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**Population Health Improvement Program (PHIP)
Steering Committee Meeting
December 16, 2015**

Attendees:

Peggy DiManno – NYSACHO, Charles Welge – ACDOH, Kevin Jobin-Davis– HCDI, Pamela Rehak – SPHP, Cathy Duncan – Saratoga County DOH, Ron Rouse – GC Rural Health Network, Scott Momrow – HIXNY

I. Review of last meeting

- Approval of Minutes: Minutes Approved

II. PHIP Activity Update

- Reviewed data work that will be used for prioritization meetings.
- HCDI working on Trinity Transforming Communities grant in conjunction with St. Peter's Health Partners.
- PHIP is working to develop grant money for partners and support for grant work can be a focal point.
- Gantt chart review of CHNA process for the Capital Region.
- While PHIP will pursue some grants, it will not take opportunities from other partners. It will make sure to inform all partners of any grants that it will pursue.
- The Capital Region does not have a regional entity for coordination and strategy between partners (multiple non-aligned initiatives). Collaboration infrastructure needs to be developed.
- Kevin posed the question of how the PHIP fits with DSRIP

III. Year 2 Work Plan

- Consumer engagement is a primary focus
- Development of the Regional Public Health Initiative Resource Directory is a top priority.
 - Important because there is nothing currently that encourages collaboration among public health professionals
- Review of deliverable timeline on the back page of the meeting packet



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IV. PHIP Advisory Council (PHIPAC) upcoming meeting

- Kevin shared the logistic details of the meeting (time, place, etc.)
- Role of the PHIPAC was discussed and what benefits it may bring to the regional public health community.

IV. Draft Technical Assistance Model

- Discussed how PHIP staff would be using the assistant request form
- Form will allow for better allocation of PHIP resources.
- An added benefit of the form is that it highlights collaborations
- Examples of when the form would be used:
 - Work writing a partner grant
 - Consumer uptake assistance
 - Outreach to increase engagement
 - Research requests
- Feedback was collected on the form

V. Draft Communications Plan

- Purpose is to engage partners we need and to disseminate PHIP messaging
- Newsletter will play an important role
- Discussed target audiences of each communication tool
- PHIP needs to organize email contacts and categorize them so that messaging can be targeted to specific groups

Next Meeting: January 20, 2016