



Partnership for a Healthy Community Board Meeting

November 18, 2021

1:00pm-2:30pm

Teams

AGENDA

1. **Approve 10/28/2021 meeting minutes (Action) (Pages 2-5)**
2. **Committee Updates**
 - a. Mental Health & Substance Use
 - b. HEAL
 - c. Cancer
 - d. Data Team
3. **Board Business**
 - a. Continuum's Point in Time Count (Discussion) – *Kate Green*
 - b. Marketing Media Updates – *Hillary Aggertt*
 - c. 2022 Partnership Board Meeting Dates (Action) (**Page 6**)
 - d. 2022 Annual Report & Meeting (Discussion)
 - e. Partnership Board Bylaws (Information) (**Pages 7-13**)
 - f. Partnership Board Nominations
4. **Member Announcements**

Next Meeting:

Thursday, December 16, 2021

1:00pm-2:30pm

Teams



Partnership for a Healthy Community Board Meeting Minutes October 28, 2021

Members Present via Microsoft Teams:

Monica Hendrickson
Greg Eberle
Ann Campen
Kate Green
Chris Setti
Adam Sturdavant
Nicole Robertson

Lisa Fuller
Amy Fox
Joel Shoemaker
Larry Weinzimmer
Kaitlyn Streitmatter
Hillary Aggertt

Others Present:

Amanda Smith

Amy Roberts

Approval of 09/23/2021 Meeting Minutes

Mr. Setti made a motion to approve the meeting minutes from the September 23, 2021 meeting. Motion was seconded by Ms. Fox. Motion carried (11,0).

Committee Updates

Mental Health & Substance Use

Ms. Bill was not able to attend the meeting, but her update was emailed to the Board after the meeting. Ms. Hendrickson noted that Ms. Bill's main issue continues to be the small committees taking on a lot of work.

Ms. Aggertt entered the meeting at 1:05 pm.

HEAL

Ms. Streitmatter stated that HEAL is going to conduct Partnership meetings in November to have a better understanding of what their members do in the regular line of work to better coordinate their objectives. They laid out a plan for the CHNA and for the upcoming cycle. They are looking into Move It Mondays, looking at individuals with access needs and how to get them moving. Ms. Fox stated there are a variety of programs that are free. Every Monday, content is pushed out and there is information around a variety of topics including mental health and tobacco cessation. There is also content for teachers as well. Ms. Fox would be stated she would be happy to talk to any other team about the different areas that Move It Monday supports. Ms. Streitmatter stated they would be applying for the People, Parks, & Power grant. HEAL will be partnering with the Peoria Park District and Carver Center, they are currently writing a letter of intent.

Cancer

No one was on to update the Board on the Cancer Committee.

Data Team

Ms. Smith stated they have been working to help support the survey collection, as well as social determinants of health and food insecurity data. They have been working on suicide data collection to be presented to the Mental Health and Substance Use Action Team. They are working towards an

objective definition for childhood obesity, and it has been shared with HEAL. Ms. Smith stated she has been working on the Sharing Impact/Conduit data and get it updated and broken down into each county. Ms. Smith noted that the HCI data would hopefully be available in early 2022. Ms. Smith is willing to share her progress and preview what is available to the Board over the next couple of months.

Board Business

New Board Member

Ms. Hendrickson brought forward an action item for a new Board member, Ms. Nicole Robertson. Ms. Robertson is the Senior Manager for the Cancer Control Strategic Partnerships at the American Cancer Society. Ms. Fox made a motion to accept Ms. Robertson as a new Board member. Motion was seconded by Mr. Weinzimmer. Ms. Robertson introduced herself to the group, she will be coordinating for Central and Southern Illinois anyone in the cancer prevention space. Their primary focus is on their prevention piece. Motion carried (12,0).

