

MEETING MINUTES

Name of Group: Executive Committee of the Community Health Council			
Date & Time: 02/25/16, 8:15 am			
Attendees	<p>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</p> <p>Other: Fiona McAnally, Program Manager, Knox County Health Department Erin Read, Health Educator, Knox County Health Department</p>		
Recorder	Name: Erin Read, Knox County Health Department		
TOPIC	Discussion	ACTION or Follow up	WHO
1. Minutes from 2/3	<p>Key discussion points:</p> <ul style="list-style-type: none"> • No changes <p>Decisions made:</p> <ul style="list-style-type: none"> • Motion to approve: Karen Pershing • Second: Laurie Meschke • Approved unanimously 		
2. Nominating Committee update	<p>Key discussion points:</p> <ul style="list-style-type: none"> • 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. Contact potential nominee for community slot 2. Contact Farragut re: mayoral appointee 3. Contact Lara Fleming 4. Talk with Law Office re: terms	1. Martha 2. Karen 3. Karen 4. Erin
3. CHC attendance	<p>Decisions made:</p> <ul style="list-style-type: none"> • 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. Draft letters for CHC members who've missed three meetings 2. Organize potential bylaws changes	1. Kristy & Erin 2. Erin
4. Committee chairs	<p>Key discussion points:</p> <ul style="list-style-type: none"> • 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 <p>Decisions made:</p> <ul style="list-style-type: none"> • Joe Miles to reach out to potential new chair for Policy & Advocacy Committee 	Reach out to potential new chair for Policy & Advocacy Committee	Joe
5. Action team update	<p>Key discussion points:</p> <ul style="list-style-type: none"> • Erin gave an update on all four action teams 	1. Reach out to potential CHC	1. Joe

	<p>Decisions made:</p> <ul style="list-style-type: none"> • 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 	liaison with Smoke Free Knoxville 2. Draft letter to action team chairs	2. Fiona
6. Open Meetings Act update	<p>Key discussion points:</p> <ul style="list-style-type: none"> • Erin updated the group on measures to ensure compliance with the TN Open Meetings Act <p>Decisions made:</p> <ul style="list-style-type: none"> • Will post draft minutes on website within a week of each full CHC or committee meeting 		
7. Delegating authority for advocacy	<p>Decisions made:</p> <ul style="list-style-type: none"> • 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 		
8. New standing meeting time	<p>Key discussion points:</p> <ul style="list-style-type: none"> • Will set new standing meeting time once new Chair-elect is on board <p>Decisions made:</p> <ul style="list-style-type: none"> • The Executive Committee will meet March 23 at noon if this time works for Kristy Altman 	Confirm March 23 meeting time with Kristy	Erin
9. CHC agenda for March 3	<p>Key discussion points:</p> <ul style="list-style-type: none"> • Add: <ul style="list-style-type: none"> • Exec Comm recommendation on granting authority to Policy & Advocacy Committee to send letters to elected officials on behalf of CHC (see item 7 above) • Exec Comm recommendation to decrease frequency of CHC meetings to every other month (see item 3 above) <p>Decisions made:</p> <ul style="list-style-type: none"> • Motion to approve with changes outlined above: Joe Miles • Second: Karen Pershing • Approved unanimously 		
Announcements/Other	<ul style="list-style-type: none"> • None 		
Adjourn	Next meeting: Wednesday, March 23, 12:00 pm, Knox County Health Department main conference room		

