

Minutes
Health Equity Committee
April 10th, 2:30pm

Members in Attendance: Alexander Mbewe, Melissa Meyers, Michele Brezniak, Ramindra Walia, Sheila Hayes, Patrick McCormick, Sarah Duso, Bridgit Marks

Members Absent: Kate Milde, Bob Farwell, John Salomone, Patrick Daley, Jennifer Granger, Erica Brennan, Dr. Mohammed Qureshi, Joseph Zuzel (provided a rep).

1. Call to order
2. Attendance
 - a. See above
 - b. Mr. Farwell announced that he would send a new representative from Otis Library to the next meeting.
 - c. Mrs. Meyers is the representative from Generations
 - d. A motion was passed to request a review of the current committee members and to provide the team with updates on members who are joining or no longer attending the committee meetings.
3. [Minutes](#) from March meeting
 - a. Were reviewed and accepted.
4. Elect a note taker
 - a. The committee members voted to rotate the meeting note taker at each meeting since no member volunteered as the note taker for the committee.
 - b. Patrick McCormick recorded the minutes from our April 10th meeting.
5. Ethics Requirements
 - a. S. Duso sent a request to Kate Milde and Angela Fuller to confirm the members who still need to complete the ethics course.
6. 6 areas of focus- Assign members to each area of focus and set initial goals for each area. Health Equity Plan (3 & 4), Data (aggregation and analysis) (5 & 6), Direct Services (7 & 8), Internal city processes (internal operations 9 & 10), Umbrella/scope Mission and Vision (2 & 11), Legislative advocacy (13 & 14), Goals and objectives (12)
 - a. Committee members voted to focus on Data as the first priority of work. The committee agreed that with the limited attendance of members and the scope of the work 1 area of focus would be tackled at a time.
 - b. Prioritizing the focus areas will allow for a purposeful review of the work ahead.
 - c. The committee requested additional details regarding data from previously completed assessments. Would like to review data already collected and determine what additional data is needed.
 - d. Committee members are reviewing the data they have access to find common data points.
 - e. McCormick reminded the committee to ensure that the data chosen has a Statistical significance.
 - f. The committee suggested the following data sets: Hospital data, health center data, TVCCA's needs assessments and School demographic profiles.
 - g. The Sub-committee focused on data agreed to meet on May 3rd at 1pm. S, Duso, M. Meyers, J. Zuzel, and Dr. Walia will participate in the sub-committee.
 - h. A request was made for Kate Milde to reach out to Health Equity Solutions for specificity on the report they provided.

- i. Ms. Hayes recommended that once the data is reviewed the committee develop a substantive plan with goals and objectives.
7. Update on members who can not attend and their recommended replacement/representative. If you miss more than 3 meetings consecutively you could be asked to resign.
 - a. Melissa Meyers is the rep for Generations.
 - b. Erica Brennan has been unable to attend the committee meetings.
 - c. Email sent to Kate Milde and Angela Fuller to review Committee member list and procedure/policies for adding and removing members.
8. Other- your items <https://www.hesct.org/what-we-do/> and Health Equity Committee [semi-annual report summary](#) due by 3/26- submitted.
 - a. Reviewed and approved by committee members.
9. Set Agenda for next meeting
 - a. No new items
 - b. Sub-committee reviewing data will report out
10. Adjournment
 - a. Patrick motioned to adjourn
 - b. Melissa Meyers seconded the motion