Website/Social Media-Analytics & Reach

Ms. Fox stated that she had the opportunity to sit with the Cancer Action Team as they had questions for the Board. One of the comments the team had was about the website and if there were any analytics behind it, like if people are searching for different areas. They wanted to know where to go for website updates, Ms. Fox informed them that Ms. Aggertt and Ms. Bill make updates to the website. Ms. Hendrickson noted that the online and marketing platform was started pre-COVID and may have gotten stalled. Ms. Aggertt is happy to update the website, but is unsure what items need to be shared with the public or just on the discussion boards. Ms. Fuller suggested a push to get the website back out there. Ms. Streitmatter suggested have a communication person on each action team to update the website. Ms. Hendrickson suggested taking the time now to notice how they use the website and then can go from there with the new CHIP. Ms. Aggertt will see if Ms. Zammuto is still willing to be on the Marketing Team and will see what the need is from the Action Team Chairs for the website.

Housing Update

Ms. Green stated that due to the funds that have been passed through the American Rescue Plan Act 415 St. Mark's Court will become a 55-unit development, which will include 25 3-bedroom units, 10 2-bedroom units, 10 1-bedroom units, and 10 studio units all dedicated to individuals and families experience homelessness. Phoenix will be leading the charge with this and the individuals will be pulled from the Continuum's coordinated entry list and be able to receive that permanent support of housing. They just submitted an application to the Illinois Housing Development Authority for about \$15 million and they will be looking to other partners to fill the financial operational need. They are looking to have this development online in 2023. They are looking to have integrated healthcare on site, working with the Healthcare Collaborative. The next step is a Planning and Zoning meeting on November 4th and the Partnership Board will work to provide a letter of support.

MAPP Application, ILYS, CHNA Update

Ms. Hendrickson noted that this cycle they are going to use the MAPP process which is going to look different than what they did in 2016. Ms. Fox stated that the MAPP application must be turned in by midnight on Sunday, October 31st. They will be asking to be part of the pilot process for the new assessment. This is for two assessments: the community partner assessment and the community context assessment. The partner assessment replaces the local public health system assessment

that was done two cycles ago. This new one provides partners to look critically at their own systems and processes and reflect on their role in the community's health and well-being, as well as the degree they can assess health inequities. The community context assessment is meant to dig deeper and identify gaps and explore the community context to make sure interventions are tailored to the community context. If awarded, they would be able to use the new processes and there would be some money that would come back to the Partnership from NACCHO. Awardees would be notified by November 12th. Projects must start by March 2022 and the project has to be completed by July 31st.

Ms. Fox stated it is time for schools to get on board with the IL Youth Survey. The last cycle, the schools were inconsistent within the three counties. She is hoping to get as many schools signed up as possible to participate in the ILYS across the three counties. Ms. Hendrickson noted that the relationship between public health and schools is strained due to the different aspects of COVID and they need non-local health departments to be pushing for schools to do this survey. Ms. Fox asked who the lead is for gathering the assessments, in the past it used to be Hult. Ms. Hendrickson stated she will follow up with Ms. Bill. Ms. Fox noted that they are the lead for Tazewell and Ms. Aggertt is the lead for Woodford. It would be useful for the partners to share how useful it is for the schools to participate in the survey.

Mr. Weinzimmer stated that as of 12:55 on 10/28/21, Peoria County has met the requirements for survey responses and have had a large number of at-risk surveys but would be great to get another 15% from the general public. Tazewell County needs about another 10 surveys and they will have met their requirement. Woodford County need about another 120 surveys (13 for at-risk), they should get closure on data collection in the next week or two. Ms. Aggertt said she has never struggled this bad to get responses and feels it's due to the strained relationships with health departments. She asked the Board to please share this with anyone in Woodford County. Mr. Weinzimmer stated that for Peoria County, they are still needing a few surveys in the Western part of the county. Tazewell has met every region and Woodford is only needing surveys from their Eastern region. In the CHNA, they will include the 7 risk factors in the first chapter towards the social determinants of health.

MAPP Steering Committee

Ms. Hendrickson reminded the Board that there would be a 15-member group to be meeting in February to really start the process of getting the CHNA across the finish line. The Board Members to sit on this committee are: Setti, Crider, Green, Streitmatter, & Bill. The Data Team is Amanda Smith, Weinzimmer, and Dustin from Woodford, Tracy from Peoria, & Amanda from Tazewell. They are still trying to group out the sectors: communication, lived experience, and law enforcement. Ms. Fox will be the liaison between the Board and this committee. Mr. Weinzimmer suggested prioritizing in late March, Ms. Hendrickson noted that would be a lift from the MAPP Committee.

