



**Polk United Leadership Team Meeting Minutes**  
**4-23-2019**  
**8:30 AM Conference Room C Polk County Gov. Center**

www.polkunited.org

100 Polk County Plaza, Suite 180 Balsam Lake, WI 54810

Phone 715-485-8517 FAX 715-485-8501

AGENDA ITEM	NOTES	ACTION ITEMS/PERSON(S) RESPONSIBLE
Welcome	Attendees: Elizabeth H, Brian K, Megan K, Don W, Bob W, Tom B, Deanna N, Jessica N	
Draft New Member Packet Review	Megan + Elizabeth have worked to makes updates. <ul style="list-style-type: none"> <li>- Core values, mission, vison, etc.</li> </ul>	<b>Action Item:</b> <ul style="list-style-type: none"> <li>- Megan/Elizabeth: make acronyms on one page</li> <li>- Megan/Elizabeth: make a “what’s in it for you / benefits” section</li> </ul>
Virtual Meeting Discussion	<ul style="list-style-type: none"> <li>• Virtual meeting is preferable than a phone call <ul style="list-style-type: none"> <li>- At least having a way to record and send out afterwards</li> <li>- Will be able to write in a “Zoom” account into the DFC grant and will be able to use this with all the workgroups</li> </ul> </li> </ul>	<b>Action Item:</b> <ul style="list-style-type: none"> <li>- Don: Check in to see if Extension’s “Zoom” account can be used for the time being</li> </ul>
Budget and In-Kind Tracking Sign-In Sheet approval	<ul style="list-style-type: none"> <li>• Name + roundtrip mileage +</li> <li>• Only budget item completed: sign-in sheet</li> <li>• For the grant, we need to identify how many hours members have done work for Polk United outside of the meeting</li> </ul>	<b>Action Items:</b> <ul style="list-style-type: none"> <li>- Elizabeth: add section to sign-in sheet for amount of time outside of meetings</li> </ul>
Polk United Re-Launch	*item moved to next meeting as Bob was not in attendance*	<b>Action Item:</b>
Polk County Fair	<ul style="list-style-type: none"> <li>• Need volunteers!</li> <li>• Mock bedroom will be present at the sheriff’s booth</li> </ul>	<b>Action Item:</b> <ul style="list-style-type: none"> <li>- Everyone: Sign up!!</li> </ul>

	<ul style="list-style-type: none"> <li>• What will be at the booth: giveaways (flashlight keychains, prescription lock bags)! “Polk County On The Move” cards, CHA copy, 211 information, <ul style="list-style-type: none"> <li>- Anything else we should push?</li> </ul> </li> </ul>	
<p>Phone calls to attendees – Follow Up</p>	<ul style="list-style-type: none"> <li>• Main focus we need to do now: get name + image of Polk United out in the community so that people are familiar.</li> <li>• Starting CHIP process, start making phone calls to get a few stakeholders</li> <li>• Once we have a plan in place THEN make asks to more stakeholders</li> <li>• Looking at our current list of attendees: VERY skewed</li> <li>• Might be worth the time to identify a list of <u>active</u> members</li> </ul>	<p><b>Action Item:</b></p> <p>Don: go through stakeholders list and send out for others to identify if someone should be added or removed from list.</p> <p>Everyone: identify any appropriate stakeholders to add/remove from the list</p>
<p>CHA Roll Out Progress / CHIP Discussion</p>	<ul style="list-style-type: none"> <li>• CHA rollout <ul style="list-style-type: none"> <li>- Electronic copies have been sent to put on your websites</li> </ul> </li> <li>• CHIP discussion <ul style="list-style-type: none"> <li>- Goal: out by end of December</li> <li>- Timeline available</li> <li>- August 12 - August 23: 1 meeting held for each of the top 3 focus areas (mental health, substance use, nutrition &amp; physical activity) <ul style="list-style-type: none"> <li>o What has been done, what is being planned to be done, evidence-based articles, strategies, evaluation process, etc.</li> <li>o NACCHO Community Health Improvement Model: able to fill out and identify what we are accomplishing and where the gaps are</li> <li>o Need to solidify an invite list + identify what the best day + time works best.</li> <li>o August 12, (9:00-11:00) = Substance Use @ SCRMC</li> <li>o Pre-work: have to determine how much/what we want them to accomplish before attending</li> </ul> </li> </ul> </li> </ul>	<p><b>Action Item:</b></p> <p>Everyone: contact Elizabeth if you would like a hard copy of the CHA</p> <p>Everyone: be sure the CHA document is presented on your website!</p> <p>Elizabeth: Send out CHIP timeline</p> <p>Elizabeth: Confirm times / locations for meetings</p> <p>Everyone: Prepare for meetings by identifying the “what have we been doing” part of the meetings</p>
<p>MOU and Charter</p>	<ul style="list-style-type: none"> <li>• Elizabeth received no more feedback, meaning it is time to sign! <ul style="list-style-type: none"> <li>- Will have everyone send a picture of their signature &amp; will all be combined on one document</li> </ul> </li> </ul>	<p><b>Action Item:</b></p> <p>Everyone: Send a picture of your signature to Elizabeth (jpeg, etc.)</p>

Wrap up / Next Steps	Next meeting: ?????? • Hoping to find a standard meeting day/time! • Instead of the August large group meeting → attend a CHIP discussion meeting ( or all of them! 😊 )	
----------------------	---	--