

Minority Health Advisory Committee Meeting
February 9, 2007
Location - VDH - Richmond, VA - Mezzanine Conference Room

Member Attendees: Jane Cabarrus, David Simmons, MSN, RN, CNN, Lucie Ferguson, PhD, MPH, RN, Pharia Le

Absentees: Gail Jennings, Rudolph Wilson, Michael Pyles, Paul Puryear, Judy Anderson, Baxter Harrington, Gloria Addo-Ayensu, Annette Holmes

Staff Attendance: Rene Cabral-Daniels, Karen Reed, Cynthia Beadle, Ellen McCutcheon

Welcome: Rene Cabral-Daniels

Rene commenced the meeting by welcoming everyone. She informed the committee that the OMH would be hosting the 2nd Annual Black History Month Celebration on February 23, 2007. Baxter Harrington, a MHAC member will be one of two keynote speakers.

Adoption of Agenda - MHAC Members

The agenda was adopted as presented.

Approval of Minutes from December 21, 2006 meeting - MHAC Members.

The minutes were approved.

Introduction MHAC Members:

MHAC members introduced themselves.

MHAC Operating Guidelines/Meeting Protocol: OMH Staff

Members were provided with the updated MHAC Operating Guidelines and Meeting Protocol. Cynthia Beadle provided a brief overview of guidelines. Rene Cabral-Daniels reiterated that MHAC meetings must be conducted in accordance with laws pursuant to Code of Virginia § 2.2-30701. She then read the definition from the Code of Virginia. There was discussion of the definition of a "Meeting. Specifically members were reminded that Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. Additionally, Rene reiterated that guidelines require that meetings begin and end on time with minimum interruptions. The guidelines also included member participation and separation procedures. The MHAC members supported the Operating Guidelines.

MHAC Meeting Facilitator(s)

MHAC Operating Guidelines provide for provision and duties of meeting facilitation. The facilitator(s) will guide the meeting process, follow the agenda format and move to achieve expected outcomes by the conclusion of the meeting. Members will decide upon facilitators at the next scheduled meeting.

MHAC Member Status - OMH Staff

Karen Reed reported that the Commissioner Robert Stroube, sent a letter to MHAC members who have been absent for an extended period of time to determine if they remain interested and available to serve on the MHAC. The MHAC roster was updated to reflect the change in member status. Membership listing has been updated on the MHAC website page.

The Commissioner is considering additional members. MHAC members may refer suggestions for potential members directly to the Commissioner or send member suggestions to the OMH staff for referral to the Commissioner.

MHAC Planning Activities for 2007

MHAC members spent the majority of the meeting brainstorming and discussing broad action plans. The discussion was framed around MHAC's mission as follows related to health disparities;

1. Provide recommendations to the Commissioner of the Virginia Department of Health.
2. Identify limitations associated with existing laws, regulations, programs and services.
3. Identify and reviewing health promotion and disease prevention and control strategies.
4. Support policies and legislation to improve accessibility and delivery of health services.

1. **Provide recommendations to the Commissioner of the Virginia Department of Health.**

Request that Dr. Stroube attend one MHAC meeting annually and address the following topics.

- Provide a summary/report of the Governor's administration's position related to minority health issues, budget and program support.
- Report on the State of Minority Health
Utilize the Minority Health Advisory Committee expertise and qualitative data collected from community leaders for contribution to the development of the report content. Include information on:
 - Disparities
 - Access
 - Workflow
 - Underserved Areas
 - Population based issues (birth/death)
 - Insurance
 - Prevention Services/No comprehensive follow-up
 - Environmental/safety Concerns

Also, there was discussion regarding participation in the presentation of the report to the Joint Commission on Healthcare.

The committee would like an MHAC Operating Budget

- The funding would be used to facilitate a number of programs and needs.
- Committee members indicated programs proposed would be contingent upon budget amount.
- Committee would like to initially explore a budget - appropriation of approximately- \$250,000 and develop specific programs and outcomes based upon that amount.
- Some budget funding would include:
 - Staff consulting
 - Programs
 - Administrative Support

Pilot project (based on regional data)
Case management follow-up after community screenings
Emergency Preparedness Plan(s) for Minorities

Committee members agreed to further define parameters of the budget request prior to submitting request to Commissioner. This item will be discussed at next meeting. Members are to bring substantive proposals for next meeting.

The committee would like an immediate allocation of funding to cover travel and lodging expense associated with participation on the MHAC.

The OMH reminded members that they may participate from their local health department via teleconference. Contact must be made with OMH staff for scheduling as soon as possible.

