

# Chelsea Plan Team Prep Meeting

Plan Year 7 2018-2019

December 20<sup>th</sup>, 2017

# Plan Team

- **Plan Team:** *Members who do not have conflicts of interest & who are committed to review all interventions, score the interventions and develop the Yearly Plan Portfolio & Budget. A non-voting facilitator will provide training and guidance to the team.*
- **HOW:**
  - *Plan Team reviews intervention tables and evaluation reports and scores each intervention using the scoring matrix developed by the coalition*
  - *Plan Team selects the best interventions and develops a total budget that equals the funds available. Plan Team presents the plan to the entire coalition who have the opportunity to provide feedback.*
  - *Plan Team reviews feedback & makes final adjustments to the Yearly Plan Intervention Portfolio & Budget once the final yearly plan budget for all 5H coalitions has been decided in March. Plan is submitted in April to 5 Healthy Towns Foundation for approval.*

# Chelsea Friends and Family Wellness Coalition Updates

- To date the coalition has run 27 interventions and has contributed almost \$560,000 to improving the culture of wellness in Chelsea
- Average 12 people per meeting
- Meetings are the 1<sup>st</sup> Thursday of the month at Noon in the 5 Healthy Towns Foundation Conference Room
- Year 6 Intervention Progress (see handout)

# Budget Summary for Years 1-6 = \$559,129

Element	Interventions	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
EB	Farmers market	\$ 14,440	\$ 19,470	\$ 24,093	\$ 27,095	\$ 15,424	\$ 20,706
EB	Healthy Grocery Store	\$ 10,000	\$ 2,000	\$ 8,578	\$ 6,000		\$ 4,308
EB	School Nutrition Activities				\$ 5,000		
EB	Healthy Restaurant	\$ 3,000			\$ 3,000		
EB	Food Education Series	\$ 500	\$ 500	\$ 5,703			
EB	Intergenerational Garden	\$ 7,000	\$ 10,000				
MM	Beach Middle School Heart Rate Monitors						\$ 6,500
MM	Nature Play Area and Trail						\$ 2,000
MM	Adaptive Movement			\$ 8,191	\$ 7,000	\$ 8,790	\$ 8,000
MM	Heart & Sole	\$ 5,000	\$ 6,500	\$ 5,903	\$ 2,000	\$ 2,000	\$ 2,000
MM	Run for the Rolls	\$ 3,000	\$ 1,500	\$ 1,301	\$ 2,000	\$ 2,000	\$ 2,000
MM	Walking Program			\$ 2,529			
MM	Bulldog Fit			\$ 2,398			
MM	Title work for Chelsea Dexter Trail			\$ 2,500			
MM	Safe Routes to School	\$ 23,000					
MM	Chelsea Activity Guide	\$ 11,000					
MM	Indoor Walking Trails					\$ 1,200	
MM	Bike Racks					\$ 1,841	
CWO	Wellness Resources for Chelsea Students						\$ 2,500
CWO	Camp Gabika		\$ 13,000	\$ 12,127	\$ 11,000	\$ 8,100	\$ 6,000
CWO	Community Read	\$ 7,000	\$ 6,050	\$ 5,782	\$ 6,000		
CWO	Healthy Selfies				\$ 1,560		
CWO	Ironclad Baseball Festival				\$ 1,500	\$ 1,000	
CWO	Volunteer Chelsea	\$ 15,000	\$ 25,000	\$ 1,012			
CWO	Mobil Arts Kit		\$ 3,500				
CWO	Bark Park					\$ 14,645	
AUS	SRSLY	\$ 20,000	\$ 15,000	\$ 16,383	\$ 20,000	\$ 20,000	\$ 20,000

