

## MEETING MINUTES

Name of Group: <b>Executive Committee of the Community Health Council</b>			
Date & Time: 05/10/16, 1:00 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. Martha Buchanan, Director, Knox County Health Department            Melissa Knight, Executive Director, InterFaith Health Clinic            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 3/23	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Change: section 3, fix misspelling of Laurie Meschke’s name</li> </ul> <p><b>Decisions made:</b></p> <ul style="list-style-type: none"> <li>• Motion to approve: Kristy Altman</li> <li>• Second: Eve Thomas</li> <li>• Approved unanimously</li> </ul>		
2. State Health Improvement Plan, feedback	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Dr. Laurie Meschke presented the current draft of the State Health Improvement Plan, regional section focusing on Neonatal Abstinence Syndrome in East TN.</li> </ul>		
3. Discuss framework for reviewing action plan	<p><b>Decisions made:</b></p> <ul style="list-style-type: none"> <li>• The Executive Committee will provide detailed feedback on the action plans using the framework.</li> <li>• Action Team leads will incorporate feedback and present action plans at the August CHC meeting.</li> </ul>		
4. Appointees: Farragut mayor & community rep	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Two open slots on CHC, one community slot &amp; one appointed (Farragut mayor).</li> </ul>	1. Reach out to Farragut 2. Reach out to potential community rep	1. Ellen 2. Martha
5. Action teams update	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• All Action Teams on track to complete action plans by mid-July.</li> </ul>		
6. New standing meeting time	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• New standing meeting time: 4<sup>th</sup> Thurs, 2pm-3pm</li> </ul>		
7. Approve agenda for June 2 CHC meeting	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Suggestions for speaker for June 2 meeting</li> </ul>	Reach out to potential speaker for June 2 mtg	Ellen
Announcement s/Other	<ul style="list-style-type: none"> <li>• New non-profit A Step Ahead wants to start Knoxville chapter and increase access to contraception for young women. Focusing on long-acting, reversible contraception. Have chapters already in Nashville and Memphis. Need an executive director for local chapter.</li> </ul>		

Adjourn

Next meeting: June 23, 2pm-3pm, main conference room, Knox County Health Department, 140 Dameron Avenue

