

GROUP: Advisory Committee on the Status of Women DATE: July 5, 2016, 5:30PM LOCATION: Room 109, 25 Meade Street (DPH)

FACILITATOR: Heidi Sue Le Boeuf, Chair

ATTENDANCE: Donna Connolly, Deborah Hall, Amanda Gregoire, Heidi Sue LeBoeuf, Jennifer Maddox, Jennifer Madson, Elizabeth Tomaszewski

SCRIBE: Tracy Kennedy

AGENDA ITEM	KEY DISCUSSION POINTS current status, background, desired outcome, considerations, progress, next steps	FOLLOW-UP (if needed) (what & who)
1. Call to order and introductions	Meeting opened by Heidi Sue at 5:34PM. Member of the public present, introductions done. This meeting was moved to Worcester DPH, 25 Meade Street, Room 109 due to a plumbing issue at City Hall. Notice was posted at City Hall and 25 Meade Street	
2. Approval of minutes from June 7th meeting	Motion to approve: Liz Tomaszewski Second: Amanda Gregoire Vote: unanimous	
3. Nominations and Elections for Chair and Vice Chair positions	Heidi Sue is not seeking re-nomination for the next year. Nomination for vice chair. Pam provided background for the role of the chair. City is here to support the work of the board and its leadership. The member of the public is interested in joining the board. Nomination by Jenn Madson for Deborah Hall for vice chair 2 nd Amanda Gregoire Vote: unanimous Jenn Maddox nominated self for chair 2 nd : Donna Connolly Vote unanimous Effective as of the August meeting.	

4. Strategic Planning Session, Phase 2

Pam recapped the last meeting. This might take a third meeting. On future agenda – review the results of the survey. Large number of topics came out of that meeting. Committee members do still want Dr. Carter to attend. Went through the list. What can the committee do in their role as an advisory committee? Can put out general information, public information, recommend that the CM have more PSAs (committee would be happy to help). Can make actionable recommendations to the CM, but be able to offer assistance. May be allowed/accepted on case by case basis. Pam gave examples of what other boards and commissions have done. Tracy also suggested that the team that they review the 2015 CHA and 2016 CHIP. Can bring in community based organizations or leaders to learn more about what they need. Pam and Tracy asserted that they are giving examples not trying to direct the work of the committee.

Went through the list, combined and eliminated redundant.

- Voted unanimous to combine marijuana use with substance abuse.
- Voted unanimously to remove tobacco cessation as not a big of an issue for women.
- Keep health equity as an overarching lens
- Add maternal and child health
- Will focus on one priority for six months at a time and see how they go

Framework will be to look at concrete deliverables. Voted to set up a timeline for setting strategic plan.

Timeline:
Committee agreed to set a timeline by vote.
3-4months: concrete goals/topics for deliverables
6months: action steps established, stakeholders notified.
1 year: at least one deliverable accomplished
2 year: WOC/YWOC, 2018, at least three deliverables accomplished
3 year: re-evaluate plan and measure success

Reevaluate process ongoing.
Motion Jenn Madson, 2nd: Liz Tomaszewski
Voted to approve timeline.

Tracy will send the links to the CHA and the CHIP to the committee.

Tracy will ask Alexis if she is available for the September meeting.

ACSW surveys and to discuss the CHA/CHIP

<p>5. Future topics for discussion</p>	<ol style="list-style-type: none"> 1. Announcements 2. Annual report – Jenn Madson, 2nd: Jenn Maddox 3. Follow-up from previous meetings <p>Location for this meeting: Library, not reliable YWCA, possible</p> <p>WDPH is the location everyone is interested in. Meetings will be at 5:45PM.</p>	<p>Tracy will schedule meetings in 109 going forward.</p>
<p>6. Adjournment</p>	<p>Motion to adjourn.</p> <p>Motion: Liz Tomaszewski Second: Jenn Madson Vote: unanimous</p> <p>Meeting Adjourned at 7:13 PM Next meeting scheduled for August 2, 2016 at 5:45 PM at WDPH.</p>	

What records of public meetings must be kept?

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner, must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting;