# MEETING MINUTES

**Name of Group:** Executive Committee of the Community Health Council  
**Date & Time:** 02/03/16, 2:00 pm

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Members:</th>
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|           | Kristy Altman (Chair), Executive Director, Knoxville Track Club  
|           | Ellen Zavisca (Chair-elect), Senior Transportation Planner, Transportation Planning Organization  
|           | Karen Pershing (Past Chair), Director of Community Initiatives, HealthCare 21 Business Coalition  
|           | Martha Buchanan, M.D., Director, Knox County Health Department  
|           | Dr. Laurie Meschke, Associate Professor of Public Health, University of Tennessee  

**Other:**  
Erin Read, Health Educator, Knox County Health Department

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<tr>
<th>Recorder</th>
<th>Name: Erin Read, Knox County Health Department</th>
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<tr>
<th>TOPIC</th>
<th>Discussion</th>
<th>ACTION or Follow up</th>
<th>WHO</th>
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| 1. Minutes from 11/24 | **Key discussion points:**  
| | • No changes  
| | **Decisions made:**  
| | • Motion to approve: Ellen Zavisca  
| | • Second: Martha Buchanan  
| | • Approved unanimously |
| 2. Nominating Committee update | **Key discussion points:**  
| | • Debbie Pinchok and Karen Pershing to rotate off  
| | • Two open slots: one community slot and the Town of Farragut Mayor’s appointed slot |
| 3. Discuss new chair-elect & committee chairs | **Key discussion points:**  
| | • Discussed several potential nominees for CHC Chair-elect.  
| | **Decisions made:**  
| | • Kristy will reach out to CHC member Eve Thomas to take on the position of CHC Chair-elect. |
| 4. Sustainability Committee | **Decisions made:**  
| | • Kristy will reach out to Jim Dickson to chair this committee. |
| 5. TN Open Meetings Act and CHC | **Key discussion points:**  
| | • Myers Morton with County Law Office will come to Feb. 4 meeting to educate CHC members on complying with TN Open Meetings Act. |
| 6. Request for advocacy from P&A Committee | **Key discussion points:**  
| | • The Policy & Advocacy Committee submitted a request for advocacy around House Bill 1650/Senate Bill 1716, which would prohibit spending state transportation dollars on anything but motor vehicle infrastructure.  
| | **Decisions made:**  
| | • Executive Committee members would like to have a letter ready to go in case HB 1650/SB 1716 starts moving again.  
| | • CHC will be asked to approve sending a letter to the Knox County delegation in case this bill keeps moving.  
| | 1. Bring copies of bill and sample letter to Feb. 4 CHC meeting  
| | 2. Ask CHC to approve sending a letter if bill keeps moving |

| 7. Discuss development in forming action teams | **Key discussion points:**  
• Executive Committee discussed process for action plans: action plans should come through the CHC for final approval and a little vetting.  
• Then action plans could go through the Community Relations Committee to be tweaked for consistency of voice. | Ask Caroline Cooley if she’s willing to chair action team for parks/greenways/sidewalks | Ellen |
| 8. Review & approve Feb. 4 CHC agenda | **Key discussion points:**  
• Change: add Policy & Advocacy Committee’s request for advocacy to the agenda  
**Decisions made:**  
• Motion to approve agenda with change above: Ellen Zavisca  
• Second: Karen Pershing  
• Approved unanimously |  |  |
| **Announcement/s/Other** | • Laurie Meschke plans to ask the CHC for comment on an action team planning template. She’ll send it Feb. 12 with a comment deadline of Feb. 19. |  |  |
| **Adjourn** | Next meeting: Thursday, February 25, 8:15 am, Knox County Health Department main conference room |  |  |