

## MENTAL WELL-BEING STEERING COMMITTEE MEETING MINUTES

**Attendees:** Susan Blue, Dale Brickley, Colleen Elmer, Phil Hess, Jennie Rose Huber, Anna Kennedy, Barbara Kettering, Carol Kuntz, Gerald Ressler, Alice Yoder

**Guests:** Vanessa Philbert, Susan Strickler

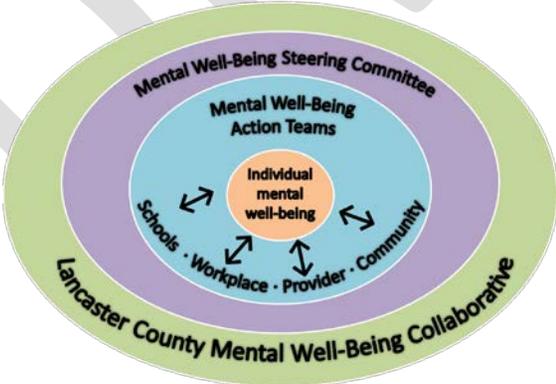
**Absent:** Jan Baily, Cathy DeGuire, Steve Denlinger, Jacqueline Fisher, Larry George, Deb Jones, Leslie Naylor, Radames Melendez, Debra Scheidt, Pam Smith, Chad Wickenheiser

**Date:** October 15, 2014

**Time:** 12:00-1:30 p.m.

**Location:** LGH, Suburban Outpatient Pavilion  
Wellness Center Conference Room 1

| ISSUE/TOPIC                 | DISCUSSION/ANALYSIS   | ACTIONS/FOLLOW-UP                 |
|-----------------------------|---|-----------------------------------|
| Welcome/Approval of minutes | <p>Alice Yoder called the meeting to order.</p> <p>Alice asked for additions or corrections to the minutes. Colleen Elmer made a motion to approve the September minutes. Susan Blue and Barbara Kettering second. None opposed.</p> <p>Alice reminded the committee that when reviewing the minutes to check the follow-up column for any actions assigned.</p>  | Minutes approved as written.      |
| <b>Timeframe</b>            | <p>Alice handed out a draft timeline of when to hold committee meetings and when certain key elements will be complete:</p> <ul style="list-style-type: none"> <li>• Steering committee will continue to meet monthly for at least one more year.</li> <li>• Action Teams will meet monthly</li> <li>• Full Collaborative meetings will be held in May and October               <ul style="list-style-type: none"> <li>• Vanessa brought up that May is mental health awareness month</li> </ul> </li> </ul> | Timeline was approved as drafted. |

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|-------------------------------|--|---|
|                               | <ul style="list-style-type: none"> <li>• Action Team to complete SWOT relevant to their team to drive activities, completed by December</li> <li>• Asset Mapping completed by December</li> <li>• Action Team Logic Models completed by February</li> <li>• Action Team early action items/low-hanging fruit completed by March.</li> </ul> <p>Anna Kennedy mentioned that Lancaster Osteopathic Health Foundation (LOHF) will be issuing an RFP for someone to manage asset mapping-type service focusing on children, although the database and provider managing it hopefully can create a comprehensive service to include adults.</p> <p>LGH interns Hayley Mead and Grace Jeong are working on compiling lists of services to include in an asset map.</p> <p>Alice Yoder suggested the Steering Committee make a formal request to LOHF to consider including more comprehensive adult services in the project.</p> | <p><b>Susan Strickler</b> to invite Hayley and Grace to attend November meeting to present their asset mapping findings.</p> <p><b>Dale Brickley and Provider Action Team</b> will head up writing the formal request to LOHF as one of their early action items.</p> |
| <p><b>Final Structure</b></p> | <p>The group reviewed the changes to the socio-ecological model and made a few comments.</p>   |   |

