

State of Florida Department of Health
Bureau of Family and Community Health
Healthy Start Redesign Committee (Steering Committee)
June 27, 2011

Meeting Minutes

Attendees:

Kris-Tena Albers, Florida Department of Health, Division of Family Health Services
Fred Leonard, Healthy Start Coalition of Manatee County, Inc.
Patricia McWhirter, Healthy Start Coalition of Osceola County, Inc.
Jane Murphy, Healthy Start Coalition of Hillsborough County, Inc.
Annette Phelps, Florida Department of Health, Division of Family Health Services
Mary Jo Plews, Healthy Start Coalition of Hardee / Highlands / Polk
Cathy Price, Florida Department of Health, Division of Family Health Services
Bill Sappenfield, Florida Department of Health, Division of Family Health Services
Shelley Robertson, Robertson Consulting Group
Carol Scoggins, Florida Department of Health, Division of Family Health Services

Topic: Minutes and other documents

There were no comments on the minutes or other documents; packages will continue to be sent as one WORD document.

Topic: Communication strategy

Members discussed the importance of clear communication with a number of stakeholders:

- DOH Leadership
- Healthy Start Coalition Executive Directors
- Healthy Start providers, both county health departments and others

After discussion, the members determined that Robertson Consulting Group will prepare a one page summary of the process for distribution. This summary will include a brief overview of the redesign process with an emphasis on the two-year timeframe; process update (tasks completed); next steps; and opportunities to provide input. The one-page summary will be distributed by DOH and FAHSC to their respective stakeholders. Communication was discussed again in the next two agenda items.

Topic: July 2011 FAHSC meeting

At the FAHSC meeting, the following will be communicated: 1) the overall goal of the redesign process (similar to the "overview" document); 2) the process and timeline; and 3) the

inclusiveness of the effort with a listing of current committee members, how they were recruited, and the opportunities for input.

Topic: Any issues?

Participants next discussed any issues that are/could impact the process and came back to the issue of communication once again. The one-page summary will be posted on the FAHSC website and on the DOH Healthy Start page; a place for people to provide feedback in addition to through the existing committee structure was also discussed. Participants also noted the necessity of reaching out pro-actively to front line staff as well as opportunities to communicate about the redesign process, including at “meet me” calls, FAHSC calls, and others.

Updates: Summary of research and evidence reviewed; Subject Matter Experts (work group) roster

Participants discussed best methods for distributing and obtaining feedback on the research review. Methods include noting clearly on the first page and footer that this is a resource for planning and not a proposal or decision, providing context for input, and using an electronic survey to focus feedback around interventions and risk factors included and excluded. Bill noted that in the draft document, currently all levels of evidence are treated equally, that limitations of interventions need to be noted, and that not all risk factors are equally amenable to intervention.

Shelley provided a list of the current Subject Matter Experts. Participants noted that there was not a private (non-CHD provider) and that there were not many stakeholders from outside the current Florida Healthy Start system. It was noted that as the process unfolded, there would be additional opportunities for input through task forces and that membership may change over time as well. “Fresh” perspectives and private providers will be prioritized for task forces. Participants suggested asking Lo Berry to participate.

Next meeting

The next meeting will be August 2nd at 3:00. Agenda items will be added to share what messages have been communicated, what feedback has been received, and what is to be communicated after each meeting for consistency.

Next steps and follow up

- Prepare one page communication overview.
- Jane Murphy to let Lo Berry know that Shelley will call her; Shelley to call Lo Berry.
- Add the Redesign Process as an agenda item on existing distribution channels.
- Post the one-page overview to respective websites.