



## Chelsea Wellness Coalition

Chelsea Wellness Coalition Meeting

November 7<sup>th</sup> 6:00 - 7:30 Atrium B Chelsea Community Hospital

**SPECIAL MEETING** - Let's streamline how the group is organized, functions and has fun! Please take 15 minutes prior to the meeting to preview what we'll be doing at the meeting - see attachment.

### Agenda:

Introductions	10 minutes	Name & state your passion for wellness in 10 words or less
Overview and ground rules	5 minutes	
Topic 1: Role in Chelsea	15 minutes	Discussion, vote, outcome
Topic 2: Long term goal(s)	15 minutes	Discussion, vote, outcome
Topic 3: Structure	15 minutes	Discussion, vote, outcome
Topic 4: Function	15 minutes	Discussion, vote, outcome
Preview of next meetings	10 minutes	Including if we plan to have the January meeting on Jan 2nd or 9th

### Introductions:

- Ruth - Kid's need to know where their foods come from
- Charlie- help people understand being close to people is important
- Reiley- Make it easy and fun for people to be healthy
- Lumen - Bring wellness as a way of living into schools
- Dan - Concerned about obesity problem
- Ashley - Urban design for healthy living incorporated into community
- Bernadette - Chelsea as a healthy community , making eating healthy and happy!
- Trinh - Mental wellness/whole age population



## Chelsea Wellness Coalition

- Linda - Connect people with resources to be healthy. As the daughter of two parents that passed away early in life, I want to promote options to prolong life.
- Kathy - Longtime promoter of local, healthy foods - 18 years as a CSA member.
- Sheri - Life-long wellness as a habit.
- Dayle - High quality public education about nutrition. First-hand knowledge of people with diabetes and obesity, would like to make sure this is a smaller number in the future.
- Shawn - Making healthy living a natural part of life.

### Desired Outcomes:

#### Agreement about 4 elements of new structure of coalition:

- Role in Chelsea
- Scope of goal
- Organizational design
- Function/Decision-Making

#### Ground Rules

- Every idea counts
- Stay on topic
- No dominant voices/take turns
- Majority wins -> Builds consensus
- Voting - everyone gets 1 vote per topic questions
  - Vote with colored dots
- CONFIDENTIALITY - No picture, no quotes, official summary will be available by Monday, PM

Note: At each meeting there will be three poster sheets on the wall to assist with communication - to be filled out prior to and during the meeting. These are for:

1. Community events, please add them to the sheet.  
November 20<sup>th</sup>, at 7:00 at the Police Station - CWC Town Square group meets to do place-making exercises to support planning for new Palmer Lot development.



## Chelsea Wellness Coalition

2. Volunteers needed for...leading the Healthy Grocery Initiative (contact Bernadette soon) and supporting Heart and Sole (contact Sheri Montoye)

Chelsea Community Kitchen needs Board of Directors Members/Treasurer (<http://www.chelseacommunitykitchen.org/>)

3. Congrats to Bernadette, Courtney and interns for doing a great job with Grocery Store Tours!

Meeting Minutes/Summary will be sent on or before the Monday following the meeting.

### Topic 1: Role in Chelsea.

Question: What do you want the role of the coalition to be in Chelsea?

Options are:

2 votes	(Striving to be a) Coalition is one of the pillar groups of the community which has input into major changes in Chelsea (infrastructure, policy, health and wellness programs)
10 votes	A team/group of individuals and organizations <del>interesting in</del> cultivating a culture of wellness in Chelsea, bringing people together with the funding and support of the CWF
0 votes	A group that decides each year how funds from the CWF are distributed in Chelsea.
	Other:

Notes from the meeting:

-We must all be at the table for important discussions



## Chelsea Wellness Coalition

### Topic 2: Long Term Goal(s)

Question: If you had to describe the goals of the coalition to someone, what is or should be the context of the goal(s)? Think comprehensive, 1 year plan.