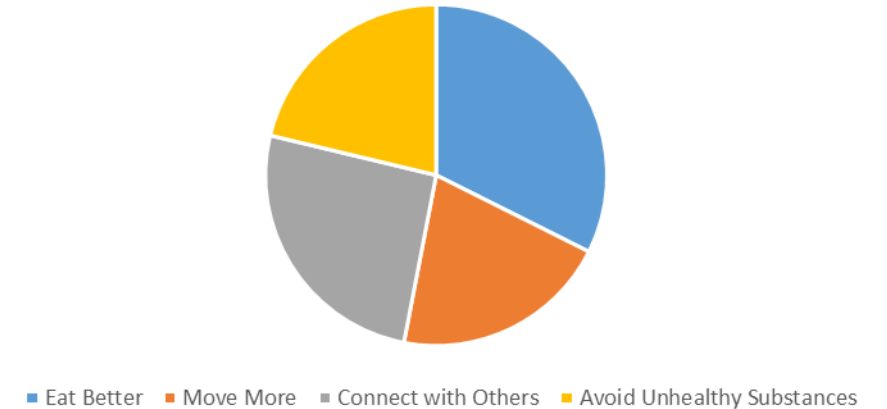
*Those shaded were not executed.*

# Overview of 6 years of Interventions

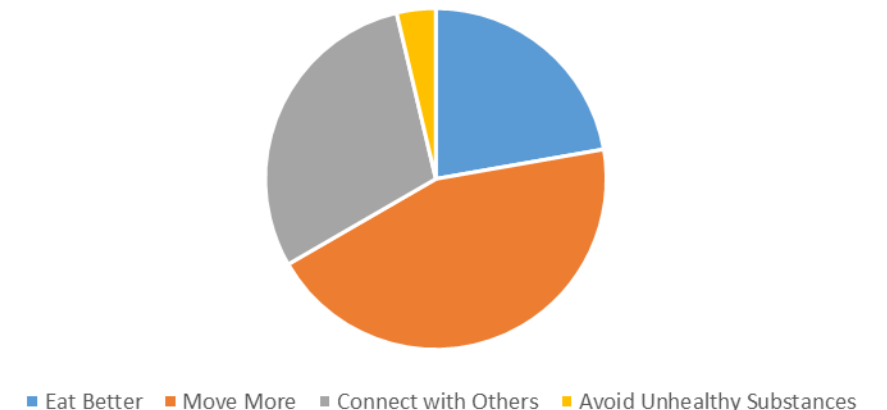
Over 6 Year 27 interventions have been submitted for funding		
# of interventions	Intervention duration	Percent
4	6 years	14.8
2	5 years of funding	7.4
2	4 years	7.4
2	3 years	7.4
3	2 years	11.1
14	1 year	51.9
<b>27</b>		<b>100</b>

	Years an Intervention is Funded					
	1	2	3	4	5	6
Year 1	100%	0%	0%	0%	0%	0%
Year 2	82%	18%	0%	0%	0%	0%
Year 3	31%	8%	62%	0%	0%	0%
Year 4	25%	17%	8%	50%	0%	0%
Year 5	30%	10%	10%	10%	40%	0%
Year 6	30%	0%	0%	10%	20%	40%

Monetary distribution of 6 years of interventions by category

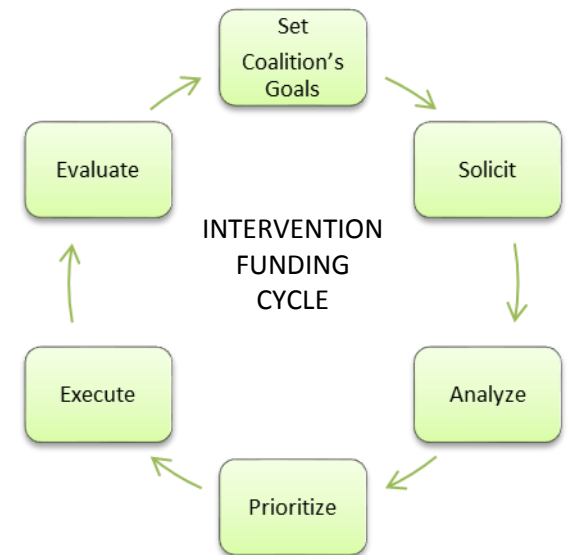


Distribution of 6 years of interventions by category



# Changes to Coalition Yearly Process

- Updates made this year to the yearly plan timeline (see proposed 2018-2018 document)
- Changes will allow for more brainstorming opportunities, collaboration with other community organizations, and less meetings per year
- Changes that impact the Plan Team Timeline
  - Move up the schedule for plan team recommendations and the plan
  - All evaluations done at one meeting
  - Eliminated proposal presentations



# Application Process

- **Steps to apply for funding:**

- Review the Coalition's goals and objectives
- Those submitting new intervention ideas must attend a Coalition meeting to present and receive preliminary feedback on how well the intervention fits with the goals and objectives.
- Those submitting proposals for continuing interventions must present outcomes from their completed intervention/interim report at the Sept. coalition meeting and submit their evaluation to the Foundation prior to submitting an intervention table for the next year's funding
- *A proposal must be submitted to the coalition for review prior to the December coalition meeting*
- Intervention leads will be contacted by the end of March if the intervention has been accepted as part of the plan. During January they may be contacted to provide additional information about the intervention.
- If the intervention is accepted they must submit an e-Grant application to have funding released

# Considerations

- Interventions with potential to contribute to the Goals of the Coalition?
- Interventions which contribute to the Plan being comprehensive? (4 elements, type, age group, etc.)
- Interventions with good implementation plans including sufficient “buy in”, volunteers, not too much or too little, etc.?
- Interventions with well stated and achievable goals
- Interventions with reasonable budgets & with sufficient details in the proposed budget?
- Interventions will contribute to the culture of wellness in the Chelsea Community?
- Interventions have a high probability of being completed in a timely manner?



