

State of Florida Department of Health
Bureau of Family and Community Health
Healthy Start Redesign Committee (Steering Committee)
October 4, 2011

Meeting Minutes

Attendees:

Fred Leonard, Healthy Start Coalition of Manatee County, Inc.
Cathy Price, Florida Department of Health, Division of Family Health Services
Shelley Robertson, Robertson Consulting Group
Karen Coon, Florida Department of Health, Division of Family Health Services
Judi Vitucci, Healthy Start Coalition of Pinellas, Inc.
Jane Murphy, Healthy Start Coalition of Hillsborough County
Mary Jo Plews, Healthy Start Coalition of Hardee, Highlands, and Polk
Annette Phelps, Florida Department of Health, Division of Family Health Services
Susan Potts, Florida Department of Health, Division of Family Health Services
Bill Sappenfield, Florida Department of Health

Chair Shelley Robertson opened the meeting and conducted a roll call.

Topic: Communication updates

Cathy Price reported that as the redesign process was moving into a phase where decisions regarding recommendations would be made, future Redesign (Steering) Committee and Subject Matter Expert Committee meetings would be posted so that the public can both listen in and provide public comment. Shelley Robertson will Chair and facilitate the meetings and there will be a mechanism for voting on any decisions that will identify abstainers, votes, and objections. There will also be an opportunity for written and verbal public comment. Meeting information will be posted on the Florida Department of Health Healthy Start website and in the Florida Administrative Weekly.

Shelley Robertson provided an update on the Subject Matter Expert Committee activity. Subject Matter Expert Committee members have reviewed the Research Review (Task 5 of the redesign process) and suggested two additional risk factors, homelessness and obesity. Where research was available, it was added to the document. Members are currently reviewing the Documentation and Evaluation of Healthy Start Components (Task 6 of the redesign process) and also suggested key questions to discuss as the proposal phase (Task 7) begins.

Mary Jo Plews and Judi Vitucci reported there had been few questions on the Florida Association of Healthy Start Coalitions (FAHSC) phone calls and will let members know that the Research Review is available.

Mary Jo Plews and Judi Vitucci noted that prior to a dedicated consultant being hired, FAHSC had set up a committee structure to complete the redesign tasks and that there was confusion regarding the prior structure and the current structure. Shelley Robertson reported that she had contacted all of the original committee volunteers and asked them how they wished to participate, and had placed them on either the Subject Matter Expert Committee or the Redesign (Steering) Committee; a few chose to wait to participate later in the process. Mary Jo Plews noted the importance of making sure that everyone is kept in the loop moving forward particularly as the original volunteers do not have day to day redesign tasks to complete. Bill Sappenfield verified that the Coalition stakeholders had not reported that they were not being included. Shelley Robertson will create a brief cross-walk showing how the prior committee structure was revised into the new committee structure. It was noted that some of the original committees would be more active in later tasks of the redesign process.

Cathy Price asked if current and future consumers of Healthy Start services would be engaged in the redesign effort during the next Task, the Redesign Proposal. Shelley Robertson reported she had intended conducting outreach through the Coalitions to encourage consumer input during Task 8 (Implementation Plan) but agreed that it would be helpful in Task 7 (Redesign Proposal) as well.

Topic: Gathering information

Attendees discussed options for ensuring the highest response rate to an upcoming survey of Healthy Start Coalitions; the survey will document local implementation of the program to aid in the redesign process. After discussing several options, it was decided that the survey invitation would be sent within the next few days and that Mary Jo Plews and Judi Vitucci will encourage completion on the next FAHSC call. The invitation will encourage completion before the FAHSC meeting in November so that a summary of responses can be presented. If response rates are low, then an in-person reminder may be needed at the FAHSC meeting.

Topic: November FAHSC meeting

In conjunction with the FAHSC meeting, Executive Directors of Healthy Start Coalitions will be invited to provide input. Decisions will not be made at this meeting, but Executive Directors will be asked to share their thoughts. Florida Department of Health Redesign (Steering) Committee members will also be asked to attend the session.

Topic: Any issues?

There were no additional issues identified as impacting the redesign process at this time.

Topic: Communication Summary

The communication summary for members to share from this meeting is as follows:

- Future meetings will be posted and the public can listen in and will have an opportunity to provide public comment.

- A survey of local implementation of the Healthy Start program is coming soon and should be completed before the FAHSC meeting.
- The Redesign (Steering) Committee is working hard to ensure that the redesign process is collaborative and that all stakeholders are on the journey together.
- Executive Directors will be asked to share their thoughts on upcoming redesign issues at the FAHSC meeting.

The next Redesign (Steering) Committee meeting will be held December 6th at 3:00 p.m.