- 2. Identify limitations associated with existing laws, regulations, programs and services.**

Minority Education and Awareness

The MHAC strongly expressed the importance of cultural sensitivity involving minority promotional and educational awareness materials/information designed to reach and capture the attention of priority populations. The need for accurate census data is critical to this initiative. Current census training curriculum may need reviewing to ensure that desired outcomes are achieved.

Statewide and Regional MHAC Initiatives

Request that all bills pertaining to minority health that are monitored by the OHPP when the General Assembly is in session be forwarded to the MHAC as received.

Child Health Policies

Based on the health and health care related vulnerability of the 0-21 year(s) of age residents of the Commonwealth, publicly administered social programs i.e. FAMIS current policies should be reviewed to ensure the health equity of these residents.

3. **Identify and reviewing health promotion and disease prevention and control strategies.**

The MHAC could review VDH health initiatives within the agency focusing on minority populations i.e. health literacy and promotion information related to CLAS ACT and make recommendations based upon review.

OMH could provide summary report to the Commissioner following MHAC quarterly meetings with summary/response from Commissioner made available at the next quarterly meeting or earlier if the situation warrants.

Statewide Minority Health Conference

MHAC members will decide on scope and breadth of conference and request assistance in researching conference resources.

Town Hall Meetings

The MHAC requested that OMH research and provide the committee with protocol for Town Hall Meetings and include these findings to the MHAC minutes for February 9, 2007. MHAC Town Hall meetings input may include data driven - grass roots efforts and a strategic approach.

MHAC member - David Simmons agreed to send Town Hall Best Practice to OMH and that information would be forwarded with agenda/minutes - depending upon date received.

The OMH agreed to research and provide resources to include meeting formats, process, outcomes and dissemination processes. The OMH researched this topic via internet and has found a couple of models that MHAC may want to consider in planning Town Hall meetings. Members may want to click on the following web pages.

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-21819.htm>

This link takes you to guidelines utilized by SOCIAL SECURITY ADMINISTRATION Regarding : Additional Town Hall Meetings/AGENCY: ACTION/SUMMARY

A second Town Hall Format – that the group may want to review is:

http://www.keepdenvermoving.com/get_involved/meeting_notices.aspx . This link focuses on Meetings/Open Houses format for five town meetings that were held to solicit community input. Each meeting had specific project focus and objectives. If you click on the links within you will get a feel for how the meetings were conducted, recorded, community input, dissemination.

OMH's online research through various internet search engines produced an array of topics but none closely aligned with MHAC's mission and Town Hall formats.

4. Support policies and legislation to improve accessibility and delivery of health services.

The MHAC acknowledges changes in Virginia's population with increasing diversity. Discussion included having specific language related materials that reflected the population shift.

BRAINSTORMING CONCLUSION/SUMMARY - MHAC Members

MHAC members discussed the merits of topics listed and available resources to act on above suggestions. MHAC decided that in order to move forward it must decide on some course of action. MHAC members decided to focus on the MHAC Mission listed below:

- Provide recommendations to the Commissioner of the Virginia Department of Health.
- Identify and reviewing health promotion and disease prevention and control strategies.

The members recognized that their abilities to decide upon a course of action was limited based upon an available budget. Accordingly, members decided that they would establish some parameters around their request and be prepared to discuss same at the next meeting.

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NEXT ACTION STEPS...

OMH Agreed that their next actions would be.....

- OMH agreed send network notification to VDH
- OMH agreed to send invitations to other groups as supplied by MHAC.
- OMH continue to send Email notification regarding opportunities posted on OMH website.
- OMH agreed to forward minutes to Commissioner.
- OMH set up press conference regarding future MHAC activities – once decided.

Members agreed that the agenda items would be:

- As MHAC would like to enhance meeting attendance to include expanding meeting notifications to individuals/groups from around the state with a mission similar to MHAC's.
- MHAC members are to send name and contact information for OMH to send meeting notification.
- Discuss summary of brainstorming activities
- Select Group Facilitator (s)
- Discuss Budget Request – Members are to forward suggestions to OMH to be included with Agenda for discussion at meeting.
- Update on Member Status – new members
- Update on Commissioner's response to request for travel/lodging reimbursement for attendance at MHAC meetings.

The meeting was adjourned.

The next MHAC meeting is scheduled for:

April 10, 2007 - 11:00 a.m. -1:00 p.m.

Location – Virginia Department of Health, 109 Governor Street, Richmond, VA

Future MHAC Meeting Dates – 2007

July 10, 2007 **Time:** 11:00 am-1:00 pm

October 9, 2007 **Time:** 11:00 am-1:00 pm

Questions or special needs – please contact: Cynthia Beadle, Minority Health Specialist – 804-864-7427 – Cindi.Beadle@vdh.virginia.gov

Minutes prepared by: Ellen McCutcheon/Cynthia Beadle

Minutes reviewed by: Karen E. Reed