- Faith Leader Team is preparing for a county-wide mailing in January of their Faith Newsletter along with the announcement of the dates for the annual CHI Sunday/Week which is scheduled for April 22-28. The team is also working on creating the Faith Resource Page off of the CHI site, as well as, a presentation for the faith organizations.

5) Sector Initiatives (Presented by: Julie Hatch)

Julie referenced the sector initiatives and environmental strategies that we have discussed and included in our previous strategic discussions. This process is connected to the upcoming Key Informant interviews which will hopefully produce additional data for us to use, as well as, additional ideas from other sector individuals. Julie will send out the environmental strategies document along with the copy of the electronic questionnaire for reference. We will continue to identify key sector initiatives utilizing the data collected through the CHI evaluation process.

6) Sustainability Plan – “The CHI Post-DFC” (Presented by: Joanne Pohl)

Joanne mentioned that as part of the continuation grant, we are required to submit a sustainability plan. It is so important that we look into the future and plan for how we are going to financially support the organization moving forward as there is a need for the work to continue and we have a value add to the communities of Goodhue County. A “CHI Post-DFC” committee has been established and will be meeting on February 8th at 3:00 to conduct foundational discussions as to how we are going to sustain post-DFC funding which will be in FY16. The committee includes the following members: Scott McNurlin (Law Enforcement), Nina Arneson (Health & Human Services), Karsten Anderson (Education), Cherie Johnson (Education), Dan Rehtzigel (Government), in addition to, Tony Simons who is the new Superintendent of the Zumbrota-Mazeppa schools. The sustainability plan, along with the continuation grant information needs to be submitted by the end of February. In April, the group will provide an

update as to the details from this sub-committee meeting, as well as, include a round-table discussion with the Advisory Board. It was brought up that we should look at the possible dollars that were saved within agencies where the work was taken on by the CHI whereas without the CHI, the efforts would have been required within the agencies themselves.

7) Required Action Items (Presented by: Julie Hatch)

Below is a recap of the required action items which need to be completed by each Advisory Board member:

- ☺ Identify three individuals whom you are planning to interview and turn in that information at the end of the meeting.
- ☺ Complete the meeting evaluation form.
- ☺ Proceed with the Key Informant Interviews. Complete and turn in the questionnaires to Julie Hatch by 2/17/12.

8) Meeting Wrap-Up

Joanne adjourned the meeting and thanked everyone for their participation.

Next Meeting:

- **Date: Thursday, April 12th, 2012**
- **Time: 8:45 – 11:00 am**
- **Goodhue County Court Services Building, Jury Assembly Room**