

Community Transformation Grant
Conference Call Meeting Minutes
10/5/11 – 1:30-2:30

In Attendance

<u>Department of Public Health</u>	<u>Tolland County</u>
Renee Coleman Mitchell Chris Andresen Carol Stone Valerie Fisher Eugene Nichols	<i>Eastern Highlands Health District</i> Rob Miller Ande Bloom
<u>New London County</u>	<u>Litchfield County</u>
<i>Ledge Light Health District</i> Cindy Berry Stephen Mansfield Jennifer Muggeo	<i>Pomperaug Health District</i> Neil Lustig Robin Lucas
<i>Uncas Health District</i> Patrick McCormack	<i>Torrington Area Health District</i> Jim Rokos
<u>Windham County</u>	<u>Middlesex County</u>
<i>Northeast District Department of Health</i> Sue Starkey Linda Colangelo Brittney Otto	<i>Chatham Health District</i> Thad King Nancy McAuliffe

Minutes

- Renee Coleman Mitchell (RCM) opened the call (congratulated all) and stated the focus of the conversation would be on the Connecticut Capacity Building Plan section of the Project Narrative regarding DPH and County duties (pages 21-26).). She also informed the group that the Letter of Award from CDC had not been received to date but we need to move ahead anyway.
- Chris Andresen announced that DPH was also funded for the “Coordinated Chronic Disease” grant. Funding will enhance the CT Chronic Disease Plan and help build infrastructure at DPH with an epidemiologist and program staff person to be hired.
- Role changes at DPH –
 - (1) Carol Stone, *will replace* Lisa McCooey as the grant epidemiologist
 - (2) Juanita Estrada, *will replace* Pamela Kilby-Fox for Local Health: 860-509-7660 (main) – 860-509-7762 (direct)
 - (3) Charlene Gross, *will replace* Rolinda Williams as the DPH Support Staff person
- Revised Capacity Building Plan due to CDC 90 days from receipt of Letter of Award and announcement.
- DPH initial responsibilities:
 - Identify in-house contract and fiscal designated staff
 - Define internal/external reporting guidelines
 - Finalize Leadership Team
 - Leadership Chair roles/responsibilities – rules/by-laws
 - Revise and submit Capacity Building Plan (2nd-3rd quarter)

Question: How big is the Leadership Team?

Answer: It is based on statewide “Letters of Support for the grant (approximately 23) located in Appendix D

- County initial responsibilities:
 - Identify fiduciary agent for each county (determined at each county). It was explained that this is necessary to have in writing to (a) get money out and (b) avert having to put project out to bid
 - It was requested that each county do this within the next two weeks (if possible identify for the next conference call (10/12/11)
 - Execute contracts in each county
 - Conduct local scans of coalitions, workgroups and task forces in each county
 - Enhance/expand coalitions, workgroups and task forces in each county based on scan in each respective county

- *Middletown CHC was identified as lead in Middlesex county but were not on the call – RCM will follow-up
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- Logistics:
 - DPH – County call schedule – Held weekly on Wednesdays 1:00-2:30
 - All agreed
- Open Discussion/ Questions:
 - Renee thanked NDDH for the visit that she and Dr. Mullin recently made (both were very impressed). Renee would like to visit EHHD and LLHD in the future to see their respective partnerships and activities
 - Jim Rokus stated he liked the fact that the funding was being done at the county level and hopes this may be the wave of the future

Next call
Wednesday
October 12, 1:00-2:30