

## MEETING MINUTES

Name of Group: <b>Executive Committee of the Community Health Council</b>			
Date & Time: 03/23/16, 12:00 pm			
Attendees	<p><b>Members:</b>            Kristy Altman (Chair), Executive Director, Knoxville Track Club            Ellen Zavisca (Chair-elect), Senior Transportation Planner, Transportation Planning Organization            Eve Thomas (incoming Chair-elect), Captain/Internal Affairs, Knoxville Police Department            Dr. Laurie Meschke, Associate Professor of Public Health, University of Tennessee            Dr. Joe Miles, Assistant Professor of Psychology, University of Tennessee</p> <p><b>Other:</b>            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 2/25	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• No changes</li> </ul> <p><b>Decisions made:</b></p> <ul style="list-style-type: none"> <li>• Motion to approve: Kristy Altman</li> <li>• Second: Joe Miles</li> <li>• Approved unanimously</li> </ul>		
2. Nominating Committee update	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Need to follow up with Farragut Mayor about appointee.</li> <li>• Need to follow up with Karen Pershing about Joe Petre and potentially pursue next on the list.</li> </ul>	1. Follow up with Karen Pershing about Farragut appointee 2. Follow up with Karen Pershing about new community rep	1. Ellen  2. Ellen
3. Bylaws changes	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Changes:               <ul style="list-style-type: none"> <li>• Article 3, section 6: add “up to and including a request for resignation.”</li> <li>• Article 4, section 5: change to “Officers shall be elected at a meeting in the first quarter of the calendar year.”</li> </ul> </li> </ul> <p><b>Decisions made:</b></p> <ul style="list-style-type: none"> <li>• Motion to approve with changes: Laurie Meschke</li> <li>• Second: Kristy Altman</li> <li>• Approved unanimously</li> </ul>	Send bylaws changes to CHC by 3/24	Ellen
4. Action Team update	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• All action teams are on track.</li> <li>• Need to be sure we have a liaison between CHC and Smoke Free Knoxville.</li> </ul>	Check in with Amanda Weber about previous request to be liaison between CHC and Smoke Free Knoxville	Joe
5. Letter of support for UT for NIH	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Grant for one-year project with two aims:               <ul style="list-style-type: none"> <li>• Describe epidemiology of NAS</li> </ul> </li> </ul>		

grant application	<ul style="list-style-type: none"> <li>Analyze quantitative data on NAS in East TN from stakeholder meeting, key informant interviews, and other</li> <li>CHC was a big source of quantitative data &amp; are mentioned in application.</li> </ul> <p><b>Decisions made:</b></p> <ul style="list-style-type: none"> <li>Motion to approve CHC letter of support for grant app: Joe Miles</li> <li>Second: Eve Thomas</li> <li>Approved unanimously</li> </ul>		
6. New standing meeting time	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>Will send meeting poll out to this group to set new standing meeting time.</li> </ul>	Send poll	Ellen
7. Conflict of interest forms	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>Every spring we ask Council members to sign conflict of interest forms. Erin will bring to 4/7 meeting.</li> </ul>	Bring conflict of interest forms to 4/7 meeting	Erin
8. Approve agenda for April 7 CHC meeting	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>Need to add conflict of interest forms to agenda</li> </ul>		
Announcements/Other	<ul style="list-style-type: none"> <li>April 7, 8:30 am to 12:30 pm, Baker Center event on business and health communities, hosted by UT College of Nursing and Haslam College of Business. Ellen will include info in CHC reminder.</li> <li>April 8: speaker Mark Fenton coming to speak to elected and appointed officials, Ellen may have space to invite some Council members. Will email if there is space. Mr. Fenton is also speaking earlier that day at the Childhood Obesity Coalition luncheon, so some Council members may already have the opportunity to hear him.</li> </ul>		
Adjourn	Next meeting: TBD		