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|                                   | <ul style="list-style-type: none"> <li>• Anna Kennedy commented that the Community Action Team liked the approach.</li> <li>• Vanessa Philbert commented that it comes across as supportive vs. silo-oriented– all helping the individual experience wellness.</li> </ul>   | <p><b>Alice Yoder</b> to have professional create socio-ecological model a logo for the Mental Well-being Collaborative.</p>  |
| <p><b>Action Team Reports</b></p> | <p>Anna Kennedy reported on the <b>Community Action Team</b> meeting:</p> <ul style="list-style-type: none"> <li>• It was held on October 7<sup>th</sup> with 20 attendees</li> <li>• Meeting time will be changed to later in the afternoon to accommodate more schedules.</li> <li>• The group thought that those in attendance were not representative of Lancaster County community based on demographics, aspects of mental well-being</li> <li>• Ground rules were set</li> <li>• The group suggested vision edits to make the focus more personal</li> <li>• Discussion on low-hanging fruit was centered on: 1. Media campaign with the suggested message: ‘Choose happiness – help is here’ and 2. Mental Health First Aid</li> <li>• Discussed what does a model community look like <ul style="list-style-type: none"> <li>• How do we define it? Is there another community we can be like?</li> <li>• Barbara Kettering brought up the Top 10 Happy Places poll as a reference.</li> </ul> </li> </ul> <p>Alice asked the other teams to note who is missing on their teams, and who should be invited to the table.</p> <p>Colleen Elmer suggested that all teams share their meeting minutes to include on LiveWell Lancaster website for everyone to access.</p> <p>Dale Brickley reported on the <b>Provider Action Team</b> update:</p> <ul style="list-style-type: none"> <li>• First meeting will be October 22<sup>nd</sup></li> </ul> | <p><b>Community Action Team</b> to broaden their representation of the group, by inviting:</p> <ul style="list-style-type: none"> <li>• SouthEast Lancaster Health Services</li> <li>• Council of Churches</li> <li>• United Way</li> </ul> <p><b>Anna Kennedy</b> to review Community Action Team suggested edits at November meeting.</p> <ul style="list-style-type: none"> <li>• <b>Anna Kennedy</b> to get criteria of poll.</li> <li>• <b>Phil Hess</b> to forward 2011 Gallup poll and criteria where Lancaster was ranked #1 Livable city in the U.S.</li> <li>• <b>Alice Yoder</b> to give interns project on what makes a country ranked happiest (e.g. Why is Sweden ranked #1 happiest/healthiest country?)</li> </ul> <p><b>Action Team Chairs</b> to share Steering Committee minutes with their teams.</p> <p><b>Action Team Chairs</b> to send their team meeting minutes in PDF format to Susan Strickler to have them posted to LiveWell Lancaster website. Note: please use updated meeting minutes template without LGH logo sent on 10/20.</p> |

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|                               | <p>Vanessa Philbert reported on the <b>Schools Action Team</b>:</p> <ul style="list-style-type: none"> <li>• First meeting will be held October 28<sup>th</sup></li> <li>• Approximately 6 people will be in attendance</li> <li>• Will get group up to speed on collaborative and will discuss who should be at the table; will pull in the people who are already doing work in the schools with mental well-being</li> </ul> <p>Barbara Kettering reported on the <b>Workplace Action Team</b> meeting:</p> <ul style="list-style-type: none"> <li>• Lighten Up Workplace Meeting was held on October 15<sup>th</sup></li> <li>• Team discussed what is an Employee Assistance Program (EAP), logic models and goals</li> <li>• Future relevant events were brought up to the team: <ul style="list-style-type: none"> <li>• October 24<sup>th</sup> – Food Day</li> <li>• November 13<sup>th</sup> - Next Quarterly Lighten Up Lancaster meeting</li> <li>• November 20<sup>th</sup> – Great American Smokeout</li> <li>• December date TBD – state-wide speaker will talk about mental well-being in the workplace</li> </ul> </li> </ul> |  |
| <b>Member Welcome Packets</b> | <p>Alice updated the Member Welcome packets to include information on the Health Summit, Visioning Session and Action Teams.</p>   | <p><b>Susan Strickler</b> to create packets for newer members and those who never received one:</p> <ul style="list-style-type: none"> <li>• Dale Brickley</li> <li>• Colleen Elmer</li> <li>• Phil Hess</li> <li>• All Action Team Chairs and Vice-Chairs</li> </ul> <p><b>All</b> to let Susan know if they need a binder.</p> |
| <b>United Way Grant</b>       | <p>Anna Kennedy updated the group on the United Way Collective Impact Grant. United Way will be accepting RFPs that will identify specific partners who will work together to achieve measurable change related to specific objectives within three priority areas: education, financial stability and health. Projects should focus on two of the three priority areas.</p>   |  |

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|                   | <p>Required components include: collaboration, innovation, something new, taking programs to scale across Lancaster County, outcomes (United Way will work with applicants to come up with the outcomes). A 501(c)(3) needs to be the lead on the collaboration.</p> <p>Letters of Intent (LOI) are due by December 12.</p> <p>The group decided that The Mental Well-being Steering Committee will apply.</p> | <p><b>Susan Strickler</b> to set up meeting to discuss the MWB Steering Committee's Letter of Intent. All members of the Steering Committee will be invited.</p> |
| <b>Next Steps</b> |  | <b>Alice Yoder</b> to draft document on Action Team Chair responsibilities.  |
|                   | Meeting adjourned at 1:44 p.m.   | Next meeting will be Wednesday, November 19th<br>Suburban Outpatient Pavilion<br>Wellness Room #1  |

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