Options are:

	<del>No specific goal</del> , in general stimulate a culture of wellness in Chelsea
	Goals are all health issues for which Chelsea data is worse than the county and/or state average
6 votes	Select 2-3 health issues and develop MM, EB, AUS, CWO programs around the issues
1 vote	Select one health issue as the focus and develop MM, EB, AUS, CWO programs around the issue
	Adapt a word or two or phrase that becomes the goal (e.g., Pure Michigan, Michigan Health & Wellness 4x4 Plan, Shape Up Somerville, )
5 votes	Other: Promoting culture of wellness based on needs (rephrased #1)

#### Notes from the meeting:

- This goal focuses only on the year 3 plan
- Goals are general - #2 seems more like an objective
- We have a lot of initiatives, all don't rely on each other
- Be comprehensive in scope
- Long-term goal - the last one works, but not specific enough for 1 year
- Seem to have more success when focused - more intentional 2-3 issue focus for all subgroups.



## Chelsea Wellness Coalition

### Topic 3: Structure

Question: How should the coalition be structured given the roles members of the coalition want to and/or have time to serve for the coalition (Reference structure models at end)

#### Options

1 vote	Many members want to be part of the leadership (Heirarchical)	BOD type structure
2 votes	3-5 members would be willing to lead the group (Heirarchical)	Steering committee
2 votes	1-2 members would be willing to lead (Network)	Network structure
7 votes	Members are willing to lead efforts they are championing, but are not interested in leading the composition group (Team)	Team Structure
	Other:	

#### Notes from the meeting:

- Team Structures - These groups operate with leadership defined by team sponsors coming together to lead.
  - Rotate the role of facilitator and notetaker.
- Number of interventions and membership in the coalition has gone down.
- How do we generate new ideas if you are only operating in small teams focused on specific interventions? Must have some opening in our agendas and teams for new ideas, and include representation from the larger Chelsea community.
- We used to operate with a BOD, moved to team structure without overlapping interest.
- We could use the big objectives we need to focus on (Intervention apps, Evaluation, etc.) as the basis for the teams, instead of just the four groups, to organize.



## Chelsea Wellness Coalition

### Topic 4: Function

Two questions:

1. How are high level decisions made (things that affect the role & goal of the coalition and the coalition budgets)?

Options:

1 vote	Everyone at the meeting votes -thumbs up, thumbs down, yeah or naw for consensus
	Members who attend 50% of meeting over a 12 month period get a vote
	Members nominate a group/committee/team to make the decision
	Structure includes a decision-making group (BOD, Steering Committee)
11 votes	Other: Everyone who pledges to make some contribution to CWC has a vote by survey to understand consensus which is followed up in meetings.

Notes from the meeting:

-Who has enough skin in the game to vote?

-Are 4 group team members nominated to come to CWC meetings

-No, currently it's just defacto - whoever is present

-Expectations - you have a vote if you are making a pledge to support meetings, not just a one-time money grab.



## Chelsea Wellness Coalition

2. How are decisions made about how interventions are run?

Options:

By default	Interventions are led by committees who make all decisions and are responsible for raising funds for the interventions.
	<del>Interventions leaders make recommendations for how programs are run and funded but need final approval is required from coalition at large-members, BOD or Steering Committee.</del>
	Other:

Notes from the meeting:

Need to revisit at next meeting

### Plans for the next few meetings:

**December 2013.** Brainstorming meeting (Survey Monkey if people would like to have a meeting in a short month)

Topic 1. Name of the Chelsea Wellness Coalition. Keep it the same or change it to ???

Topic 2. Based on the decision for Topic 2 of the November meeting, decide what the goal(s) are exactly

Topic 3: Based on the decisions for Topic 3 and 4 of the November meeting, refine a description of the roles and responsibilities of leaders within the coalition and the decision making processes

Topic 4: Prep for the January meeting



## Chelsea Wellness Coalition

**January 2 or 9, 2014.** Review, Q&A of current interventions. Members will read reports prior to the meeting and be ready to ask questions about the intervention which will be post for review on December 20<sup>th</sup>.

**February 6, 2014.** Discuss the list of all new and continuing interventions for the 2014-14 Plan and apply whatever decision making process is put into place. Member read intervention tables which will be posted on January 23, 2014.

### Upcoming Coalition DUE DATES:

**December 20, 2013:** Draft reports for all interventions - send to Ruth, will be posted on the 5 Healthytowns website for all to review by the January meeting . CWF support: Matt and Ruth will help write the reports

**January 23, 2013.** Intervention tables with budgets. CWF support> Matt will help prepare tables.

**February 27<sup>th</sup>:** Lori Kintz to have 1<sup>st</sup> draft of the plan ready for review.

**Fiscal Year:** Fiscal year for funding from the CWF for Chelsea is June 1 - May 31 because in 2013, the Comprehensive Plan was approved by the CWF BOD in May for the plan submitted April 1..





## Chelsea Wellness Coalition

Quarterly Calendar. The following calendar assumes we plan to submit the Plan on April 1, 2014, *but this is a decision for the coalition*. The quarterly calendar below provides suggestions for how to spread out tasks over the year. Note - we are in the 3<sup>rd</sup> Quarter right now - so we'll move toward this schedule but will need to alter 3<sup>rd</sup> and 4<sup>th</sup> Quarter activities for this fiscal year.

### Quarterly Planning –

1Q – April, May, June	2Q – July, August, September
<p><b>Change in Leadership roles</b>  <b>Celebrate last's years accomplishments</b>  <b>Initiate new Interventions</b>  <b>Identify volunteers for interventions.</b></p>	<p><b>Review new health date</b>  <b>Set 1 &amp; 5 Year Goals, Objectives</b>  <b>Seek out new intervention ideas from the community</b></p>
3Q – October, November, December	4Q – January, February, March
<p><b>Discuss how to review &amp; evaluate interventions</b>  <b>Review Interventions</b>  <b>Evaluate interventions</b>  <b>Prepare reports, storyboards, videos of interventions</b></p>	<p><b>Generate list of lessons learned</b>  <b>Generate intervention tables</b>  <b>Prioritize Interventions</b>  <b>Write Comprehensive Wellness Plan</b>  <b>Finalize Plan</b>  <b>Nominate individuals for leadership roles</b></p>



