# MEETING MINUTES

**Name of Group:** Executive Committee of the Community Health Council  
**Date & Time:** 02/25/16, 8:15 am  

| Attendees | **Members:**  
|-----------|--------------------------------------------------------|-------------------------------------------------|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|           | 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  
|           | Dr. Joe Miles, Assistant Professor of Psychology, University of Tennessee  
|           | **Other:**  
|           | Fiona McAnally, Program Manager, Knox County Health Department  
|           | Erin Read, Health Educator, Knox County Health Department  
| Recorder  | Name: Erin Read, Knox County Health Department  

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<thead>
<tr>
<th>TOPIC</th>
<th>Discussion</th>
<th>ACTION or Follow up</th>
<th>WHO</th>
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| 1. Minutes from 2/3 | **Key discussion points:**  
|       | • No changes  
|       | **Decisions made:**  
|       | • Motion to approve: Karen Pershing  
|       | • Second: Laurie Meschke  
|       | • Approved unanimously  
|       | 1. Contact potential nominee for community slot  
|       | 2. Contact Farragut: mayoral appointee  
|       | 3. Contact Lara Fleming  
|       | 4. Talk with Law Office re: terms |
|       | 1. Martha  
|       | 2. Karen  
|       | 3. Karen  
|       | 4. Erin |
| 2. Nominating Committee update | **Key discussion points:**  
|       | • One Chair-elect nominee: Eve Thomas  
|       | • Working on nominee for community slot in time for March meeting  
|       | • Karen Pershing will contact Debbie Pinchok and/or Mayor McGill of Farragut to discuss his appointee  
|       | • Karen Pershing will reach out to Lara Fleming to see if she would like to serve a full term once her abbreviated term ends March 2016. This needs to go on the County Commission agenda for March 7.  
|       | • Erin Read will talk to the County Law Office and make sure we are on the same page about CHC member terms  
|       | 1. Draft letters for CHC members who’ve missed three meetings  
|       | 2. Organize potential bylaws changes  
|       | 1. Kristy & Erin  
|       | 2. Erin |
| 3. CHC attendance | **Decisions made:**  
|       | • Recommendation for CHC vote: Reduce frequency of full CHC meetings to every other month (first month to skip: May 2016)  
|       | • March Exec Committee meeting: discuss bylaws changes  
|       | • Send letters to CHC members who have missed three meetings unannounced, per bylaws  
|       | 1. Reach out to potential new chair for Policy & Advocacy Committee  
|       | Joe |
| 4. Committee chairs | **Key discussion points:**  
|       | • Discussed appointing/electing new committee chairs every year and having the chair form the committee on their own, with support/suggestions from the Exec Committee if desired  
|       | **Decisions made:**  
|       | • Joe Miles to reach out to potential new chair for Policy & Advocacy Committee  
|       | 1. Reach out to potential CHC |
| 5. Action team update | **Key discussion points:**  
|       | • Erin gave an update on all four action teams  
|       | 1. Joe |
**Decisions made:**
- Joe Miles to reach out to potential CHC liaison with Smoke Free Knoxville, per pending memorandum of commitment
- Exec Committee to send a letter to action team chairs/point people with logistical information

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<th>6. Open Meetings Act update</th>
<th>Key discussion points:</th>
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<td>• Erin updated the group on measures to ensure compliance with the TN Open Meetings Act</td>
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**Decisions made:**
- Will post draft minutes on website within a week of each full CHC or committee meeting

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<th>7. Delegating authority for advocacy</th>
<th>Decisions made:</th>
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<td></td>
<td>• Recommendation for CHC vote: grant authority to Policy and Advocacy Committee to send letters of support/opposition on pending legislation to elected officials as long as position fits with CHC goals and vision</td>
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<th>8. New standing meeting time</th>
<th>Key discussion points:</th>
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<td>• Will set new standing meeting time once new Chair-elect is on board</td>
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**Decisions made:**
- The Executive Committee will meet March 23 at noon if this time works for Kristy Altmann

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<th>9. CHC agenda for March 3</th>
<th>Key discussion points:</th>
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<td>• Add:</td>
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<td>• Exec Comm recommendation on granting authority to Policy &amp; Advocacy Committee to send letters to elected officials on behalf of CHC (see item 7 above)</td>
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<td>• Exec Comm recommendation to decrease frequency of CHC meetings to every other month (see item 3 above)</td>
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**Decisions made:**
- Motion to approve with changes outlined above: Joe Miles
- Second: Karen Pershing
- Approved unanimously

**Announcement s/Other**
- None

**Adjourn**
- Next meeting: Wednesday, March 23, 12:00 pm, Knox County Health Department main conference room