

**Full Member Meeting Agenda**

**Date: 07/24/2024**

**Time: 6:00pm**

**Location: Virtual**

**Community Advisory Board (CAB) Mission Statement:** 1) To ensure that program activities reflect the insights of directly impacted community members; and 2) support the integration of MCIU responses as part of a more effective emergency response system.

**1. Call to order: 6:39pm**

In Attendance	Regrets
Brianna Shon Jade Brandon Thuy Ricky Katheryn Ben Travers Tyesha Jan LaTaisha (virtual)	Ricky Kevin

Quorum confirmed?      **Yes**      No

Review of Group Agreements

- Take space, make space
- Share responsibility for the success of the discussion
- Don't expect perfection, allow for mistakes
- Hard on systems, soft on people
- Limit distressing details about specific incidents

**2. Adoption of Agenda**

Moved: Jade

Seconded: Brianna

Motion: Pass

**3. New Business**

Budget and materials

- RHD has a communications process that would have to go through if looking to do so through RHD
  - Brianna can get with Jan to get more specific information on communication process
  - Can provide "wishlist" to Jan and Tyesha i.e. business card size, magnets, identify how to call for MCIU
- Dec 1st will hear back about getting CAB budget through NOHD
  - Approx. \$4000 requested for 2025 budget
- MCIU can provide us with brochures and materials, as requested
- Process to request materials from Tyesha/RHD
- Creation of decision tree regarding who to call and when to clarify process

#### Shared outreach/tabling event calendar

- Scheduling process so that everyone can be on same page
- Have been honing in on small groups (i.e. two top decision makers)
- Brianna will get info about upcoming community events

#### Performance measurement and management plan

- Quarterly and annual performance reviews developed already; process for bringing back to CAB and reviewing information
- Importance of surveying community
- Survey information about participant experience but not put on dashboard in anyway at this time
- RHD MCIU website - can review survey questions.
  - Survey for participants/families and survey for providers
  - Ask about it when doing follow-up calls 24-72 hours after service received
- Jan/Tyesha can follow up with Henrietta to review how often data is reported and get some more information about the process

#### Solicitation of CAB voting members

##### Subcommittees

- Community Outreach and Education
- Community Feedback and Research
  - Series of sessions to orient CAB Voting members to multiple individuals involved, what data is already being collected
  - Streamlining process for creating data
  - What does community want to see within data?
- Performance and Development
  - Connect to other CABs (MHSD, NOPD, JPHSA)
  - Connection to ICRA
  - Option for training for CAB members
  - Importance of maintaining equity
  - Completion of report for quality of life committee

#### 4. MCIU/RHD/NOHD Updates

- Heat map being developed
- V1 of external dashboard up and running

- Internal dashboard being developed
- Question for voting members - how do we increase equity of the board
- Identify streamlined processes

Plan for the next July 24th:

Developing Subcommittees and choosing members at the full group meeting

- Community Outreach
- Feedback and data collection, analysis
- CAB performance and functioning
  - (members will provide ideas about goals and responsibilities within the subcommittee)
  - Subcommittee heads will update on progress
- Other plans for the July 24 meeting: a budget discussion, assignment of a potential treasurer
- Shon, Brianna, and Jade will push for commitment for a budget before the July 24th meeting
- “Outreach calendar” for the next several months, can we collect a list and check them off
  - A “map”
  - Educating providers, staffers, and members of the community to “how to make a call”
  - “Make it robust”
  - Who to call, 911, 988 or 211? (Who does it work?)
- Data and feedback needs
  - Check-in on progress in our database
  - Jason: checking in on the research project, collecting
  - A specific problem: the public is not educated on how to make a phone call and be triaged properly. How is that affecting outcomes?
- Performance measurement and management

Voting as a group: do we vote as a group on a CAB performance and development?

- Important for the ongoing and new members

## 5. Other Business

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## 6. Summary of Action Items/Responsible Party

- For the 24th: Bring examples of educational materials, pamphlets, handouts.

- Jade will complete minutes and a brief set of slides describing subcommittee and group needs.

## **7. Summary of Votes and Decisions from Meeting**

Schedule for Ben for full group meeting

- August 21
- Sept 18
- October 16

## **8. Motion to Adjourn**

Moved: Brianna

Seconded: Jade

Motion: Passed (time in meeting also ran out)