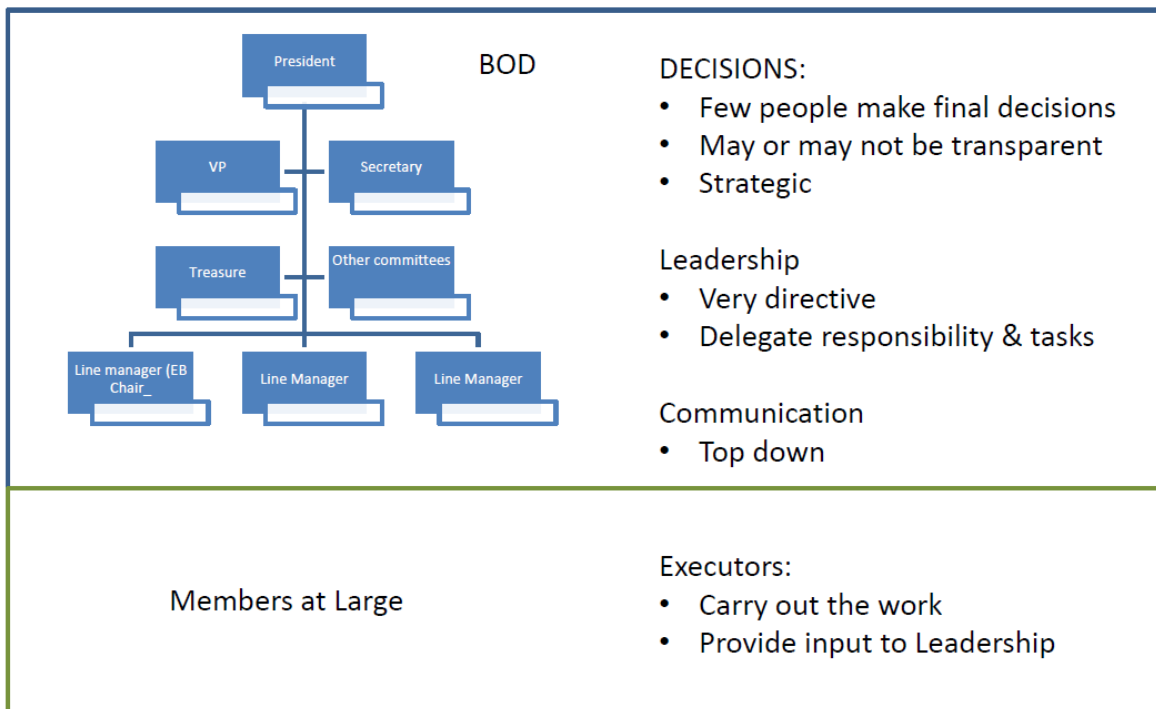
## Chelsea Wellness Coalition

### Suggestions for Monthly Meetings for 2014-15 Year

Month	Focus	Action item(s) for Members
Month 1 April	Orientation for new leaders in the coalition, Address questions from CWF about plan, Celebrate last year's successes	1. Submit grants to CWF once the plan are approved*. 2. Generate a list of all volunteer needs for interventions
Month 2 May	Share lists of all volunteer needs for all interventions & identify volunteers	1. Intervention leaders follow-up with new volunteers 2. Network with the community to fill volunteer needs
Month 3 June	Ensure all interventions have volunteers	1. Identify workgroup to look for new health data 2. Look for new intervention ideas & opportunities
Month 4 July	Report from health data workgroup Generate list of new ideas for interventions	1. Identify teams to work on new intervention ideas
Month 5 August	Set 1 & 5 year Wellness Goals & Objectives	1. New Intervention teams continue to work new ideas
Month 6 September	Reports from new intervention teams	1. Everyone fills out new intervention questionnaires 2. Identify Intervention Evaluation Team
Month 7 October	Discuss how & when evaluations of interventions will be done	1. Identify leads to carry out the evaluation 2. Decide which interventions to review next month
Month 8 November	Evaluation reports for half the interventions	Provide feedback on all interventions
Month 9 December	Evaluation reports for half the interventions	Provide feedback on all interventions
Month 10 January	Generate list of lessons learned Generate draft list of interventions	Determine if prioritization of interventions is necessary If yes, decide how this will be done
Month 11 February	Prioritize interventions Review draft of the plan	Read & provide feedback on drafts of the plan
Month 12 March	Finalize the plan	Identify the workgroup to plan the celebration



