## MEETING MINUTES

**Name of Group:** Executive Committee of the Community Health Council  
**Date & Time:** 05/10/16, 1:00 pm

| Attendees | Members:  
|-----------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
|           | 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  
|           | **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  

### TOPIC

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<thead>
<tr>
<th>Discussion</th>
<th>ACTION or Follow up</th>
<th>WHO</th>
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| 1. Minutes from 3/23 | **Key discussion points:**  
| | • Change: section 3, fix misspelling of Laurie Meschke’s name  
| | **Decisions made:**  
| | • Motion to approve: Kristy Altman  
| | • Second: Eve Thomas  
| | • Approved unanimously  
| 2. State Health Improvement Plan, feedback | **Key discussion points:**  
| | • Dr. Laurie Meschke presented the current draft of the State Health Improvement Plan, regional section focusing on Neonatal Abstinence Syndrome in East TN.  
| 3. Discuss framework for reviewing action plan | **Decisions made:**  
| | • The Executive Committee will provide detailed feedback on the action plans using the framework.  
| | • Action Team leads will incorporate feedback and present action plans at the August CHC meeting.  
| 4. Appointees: Farragut mayor & community rep | **Key discussion points:**  
| | • Two open slots on CHC, one community slot & one appointed (Farragut mayor).  
| | 1. Reach out to Farragut  
| | 2. Reach out to potential community rep | 1. Ellen  
| 5. Action teams update | **Key discussion points:**  
| | • All Action Teams on track to complete action plans by mid-July.  
| 6. New standing meeting time | **Key discussion points:**  
| | • New standing meeting time: 4th Thurs, 2pm-3pm  
| 7. Approve agenda for June 2 CHC meeting | **Key discussion points:**  
| | • Suggestions for speaker for June 2 meeting  
| | 1. Reach out to potential speaker for June 2 mtg | Ellen  

### Announcements/Other

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