



**Chelsea Wellness Coalition – Friends and Family Wellness
Meeting – Thursday September 4, 2014 at 6 pm in Atrium B Chelsea Community Hospital**

Agenda:

Agenda Topic	Time	Desired Outcome
1. Introductions	5 min	
2. Community Advisory Committee	5 min	Update on this CWF 5H committee's role, upcoming meetings, etc.
3. Update from PR Committee	10 min	update
4. Process for evaluation and prioritization – see page 2-3	40 min	See Ruth's attempt to organize the questions raised at last month's meeting on Pages 2-3. Discussion and decisions of these processes. Continuation from last month's meeting
5. Synchronize work from all teams	10 min	Decide on attendee list for extra meeting to synchronize the Coalition's document on Processes
6. Meeting dates, times, locations	10 min	Discussion of when to have coalition meetings
7. Announcements	10 min	

Upcoming Coalition meetings: Please note agenda item about meeting days, times so this may change

Date	Time & Location	Meeting Topics
October 2, 2014	6 pm Atrium B @ CCH	Finalize all processes for coalition Finalize Year 4 goals & 5 Year plan Celebration of year's accomplishments (?) Begin evaluations of Year 3 Interventions
November 6, 2014	6 pm Atrium B @ CCH	Evaluation of Year 3 interventions
December 4, 2014	6 pm Atrium B @ CCH	Evaluation of Year 3 interventions
January 8, 2014	6 pm Atrium B @ CCH	Generate list of all interventions proposed for Year 4 Plan, begin intervention prioritization process
February 5, 2014	6 pm Atrium B @ CCH	Prioritization of Year 4 goals and interventions
March 5, 2014	6 pm Atrium B @ CCH	Plan writer attends meeting to get all input for the Year 4 plan
Extra meeting to review draft plan – week of March 23rd	TBD	Review draft plan with plan writer
April 2, 2014	6 pm Atrium B @ CCH	Final review of plan to be submitted on April 3 for May review by CWF
May 7, 2014	6 pm Atrium B @ CCH	Initiate interventions, start the annual cycle



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First, definitions so we are all using same words during the discussion:

Analyze – something done to proposed intervention tables before prioritization is done

Prioritization – a process to decide which interventions to include in the plan

Evaluation – a process to review an intervention which has already been completed.

Prioritization, Evaluation, Goals – ideas and questions from last’s months meeting -

A. **Analyze** – potential questions for analyzing interventions. More questions can be added to this list generated last month. **How will coalition members analyze the answers? Are these yes/no or a scale of 1 – 10 based on people’s opinion, or a score based on pre-set conditions?**

1. Does it have the potential to have a big positive, measureable and plausible impact?
2. Does it have the potential to or propose how it will increase the culture of wellness in Chelsea?
3. Does it have the potential to increase participation in the programs of the coalition?
4. Does it have the potential to increase the visibility and understanding of the coalition in the community?
5. Does the intervention have the potential to support the goal(s) of the coalition?
6. Does the intervention have a symbiotic relationship with other interventions?
7. Does it have the potential to target the audience for CWC goal(s)?
8. Can measureable data be collected?
9. Can volunteer time to collected?
10. Have stakeholders submitted letters of support?
11. Does it have potential to be sustainable without funding from CWC?
12. Does it receive or have the potential to receive funding from other sources?
13. Does it focus on a vision element?
14. Does it have a plan for how to get participation (marketing plan, etc.)?
15. Does it have a budget that seems reasonable?
16. Also look through the list of questions on the intervention table, the list on the scoring sheets as potential other questions for the Analyze state.

B. **Prioritize.**

1. Who (always the intervention leaders and those who will receive funds from the intervention cannot participate in the prioritization of that intervention)
 - a) All present at the meeting at which intervention was presented and analyzed
 - b) Members (as define by membership document)
 - c) Members present at the meeting at which the intervention was presented
 - d) A subgroup chosen by the coalition which may include people who do not attend coalition meetings (area experts, etc.)
2. Decisions by:



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- a) Consensus – some interventions don't get funded
- b) Majority - some interventions don't get funded
- c) Scoring system – highest scores (some interventions don't get funding)
- d) Negotiation – intervention leads offer to reduce budgets to get to \$100,000

3. Requirements –

- a) fair, clear and transparent
- b) backup plan if CWF does not approve one or more interventions

C. Evaluate – need more work done on this section

1. Should the intervention be funded another year?
2. Interventions which do not receive funding can still be included in the plan to make it comprehensive

Goals

1. Funding goals

- a. Different Grant Levels (mini, infrastructure level, institution level or something else to be determined)
- b. Mix of some new and some reoccurring interventions
- c. Yearly goals versus 5 year plan
- d. Multi-year commitment – how are these evaluated to ensure they should continue?

2. Types of project (behavior, systems, policy, infrastructure)

- a) Have goals related to type of project
- b) Don't have goals for different types of projects
- c) Limit the number of projects of each type

3. Set up RFP each year (request for proposals) to address very specific goals