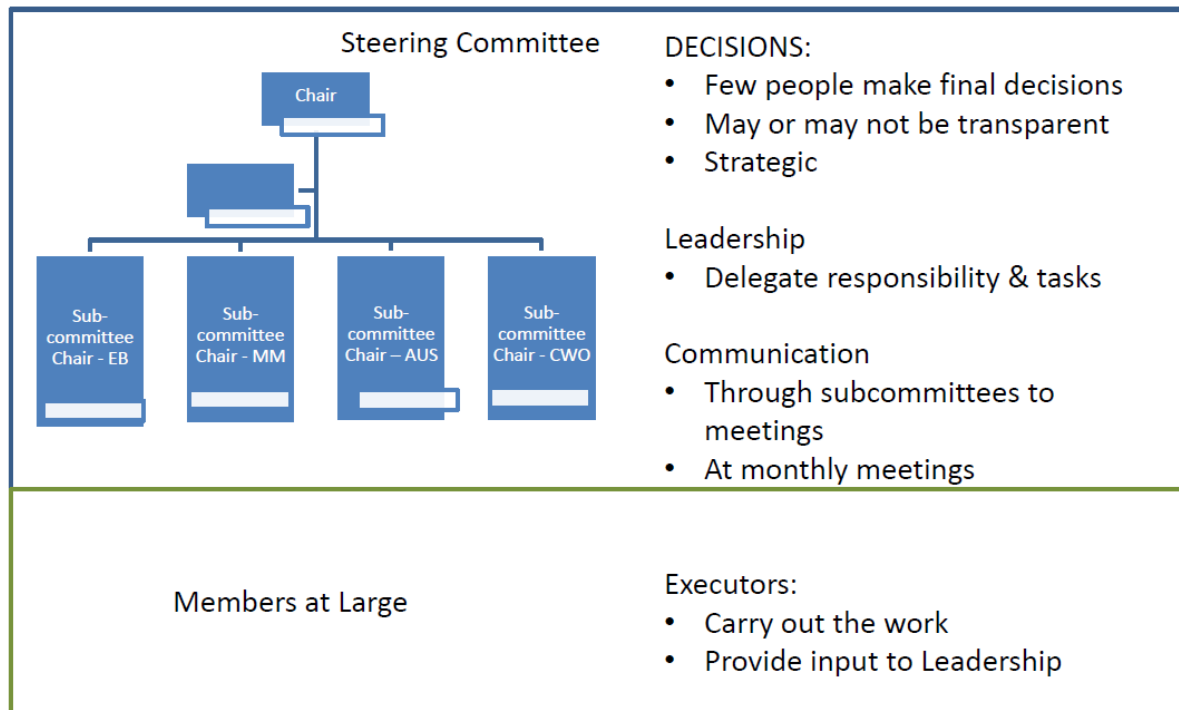
# Hierarchical Organizations





## Chelsea Wellness Coalition

# Hierarchical Organizations

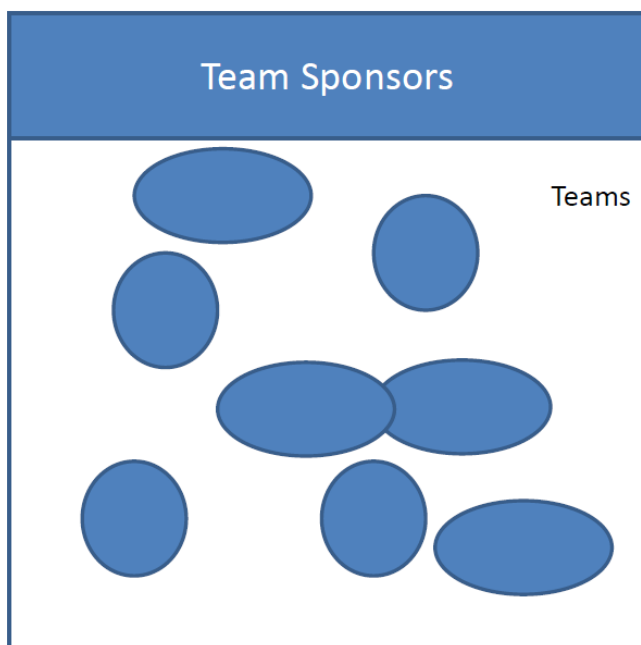


Grass Lake, Manchester



## Chelsea Wellness Coalition

# Team Structures



### Leadership (Team Sponsors)

- Set Objectives, sponsor
- Evaluate

### Teams = executors

- task oriented,
- right people for what needs to be accomplished

### Communication:

- Easy for small teams
- Complex for large teams
- Need to know basis

### DECISIONS:

- Shared (vote, scoring, etc.)



# Chelsea Wellness Coalition

## Network Structure

