

**Jefferson County Health Alliance  
Steering Committee**

November 9, 2020 1:30-3:30pm  
Microsoft Teams

**Notes**

**Meeting Objectives:**

- Discuss and update the revised Governance Charter draft for review by action team participants
- Review and agree upon the program manager position
- Determine date for next meeting of the larger Alliance

**Committee members:** Monica Buhlig, Sophie Thomas, Glenn Most, Lynnae Flora, Don Bechtold, Shannon Burk, Rachel Cohen, Fran Taffer, Heather Dolan, Cara Hebert

**Alliance partners:** Amy Sciangula

**Guests:** Ashley Sever, Nikki Work

	<b>Activity</b>	<b>Action</b>
	Welcome	Lynnae
	Covid-19 communication efforts <ul style="list-style-type: none"> <li>- Ashley and Nikki from Public Health’s Public Affairs office presented a community effort to Developed by public health, but a community effort. <a href="https://www.jeffco.us/4048/Communications-Toolkit">https://www.jeffco.us/4048/Communications-Toolkit</a></li> </ul>	Follow-up with Ashley ( <a href="mailto:asever@co.jefferson.co.us">asever@co.jefferson.co.us</a> ) and Nikki ( <a href="mailto:nicwork@co.jefferson.co.us">nicwork@co.jefferson.co.us</a> )
	CFF Updates <ul style="list-style-type: none"> <li>- Board review of our funding request is 11/11</li> <li>- Discussion of CFF joining the Steering Committee and considerations of communication and power dynamics. Continued discussion is warranted.</li> </ul>	
	Governance Charter Revision <ul style="list-style-type: none"> <li>- Reviewed revisions to the governance charter.</li> <li>- Vote on changes planned for December meeting.</li> </ul>	Kelly will send out updated charter for review by Steering Committee and Action Team.
	Staffing update <ul style="list-style-type: none"> <li>- Agreed with manager position description</li> <li>- Suggested the position’s working title should be changed to director rather than manager.</li> <li>- Steering Committee will review and vote on public job posting.</li> </ul>	Staffing Committee
	Alliance Endorsements	Monica and Heather will continue drafting a policy for the Steering Committee to reflect on.

	<p>Action Team updates</p> <ul style="list-style-type: none"> <li>- Technology Team purpose – This group is starting to coalesce and had a productive kick-off meeting earlier this month.</li> <li>- “Annual” meeting date – February 8, maybe March 2021 <ul style="list-style-type: none"> <li>o Committee agreed to support a date decided upon by the Action Teams and Kelly and Rachel.</li> </ul> </li> <li>- Child Maltreatment Prevention Plan developed by Jeffco Connections contains activities in line with the direction of three of the Alliance Action Teams – Building a Culture of Connection, Center in the Community and Technology.</li> </ul>	<p>Kelly and Rachel will confirm date with the action teams.</p>
	<p>Business</p> <ul style="list-style-type: none"> <li>- Budget update: Estimating approximately \$3000 remaining.</li> <li>- Next meeting: December 14, 2020, 1:30 to 3:30</li> </ul>	<p>Kelly will forward information on recommended All In conference – Dec 8 to Dec 10.</p>