PFHC News Release Logo

The PIO group requested this document be put in the agenda packet for the Board to make the Board aware of the news release and logo for the Partnership Board. For any entity writing articles, be sure to use this type should be included on behalf of the Partnership.

2022 Annual Report Timeline

Ms. Fox stated that HEAL asked for a template or format for the annual report and what is the annual meeting going to look like and when will that be. Ms. Hendrickson noted that last cycle Ms. Bill and Mr. Shoemaker edited the documents, and it was a virtual meeting. Ms. Hendrickson noted

that they should plan for an in-person meeting in February/March and suggested to table this to the next month's agenda.

Member Announcements

Ms. Hendrickson stated that due to staffing changes, Michelle Compton was the Reproductive Health Chair and has had to step aside from that group. They are still trying to find a lead. This poses a larger question, when a topic is no longer a priority area – what becomes of that, as there is still important work to be done.

Next month is elections and will start that process. Ms. Hendrickson and Ms. Fuller have both served two terms. One of the Chairs is always a Health Department Administrator and they rotate alphabetically, the next one being Ms. Fox. Ms. Hendrickson will be working on editing the bylaws and will present that to the Board next month and will vote in December for a Co-Chair for Ms. Fox. Nominations will be presented in November, to be voted on in December. The current bylaws will be sent out to the Board for any edits. Ms. Hendrickson noted that Amy Roberts will still be the Administrative Support for this Board as well.

Next Meeting: Thursday, November 18, 2021

1:00-2:30

Teams

DRAFT



Partnership for a Healthy Community 2022 Board Meeting Dates

The 4th Thursday of every month:

January 27

February 24

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27

November 17 (3rd Thursday of the month)

December 22

The Partnership for a Healthy Community bylaws were adopted by the Partnership for a Health Community Board on December 17, 2018.

Article I. Name

Section 1.1

The official name of this organization is the Partnership for a Healthy Community, also known as PFHC.

Article II. Mission

Section 2.1:

The Partnership for a Healthy Community (PFHC) is a community-driven partnership of public and private partners working together to address priority health issues in Peoria, Tazewell and Woodford Counties in Illinois.

Section 2.2: Vision

Our Vision for the tri-county region will be a thriving community that is inclusive, diverse, and sustainable to ensure health equity and opportunity for well-being for all.

Section 2.3: Community Values

- **Inclusive:** Open to everyone.
- **Diverse:** Understanding and respect of cultural differences enhances our community. Each resident has the opportunity to live their life to the fullest with equal opportunity for all.
- **Sustainable:** Engaged and committed community work that lasts over a prolonged period of time regardless of economic and social challenges.
- **Health Equity:** Everyone has a fair opportunity to attain their highest level of health regardless of race, ethnicity, gender, income, sexual orientation, neighborhood or other social condition. Achieving health equity requires eliminating gaps in health disparities between different social groups.
- **Health & Wellbeing:** A state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. Encompasses the full spectrum of health and well-being including: healthy behavior, access to quality clinical care, social and economic factors (education, employment, income, family and social support, community safety), and physical environment (air and water quality, housing and transit).
- **Knowledgeable:** Valid, reliable information is valued as part of the decision-making process.
- **Engaged/Involved:** A community where working collaboratively with others to address issues that affect their health and well-being, while actively building a sense of community is the norm.
- **Committed:** A community where quality health care is accessible to all residents, including the indigent and underserved, and is not taken for granted, but is valued with a focus on prevention and respect for our bodies.
- **Safe:** The community is committed to creating and supporting a safe environment.

