

MEETING MINUTES

Name of Group: Executive Committee of the Community Health Council			
Date & Time: 03/23/17, 2:00 – 4:00 pm			
Attendees	<p>Members: Ellen Zavisca (Chair), Senior Transportation Planner, Transportation Planning Organization Capt. Eve Thomas (Chair-elect), Internal Affairs, Knoxville Police Department Kristy Altman (Past Chair), Executive Director, Knoxville Track Club Dr. Martha Buchanan, Director, Knox County Health Department Lara Fleming, Operations Officer & Dir of HR, The Trust Company Dr. Laurie Meschke, Associate Professor, University of Tennessee Dept of Public Health</p> <p>Other: Fiona McAnally, Program Manager, Knox County Health Department Erin Read, Health Educator, Knox County Health Department Michael Thomas, Program Manager, Knox County Health Department</p>		
Recorder	Name: Erin Read, Knox County Health Department		
TOPIC	Discussion	ACTION or Follow up	WHO
1. Minutes from 1/26	<p>Decisions made:</p> <ul style="list-style-type: none"> • Motion: Kristy Altman, second: Eve Thomas • Minutes approved unanimously with no changes 		
2. Tobacco Settlement Funds	<p>Key discussion points:</p> <ul style="list-style-type: none"> • Michael Thomas presented potential smoke-free project with Zoo Knoxville <p>Decisions made:</p> <ul style="list-style-type: none"> • CHC and Smoke-Free Knoxville’s Executive Committees to meet for joint work session to plan use of \$25,000 set aside from tobacco settlement 		
3. Nominating Committee update	<p>Key discussion points:</p> <ul style="list-style-type: none"> • One open slot on CHC <p>Decisions made:</p> <ul style="list-style-type: none"> • Nominating Committee to confer via email about candidate to reach out to 		
4. CHIP update to public bodies	<p>Brief CHIP updates to public bodies & others:</p> <ul style="list-style-type: none"> • Metropolitan Planning Commission: March 7, Kristy Altman • School Board: April 3, Ellen Zavisca • County Commission: March 27, Eve Thomas • City Council: April 11, Melissa Knight • Trinity Health Foundation: March 8, Kristy Altman & Erin Read 		
5. CHIP partner highlights	<p>Key discussion points:</p> <ul style="list-style-type: none"> • All CHIP partners implementing action plans, highlights given • Will have more synthesized update for CHC 		
6. Legislative update	<p>Key discussion points:</p> <ul style="list-style-type: none"> • Tracking bills around tobacco preemption, zoning and design, harm reduction, and others. 		
7. Review CHC agenda 4/6	<p>Decisions made:</p> <ul style="list-style-type: none"> • No major changes 		

Planning Meeting			
8. Affirm or adjust: CHC structure	Decisions made: <ul style="list-style-type: none"> • Affirm CHC structure (number of members, meeting schedule, speaker schedule) • Adjust CHC meeting schedule: meetings tentatively moved to third second Thursday of every other month, starting in June 2017 (**changed at the full CHC meeting) 		
9. Affirm or adjust: CHC outreach	Decisions made: <ul style="list-style-type: none"> • Affirm outreach plan • Post fact sheets on top 20 CHA health issues on website 		
10. Affirm or adjust: roadmap for next year	Decisions made: <ul style="list-style-type: none"> • Affirm roadmap for next year • Plan for fall 2017 CHIP partner meeting 		
Announcements/Other	<ul style="list-style-type: none"> • Smoke-Free Knoxville is hosting a Community Dialogue session April 12, 9am to 1pm, lunch provided, at the UT Extension Office at 1801 Downtown West Blvd. Participants are invited to provide input to the TN Department of Health on specific tobacco issues. 		
Adjourn	Next meeting: May 25, 2017, 2pm-3pm, Knox County Health Department, second floor, main conference room		