# Items to Review

- 5 Healthy Towns Website  
<http://www.5healthytowns.org/?module=Files&event=Coalition&ID=287&showID=520>
  - Prep meeting presentation
  - Coalition Yearly Process
  - Intervention Tables
    - Review changes
  - SMART Goals example
- Evaluation Presentations for Continuing Interventions  
<http://www.5healthytowns.org/?module=Files&event=Coalition&ID=287&showID=462>
- Local Health Data (2017 NEAT and PAC data, 2015 HIP data, 3 Year Strategic Plan, Suggested Areas of Improvement for Health Indicators)  
<http://www.5healthytowns.org/?module=Files&event=Coalition&ID=287&showID=378>
- Scoring matrix

# Scoring Matrix

- Rate how well the intervention fits and contributes to the mission, vision, needs, and goals of the coalition. The intervention should tie in with at least one of the 4 elements (Eat Better, Move More, Connect with Others in Healthy Ways, Avoid Unhealthy Substances)
- Rate each intervention's implementation plan
- Rate the SMART goals
- Rate the budget
- Rate how each intervention contributes to creating a culture of wellness for the Chelsea community
- Rate the likelihood of each intervention achieving its goals by its specified timeline

# 9 Proposed Year 7 Interventions

Year 7 Plan Interventions			
Intervention	New or Continuing	Intervention Champion	Budget
Heart and Sole	Continuing	Autumn Orta	\$2,000
Run for the Rolls	Continuing	Cindy Burdette	\$2,000
Adaptive Movement	Continuing	Jane Thompson	\$8,000
Camp Gabika	Continuing	Andrew Thomson	\$6,000
Farmers Markets	Continuing	Emily Griswold	\$16,500
SRSLY	Continuing	Jesse Kauffman and Reiley Curran	\$20,000
CCK Kids Cooking Camp	Continuing	Debi Weiker	\$2,365.40
DTE Sugar Loop Biking Trail	New	Jason Aric Jones	\$40,000
Ironclad Baseball Festival	Continuing	Jon Van Hoek	\$1,000
			\$97,865.40

- Note: total is subject to change

# Plan Team Schedule

- Intervention tables must be submitted by Jan 5. Scoring Matrix will be sent out on/after this date.
- Year 7 Budget will be approved the fourth Monday in March by the 5HF Board of Directors
- Plan will be submitted for approval in April
- First e-grant cycle deadline (if Year 7 Plan approved) is June 1
- Schedule options on next slides. Final schedule will be posted on 5HF website under Plan Team resources

# Schedule Options:



Going with Option A

- Option A:
  - January 5<sup>th</sup>: Scoring Matrix sent out that evening. Matrix deadline would be by January 8<sup>th</sup>.
  - January 8<sup>th</sup> – 10<sup>th</sup>: Plan Team Meeting(s)
    - Time: TBD
    - Location: 5 Healthy Towns Foundation
    - *Attendance mandatory.* The Plan Team will meet to evaluate the proposals and decide which interventions will be included in the Year 6 Plan
  - January 11<sup>th</sup>: Chelsea Wellness Coalition Meeting – Present Plan Team Recommendations
    - Time: Noon
    - Location: 5 Healthy Towns Foundation
    - *Attend if able:* Plan Team Recommendation will be presented to the Coalition. The Coalition will give feedback on the recommendations
  - February 1<sup>st</sup>: Chelsea Wellness Coalition Meeting – Finalize the Year 7 Plan Narrative
    - Time: Noon
    - Location: 5 Healthy Towns Foundation
    - *Attend if able:* Plan Team Recommendations and any changes made by coalition at the January meeting are incorporated into the plan. Put the finishing touches on the plan narrative
  - March-TBD
    - *Attendance mandatory.* The Plan Team will meet once (may be done electronically) in March to sign off on which interventions will be included in the plan and how much funding will go to each intervention once the final yearly budget amount has been released by the Foundation.
- Pros:
  - More in line with past timeline/ what the coalition is used to
  - Would allow intervention leads to plan ahead and meet all funding opportunity deadlines listed in the plan
- Cons:
  - Shorter time period to review intervention tables and complete scoring matrix
  - Less time for feedback

# Schedule Options:

- Option B:
  - January 5<sup>th</sup>: Scoring Matrix sent out that evening. Matrix deadline would be January 12<sup>th</sup>.
  - January 11<sup>th</sup>: Chelsea Wellness Coalition Meeting – Begin work on the Plan Narrative
    - Time: Noon
    - Location: 5 Healthy Towns Foundation
    - *Attend if able*: Develop outline for the Year 7 Plan
  - January 15<sup>th</sup> – 31<sup>st</sup> : Plan Team Meeting(s)
    - Time: TBD
    - Location: 5 Healthy Towns Foundation
    - *Attendance mandatory*. The Plan Team will meet to evaluate the proposals and decide which interventions will be included in the Year 6 Plan
  - February 1<sup>st</sup>: Chelsea Wellness Coalition Meeting – Present Plan Team Recommendations
    - Time: Noon
    - Location: 5 Healthy Towns Foundation
    - *Attend if able*: Plan Team Recommendation will be presented to the Coalition. The Coalition will give feedback on the recommendations
  - March-TBD
    - *Attendance mandatory*. The Plan Team will meet once (may be done electronically) in March to sign off on which interventions will be included in the plan and how much funding will go to each intervention once the final yearly budget amount has been released by the Foundation.
- Pros:
  - More time to review and respond to scoring matrix
  - More time for intervention leads to respond to questions and comments/ make changes to their tables
- Cons:
  - Harder for intervention leads to estimate funding for exterior funding opportunities
  - Less time for the coalition to decide and agree upon a final decision