Section 2.4: Purpose

The Partnership for a Healthy Community (PFHC) serves as the local health improvement partnership for Peoria, Tazewell and Woodford Counties. Through partnership procedure and operation, the PFHC addresses priority health areas identified by the most current cycle of the local health improvement process. Priority health issues will be assessed at least every 5 years as part of a full community health improvement process

Article III. PFHC Board

Section 3.1: Board Membership Eligibility

Membership is open to any organization or individual interested in supporting the PFHC mission and collaborative local health improvement process. There will be a minimum of seven agencies but no more than 20 members total to include representatives from OSF Saint Francis Medical Center (OSF), UnityPoint Health – Central Illinois (UPH), Carle Eureka Hospital, Hopedale Medical Complex, Peoria City/County Health Department, Tazewell County Health Department, and Woodford County Health Department.

Other community sector representatives may include but not limited to: schools, behavioral health providers, faith based, transportation, law enforcement, criminal justice, media and/or non-profit organizations

There will be four categories to include: Regional, Peoria, Tazewell, and Woodford.

Section 3.2: PFHC Board Meeting

PFHC Board meetings shall take place at least monthly; no fewer than 10 meetings per year. The annual meetings will be a business meeting. The Board shall meet the 4th Thursday of each Month

Section 3.3: PFHC Board Responsibilities and Expectations

- Support the PFHC mission and collaborative process
- Participate in the process of community health needs assessment (determining the health priorities for Peoria, Tazewell, and Woodford Counties). PFHC will assure that a vigorous community health assessment and improvement plan is conducted at least every five years
- Participate in comprehensive local health improvement planning (identifying achievable action to improve community health outcomes)
- Identify and implement evidence-based strategies as feasible that align with the local health improvement plan
- PFHC Board has the authority to identify and establish action teams as needed to fulfil the local health improvement process
- Share information about how PFHC strategies are being implemented locally (within their own organizations and/or in collaboration with another organization if applicable)
- The PFHC Board shall be able to create additional committees to address issues and/or create Ad-Hoc Committees as deemed necessary. PFHC Board be responsible for convening any other committees as called upon by the PFHC Co-Chairs or membership such as bylaws, data, membership, fundraising, or nomination committee
- Attend 6 Partnership Board meetings per calendar year.
- Participate in at least one PFHC priority Action team or ad-hoc committee
- Elect PFHC leadership for President and Vice President
- As resources allow, the PFHC Board is allowed to hire staff as deemed necessary and financials are available to do so.
- Maintain an updated PFHC membership form

Section 3.4: Board Member Responsibilities when Voting

- Each individual member and each organization-designated representative are entitled to one vote, as long as membership is present. Each voting member will be able to do so in person or by phone.
- Any organization with multiple representatives must designate one representative to act on behalf of its entity as the voting member during priority action team meetings. Organizations may designate one voting representative
- Members of the Board have the authority to designate, at the time of election or vote, a proxy member to attend the meeting on their behalf in the circumstance that they are unable to attend. Proxy members should have decision making authority and are expected to vote on behalf of the member when necessary. The proxy must be able to speak for and represent the interest of the member/ organization. A proxy member may represent no more than one member at a time. PFHC Board members cannot send a proxy for more than 2 meetings per calendar year
- Voting shall be determined by a simple majority of those present as long as quorum has been reached.
 - The exception to the simple majority is when the PFHC Board will approve of all implementation plans for each priority area. A quorum of the PFHC Board for the purposes of voting on approval of implementation plans shall be constituted of 2/3 of the members eligible to vote if there is representation from each Peoria, Tazewell and Woodford Counties. The voting process may be carried out in person, by phone or electronically, at the discretion of the PFHC Co- Chairs

Section 3.5: Board Member Terms

- The term of membership is indefinite unless withdrawn by the member or organization.
- Members reserve the right to resign at any time.
- Membership status and designated representative for organizations will be reaffirmed by the co-presidents every two years

Section 3.6: Quorum

Quorum will be simple majority plus one, as long as, there is at least one representative for Peoria, Tazewell and Woodford County present

Article V. PHFC Board Officers and Staff

Section 5.1: PFHC Board Co-Chair (Ex Officio)

The Peoria, Tazewell, or Woodford County Health Officer or their Proxy will serve as the PFHC Co-Chair (ex officio) per delegated role as official convener on a rotating basis every two years. This position will also be responsible for the nomination process.

5.1.1 Terms:

The beginning cycle is identified below. The rotation will reset once all three local health officers have served.

