

CHART Meeting Agenda  
Monday, June 22, 2009  
12-4 PM

- I. Introductions- All
  - A. NACDD Partners
  - B. ACHIEVE Lake County
  
- II. CHANGE Tool Assessments- CHART
  - A. Report one strength and one area of improvement in each completed assessment
  - B. Identify areas in each sector where assessment still need completed
  
- III. ACHIEVE Budget- Ron Graham
  
- IV. ACHIEVE SharePoint Site- Coaches
  
- V. Action Institute- Coaches
  - A. Objectives for the Institute
  - B. What to expect after the Institute
  
- VI. Next Meeting- August 20 from 2-4 p.m.

ACHIEVE  
CHART Meeting  
June 22, 2009

**Present:** Matt Battiato, Job and Family Services  
Mary Ann Blakely, Lakeland Community College  
Kathy Durchik, Health District  
James Gills, Engineers' Office  
Dave Kotapish, L.C. GIS Dept.  
Lee Homyock, City of Painesville, Dept of Recreation  
Brian Katz, Willoughby Parks and Recreation  
Wayne Lindstrom, Crossroads  
Stephen Madewell, Lake Metroparks  
Richard Schule, Steris Corp.  
Traci Salkiewicz, Engineers' Office  
Dan Troy, Lake County Commissioners  
Nancy Schaefer, ACHIEVE State Health Dept. Expert Advisor

Dick Bennett, Lake County YMCA  
Mary Ellen Condon, Family and Child First Council  
Jim Fodor, Painesville City Local Schools  
Dave Gilmer, L.C. Community Improvement Corp  
Ron Graham, Health District  
Tori, Luyster, Health District  
Jan Meyer, Ohio Action for Healthy Kids  
Sharon Minjares, Lake Hospital System  
Kathy Milo, Health District  
Maureen O'Hearn, Health District  
Cathy Zeller, Starting Point  
Lisa Sciliano-Miller, OSU Cooperative Ext. Agency

**Guests:**

Ali Jaglowski, Randy Kirkendall and David Yum , National Association of Chronic Disease Directors (NACDD)

Tori Luyster, ACHIEVE Coach, opened the meeting at 12:09 p.m. Ms. Luyster welcomed the Community Health Action Response Team (CHART) members and introduced the guests. Ms. Luyster reported that she, Maureen O'Hearn, and an Environmental Health Sanitarian escorted the NACDD members on a tour of western Lake County this morning and plan to visit downtown Willoughby in the evening and then a tour of eastern Lake County on Tuesday morning.

**I. Introductions:**

Each NACDD guest introduced self and gave a brief description of their relationship with ACHIEVE. Ms. Jaglowski also gave a brief overview of the ACHIEVE Initiative nationally as well as locally and its partnerships (YMCA, CDC, Parks and Recreation, NACCHO etc) and stated the group was here as an observation team. Ms. Jaglowski encouraged Lake County to utilize our State Partner Nancy Schaefer.

Roundtable introductions and job/organization description given by each CHART member.

Ms. Luyster noted that Linda Reed from a local Chamber of Commerce had been contacted but is unable to commit to the team at this time. Ms. Luyster asked the team to forward any ideas of other agencies/organizations that might be added to CHART. At this time we will be working as a county-wide approach and as the Community Action Plan (CAP) is drafted we may then see that we may be more specific in our membership utilizing a certain political subdivision.

**II. Assessments:**

Ms. Luyster gave an excel presentation of the completed Assessments.

Community at Large (Lake County) – Completed by CHART committee members.

Worksite – Two completed. 1) Mary Ann Blakely of Lakeland Community College; 2) Rich Schule of Steris Corporation.

School - One completed by Jim Fodor of Painesville City.

Community Institution/Organization (CIO) – One completed by Dick Bennett of Lake County YMCA

Healthcare – One completed by Sharon Minjares of Lake Health.

Each completed Assessment was reviewed and an overview was given by the person who completed the Assessment on how they arrived at their results. Each excel spreadsheet assessment has a pop-up box to be used for additional comments/explanations. There were also several GIS maps attached to the Community at Large

Assessment to show i.e., bus stops, supermarkets, parks, etc. The interpretation of “Suburban” was questioned as compared to rural and urban. It was decided to use Suburban with an explanation in the pop-up box stating as

There are enough completed Assessments to take to the Action Institute in Denver but more will be needed by August meeting. All assessments are then added to summary assessment sheet.

Ms. Jaglowski explained the assessment scale and what the results represent.

Several members agreed to do the following assessments:

CIO:	Mary Ellen Condon- Health District Matt Battiatto- Job and Family Services
Schools:	Cathy Zeller- Mentor Schools Traci Salkiewicz- Eastlake/Willoughby and Madison Schools
Health Care:	Maureen O’Hearn- Premier Pediatrics Ron Graham- Free Clinic Mary Ellen Condon- MRDD ADAHMS Board- Ron Graham and Wayne Lindstrom
Worksite:	Lee Homyock- Linda Reed from Chamber of Commerce Dave Gilmer- Submit a list of small worksites in Lake County to review for potential

It was suggested that the Lake County Education Service Center, Lake County Board of Alcohol and Drug Addiction and Mental Health and Mental Retardation/Developmental Delay Board also be contacted to do an assessment.

All assessments should be sent to Ms. Luyster via email so that the excel spreadsheet comments are included. If any of these assessments can be done before the Action Institute they need to be turned in by July 15. If not then the deadline is August 13, 2009.

## **II. Budget**

Ron Graham distributed Lake County ACHIEVE budget overview to members. Mr. Graham noted that the full \$75,000 is received up front. He projected the three year budget by including the staff salaries and the expenses incurred from the Atlanta/Denver travel costs. The ACHIEVE coaches salaries takes up most of the budget now but hopefully that will go down to 8 hours a week. This should leave a balance of approximately \$20,000 to \$32,000 for one project subject to the Lake County General Health District purchasing and contract policies or yearly projects of approximately \$6,500 to 10,500 per year. Hopefully additional monies may be available through other grant funding and/or through in-kind company/agency/institution collaboration.

Ms. Jaglowski also gave examples of how other communities have received extra dollars either by matching dollars or receiving grant dollars. Some additional money may be available through the NACDD either by grants or first come first serve dollars.

## **IV. Websites:**

There are two websites available – ACHIEVE Community Site which is a public website that shares other community successes; and Share Point which at this time is accessed by the Lake County ACHIEVE coaches. Share Point has the documentation and tools section, discussion forum, calendar and tasks section.

Mr. Yum (NACDD) can assist with setting up Share Point for Lake County to be committee friendly.

## **V. Action Institute:**

Action Institute July 21-23, 2009 – Denver Colorado. Arrangements for the twelve attending have been secured.

Completed Assessments will be taken (hard copy and e-copy). This conference will be for brainstorming and to assist us in writing our CAP. CHART members will share their experiences from Denver at the August meeting.

Further explanation was provided by Ms. Jaglowski of factors that would implement our CAP. Existing data and local information may be utilized as part of the assessment phase in addition to the required CHANGE tools that are currently being completed.

**VI. Miscellaneous:**

A third ACHIEVE coach is needed that is outside of the Health District. Ms. Luyster asked for suggestions be brought to the August meeting.

Ms. O'Hearn lead the discussion on some of the weaknesses found in Lake County (some mentioned from the first tour).

Ms. Luyster will email all the completed Assessments to CHART members as well as the site visit report from the NACDD team.

Adjournment was 2:20 p.m.

NEXT MEETING      August 20, 2009 2-4 p.m.  
Lake County General Health District

Respectfully submitted,

Judi Waite/Tori Luyster