



CPAA Support Team

Meeting Summary, 9/24/2015

I. Communications Plan Development

The Support Team provided some ideas for the CHOICE staff to include in the draft Communications Plan, especially in regards to the portion of the CPAA's contract requirement to "focus on outreach to and engagement of diverse communities and non-traditional multi-sector organizations or agencies." The group provided the following guidance on which communities and multi-sector agencies should be targeted, including:

Diverse Communities:

- Asian community in Thurston (Korean Women's Association)
- Hispanic group in Mason/Thurston
- NAACP

Non-Traditional Sectors:

- EMS, paramedics
- Consumers
- Non-traditional housing providers: (other than realtors)
 - Foster care
 - Adult family homes (Elma Home Care)
- Criminal Justice (maybe via public health connections)

The communications plan will need to include strategies for maintaining engagement with these community groups.

Action: CHOICE staff will create a draft Communications Plan to bring to the next council meeting.

II. Finance Committee

The Support Team reviewed the draft Finance Committee Charter that was shared at the last CPAA Council meeting. They agreed the charter needed the following additions and revisions:

- Clarify a specific requirement for certain numbers of people on the committee to be CPAA Council members. – It was suggested that either the chair, or at least one committee



- member, or 50% of the committee should be required to be part of the CPAA council in order to maintain a similar structure and representation of the governing body. Additionally, the charter should clarify that if a member of the finance committee is not a part of the CPAA Council, that person does have a relevant association with a represented organization.
- Nominations to the committee (especially for non-council members) should come from the CPAA Council or the backbone organization.
 - Make the committee members, meetings, decisions, and materials transparent to the entire council. Explain that the purpose of this transparency is to maintain a high level of accountability and invite engagement from any non-committee council members who may have questions or concerns about the CPAA's finances. (The Support Team agrees that for logistical and administrative purposes, it would be appropriate for council members to voice their financial concerns to committee members individually, rather than have widely open finance committee meetings.)
 - Delineate a fiscal policy between the backbone and the CPAA Council. (CHOICE as the backbone already has its own robust fiscal policy, but defining the fiscal relationship as outlined in the CPAA charter would be helpful.)
 - Clarify that committee meetings will be held quarterly.
 - Remove "along with funding strategies to achieve them" from the third sub-bullet under "Member Roles." This removal further clarifies the finance committee's role as separate from a future funding development type committee.

Action: CHOICE staff will revise the finance committee charter and have a final to be approved at the October 8th council meeting.

III. Regional Health Improvement Plan (RHIP)

The Support Staff reviewed the RHIP document and the CPAA's contract with the Health Care Authority, which requires "strategies to mobilize" and an "initial action plan" by January 2016. The group agrees that some detailed work is needed in order to get the CPAA's Regional Health Improvement Plan to the point of being actionable.

One suggestion was to have a smaller group develop a list of projects that align with the CPAA's five priority areas, rather than continuing to prioritize strategies in the larger council meetings. Another suggestion was to have the council rate each strategy according to a list of criteria. The group discussed some potential criteria:

- Meeting the Triple Aim (improving health, improving care, reducing costs)
- Being evidence-based (including promising new practices)
- Demonstrating a return on investment within three years
- Building on existing momentum
- Engaging multiple sectors and counties



- Being scale-able (spreadable)
- Being feasible (realistically actionable)

The Support Team agreed that the final RHIP should have a balance between specificity for action and generality to encourage broad participation. This balance will include short-term strategies with the goal of increasing local engagement, mid-term strategies with the goal of increasing regional awareness and funding opportunities, and long-term strategies with the goal of sustainable change. The group agrees that the council should get close to an “early win” action plan with short-term strategies in early October in order to meet the contract deliverable deadline. The council will likely have to tackle some of the scoring work on the more detailed strategies outside of the monthly council meeting.

Action: In order to give the council a detailed RHIP document with strategies that can be scored at the October 8th council meeting, backbone staff will work on fleshing out the existing strategies and creating a score sheet using the criteria discussed. In order to review the fleshed out RHIP and the score sheet criteria before the council meeting, CHOICE will host a one hour conference call meeting for the Support Team.

IV. October Council Meeting Agenda

Considering the urgency to develop some action plans, the Support Team thinks it would be a good idea to allow more time for RHIP discussion and development. The group agrees that keeping a brief update about the Youth Behavioral Health Project at the top of the meeting will help encourage the RHIP discussion by highlighting some tangible work that the alliance is already doing.

V. Next Steps

- **The additional RHIP Development meeting is scheduled for October 6, 2015, 9:00-10:00AM via teleconference.**
- The Next CPAA Council Meeting is scheduled for **October 8, 2015, 1:00–4:00PM at Summit Pacific Medical Center.**
- The next Support Team meeting is scheduled for **October 22, 2015, 1:30–3:30PM via teleconference.**
- **CHOICE** staff has requested assistance from individual council members and area experts in order to fill in details on the RHIP strategies in preparation for the October Council meeting.