- Woodford County Health Department will serve this term for calendar year 2019
- Peoria County Health Department will serve this term for calendar years 2020 and 2021
- Tazewell County Health Department will serve this term for calendar years 2022 and 2023

Individuals cannot serve in more than one leadership role simultaneously, including: PFHC Co-Chair, PFHC Vice- Chair, and/or PFHC Priority Action Team Chair/Co-Chair

5.1.2 Duties:

- Providing overall leadership for PFHC.
- Exercising general powers of management usually vested in the office of the Co-Chair.
- Serving as a spokesperson for PFHC.
- Convening and leading partnership-wide meetings of PFHC.
- Assist with nomination of Priority Action Team Chairs.
- Serve as the Co-Chair for the PFHC Board

Section 5.2: PFHC Board Co-Chair (Elected)

5.2.1: Election Process

- Nominations for PFHC Co-Chair will be submitted electronically by the PFHC members. The PFHC Co-Chair must have been a PFHC member for at least one year.
- The PFHC Co-Chair will be elected at the annual meeting by written ballot of individual members and the designated organizational representatives present.
- Voting members will receive a pre-identified ballot during the registration for the annual meeting. The ballot will distinguish whether the individual is voting as an individual member or a designated organizational representative.

5.2.2: Term

- The PFHC Co-Chair term shall last one year and is renewable for another year if the membership so votes.
- If the PFHC Co-Chair resigns, the PFHC Vice-Chair shall succeed as PFHC Co-Chair for the remainder of the term, and shall be eligible for election to two full terms as PFHC Co-Chair.
- Successive years serving as PFHC Co-Chair cannot exceed three.
- Individuals cannot serve in more than one leadership role simultaneously, including: PFHC Co-Chair, PFHC Vice-Chair, and/or PFHC Priority Action Team Chair/Co-Chair

5.2.3: Duties

- Providing overall leadership for PFHC.
- Exercising general powers of management usually vested in the office of the Co-Chair.
- Serving as a spokesperson for PFHC.
- Convening and leading partnership-wide meetings of PFHC.
- Assist with nomination of Priority Action Team Chairs.
- Serve as the Co-Chair for the PFHC Board

Section 5.3: PFHC Vice-Chair

5.3.1: Election Process

- Nominations for PFHC Vice-Chair will be submitted electronically by the PFHC members. The PFHC Vice-Chair must have been a PFHC member for at least one year.

- The PFHC Vice-Chair will be elected at the annual meeting by written ballot of individual members and the designated organizational representatives present.
- Voting members will receive a pre-identified ballot during the registration for the annual meeting. The ballot will distinguish whether the individual is voting as an individual member or a designated organizational representative.

5.3.2: Term

- The PFHC Vice-Chair term shall last one year and is renewable for another year if the membership so votes.
- If the PFHC Vice-Chair resigns or elevated to Co-Chair, a new Vice-Chair shall be elected by the PFHC Board membership, and shall be eligible for election to two full-terms as the PFHC Vice-Chair.
- Successive years serving as PFHC Co-Chair cannot exceed three.
- Individuals cannot serve in more than one leadership role simultaneously, including: PFHC Co-Chair, PFHC Vice-Chair, and/or PFHC Priority Action Team Chair/Co-Chair

5.3.3: Duties

- Providing overall leadership for PFHC.
- Exercising duties of the PFHC Co-Chair in the absence of the PFHC Co-Chair.
- Perform additional duties delegated by the PFHC Co-Chair.
- Assist with nomination of Priority Action Team Chairs.

