

**MEETING MINUTES**

Name of Group: <b>Executive Committee of the Community Health Council</b>			
Date & Time: 09/29/17, 1:00 – 2:00 pm			
Attendees	<p><b>Members:</b>                  Dr. Martha Buchanan, Director, Knox County Health Department                  Lara Fleming (Chair-elect), Operations Officer &amp; Dir of HR, The Trust Company                  Dr. Joe Miles, Assistant Professor of Psychology, University of Tennessee (phone)                  Capt. Eve Thomas (Chair), Knoxville Police Department                  Ellen Zavisca (Past Chair), Senior Transportation Planner, Transportation Planning Organization (phone)</p> <p><b>Other:</b>                  Erin Read, Health Educator, Knox County Health Department</p>		
Recorder	Erin Read, Knox County Health Department		
TOPIC	Discussion	ACTION or Follow up	WHO
1. Minutes from 7/27	<p><b>Decisions made:</b></p> <ul style="list-style-type: none"> <li>• Motion: Lara Fleming, second: Martha Buchanan</li> </ul>		
2. CHC agenda, 10/12	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Add Youth Risk Behavior Survey data briefing, and information on upcoming Behavioral Risk Factor Survey</li> </ul>		
3. Membership review	<p><b>Key discussion points:</b></p> <ul style="list-style-type: none"> <li>• Five open slots in April 2018 (two appointed)</li> <li>• Chair to reach out to potential new members</li> <li>• Chair and staff to send letter to appointing individuals/bodies (City Mayor and Farragut Board of Aldermen) to see if they want to reappoint current reps</li> <li>• CHC will vote on new members at Feb meeting</li> </ul>		<p>1. Reach out to potential new members</p> <p>2. Letter to City Mayor &amp; Farragut Board</p> <p>1. Eve</p> <p>2. Eve, Erin, Fiona</p>
4. Adjourn	Next meeting: Jan. 25, 2018, 2pm-3pm, Knox County Health Department, second floor, main conference room		