Section 5.4 Re-Election for Elected Officers

After serving three terms, a PFHC Co-Chair or Vice-Chair must wait one year before being eligible to serve in the same leadership role

Article VI. Priority Action Teams

Section 6.1: Priority Action Teams Purpose

The purpose of the Priority Action Teams is to implement identified improvement strategies. Priority health areas are identified by partnership members and community stakeholders through a collaborative community health needs assessment process. This process involves evaluation of quantitative data, qualitative input from residents and partners, and statewide health improvement priorities. Local health priority areas may align well with statewide health priorities, though are not restricted by the latter. Each County, Peoria, Woodford and Tazewell will have at minimum their top two County specific health priorities each assessment period as part of the PFHC priorities. A minimum of three health priorities must be identified overall

Section 6.2: Priority Action Team Responsibilities and Expectations

- Support the PFHC mission and collaborative process
- Attending regular meetings of the action team
- Participate in the process of community health needs assessment (determining the health priorities for Peoria, Tazewell, and Woodford Counties).
- Participate in comprehensive local health improvement planning (identifying achievable action to improve

community health outcomes)

- Identify and implement evidence-based strategies as feasible that align with the local health improvement plan
- Provide progress updates on objectives, activities, and deliverables to the Priority Action Team Chair/Co-Chair
- Share information about how PFHC strategies are being implemented locally (within their own organizations and/or in collaboration with another organization if applicable)

Section 6.3: Priority Action Teams Chair/Co-Chair

6.3.1: Election Process

- Nominations for Priority Action Team Chair/Co-Chair will be submitted electronically to the PFHC Board members.
- The PFHC Board will vote on the nominations presented by the Priority Action Teams.

6.3.2: Term

- The Priority Action Team Chair/Co-Chair term shall one year and is renewable for another year if the membership so votes.
- If a Priority Action Team Co-Chair resigns a new co-chair will be elected by the Priority Action Team membership and shall be eligible for election to two full terms as Priority Action Team Co-Chair.
- Successive years serving as Priority Action Team Co-Chair cannot exceed three.
- After serving three terms, Priority Action Team Co-Chairs must wait one year before being eligible to serve in the same leadership role

6.3.3: Duties

- Providing overall leadership for the priority action team.
- Facilitate action team meetings within includes preparing agendas, minutes, and all other handouts.
- Provide feedback to the PFHC Board, including monthly status reports
- Frame selected strategies as part of the comprehensive approach. Working to ensure that action team objectives, activities, and deliverables are met within timeframes.
- Priority Action Team Chair/Co-Chair can designate action team members to assist in duties.

6.3.4: Voting

- Action Team Chair/Co-Chairs can vote during action team meetings, as members of the team.
- Chair/Co-Chair votes are not prioritized over votes from other members of the priority action team
- Priority Action Team Chair/Co-Chairs may be the designated voting member for their organization, if applicable
- The outcome on priority action team votes shall be determined by a simple majority of those present
- Priority Action Team Chair/Co-Chairs have the right to table any vote until all members can be informed of the impending vote

Article VII. Data Action Team

Section 7.1: Data Action Team Purpose

The Data Action Team will focus on the identification and transformation of data to develop and provide key analytic insight and knowledge to the Partnership Board and Action Teams.

Section 7.2: Data Action Team Responsibilities and Expectations

- Support the PFHC mission and collaborative process
- Attending regular meetings of the action team
- Participate in the process of community health needs assessment (determining the health priorities for Peoria, Tazewell, and Woodford Counties).
- Participate in comprehensive local health improvement planning (identifying achievable action to improve community health outcomes)
- Identify and implement evidence-based strategies as feasible that align with the local health improvement plan
- Provide progress updates on objectives, activities, and deliverables to the Priority Action Team Chair/Co-Chair
- Share information about how PFHC strategies are being implemented locally (within their own organizations and/or in collaboration with another organization if applicable)

Section 7.3: Data Action Team Duties

- Establishes a template to track data reports and how often data needs to be collected for each action team, as well as the needs of the board
- Establishes a common analytic operating model with a clear delineation of analytic roles and responsibilities, working cohesively on the implementation plans
- Integrates process improvement techniques that take advantage of analytic platforms across partners that are associated with the PFHC

Article VIII. Parliamentary Authority

PFHC shall be governed by the most current edition of Robert's Rules of Order in those cases that are applicable or consistent with these bylaws. PFHC shall also be governed by any rules it chooses to adopt.

Article IX. Amending Bylaws

These bylaws may be amended at any Board meeting after approval by a two-thirds majority of the membership. Any changes to the bylaws must be presented for review to all members at least 15 days prior to any vote to change