

# Maryland State School Health Council: Executive Committee Meeting **MINUTES**

## MEETING INFORMATION

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Date: 8/17/18

**Attendees:** Rachel Deitch, Erin Hager, Marla Caplon, Lea Jaspers, Alan Lake, Tina Backe, Caroline Green, Katie Campbell, Brooke Torton, Mellissa Sager, Kristi Corona

**Time:** 10-11:00am

**Location:** 1<sup>st</sup> Floor Conference Room  
737 West Lombard Street  
Baltimore, MD 21201

**Call-in Information:** 1-866-453-8413  
Code: 1880729



## AGENDA \*ACTION ITEMS

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### I. Introductions (5 minutes)

### II. Bylaws: Updates for 2018-2019 (Erin; 5 minutes)

- See Handout

#### Changes:

1. Added WSCC Model
2. Officers recommendations based on group discussion
  - i. Tina Backe to become Treasurer
  - ii. Kristi Corona to become Secretary
  - iii. Chair Person Elect should be the "Vice Chair"
  - iv. Chair Person to have a 3-year term
  - v. Officer titles: Chair, Vice Chair (or MSDE and MDH representative), Past Chair, Secretary, Treasurer
3. Vote on E-Board positions in September\*
4. Committees to change from the 3 established in the bylaws to: Legislation, Networking, Sharing
5. Bylaws will be updated and reviewed again at the September meeting\*

### III. Building the Executive Committee and the broader MSSHC membership (Discussion; 15 minutes)

1. Executive Committee (*see handout of current members*)
  - i. New members
    1. Brooke Torton & Mellissa Sager University of Maryland Legal Resource Center for Public Health Policy (brief introduction)
      1. Funded by MDH
      2. Available to provide Legal information (not advice) and technical assistance
      3. Director is Kathleen Hoke (Kathy)
      4. The LRC can explain legislation, look at gaps in law, compare legislation to other states, draft bills, legislative tracking, send students to testify
      5. Bi-weekly calls with open mic, weekly emails
      6. Webinar is available to share limitations of state employees\*
      7. Look into limitations of MSSHC for testifying\*
    2. Green Schools Program Representative (presenting at October meeting)
      1. Wellness Award: Lea reached out to member of GSP, Donna Balado, who is available to provide a presentation at the October meeting

2. MSSHC members
  - i. Will be invited to webinars (5x/year)
  - ii. How do we build out distribution list?
    1. System-level representatives
    2. School-level representatives
      1. Principals, Teachers, Students, etc.
    3. Include SHIP, MSNA, Academy of Pediatrics, Webinar attendees
    4. Everyone- send your distribution lists to Erin/Kristi to build a large membership database\*
    5. Kristi to look into “remove me from DL” option for our e-mails
  - iii. Reach out to Lisa Lachenmeyer at Extension (Erin to reach out), School Mental Health (Sylvia and Nancy), Horizon Foundation (Greg Snyder), Developmental Disability (Tina to reach out), new MSDE PE specialist, Kerry Lowery (School Nurses), Maggie Koontz (Carroll County- Erin to reach out), add those removed back to list (Erin to send note)\*
  - iv. Should keep this as a standing agenda item

#### **IV. Planning October Webinar (Discussion; 15 minutes)**

1. Identify WSSC topic
  - i. Tobacco and E-Cigarettes
2. Nominate system(s) to speak
  - i. Dawn Berkowitz (Tina to reach out and cc Erin)\*
  - ii. School System to highlight? Ask Dawn\*
3. General structure of webinar (from last meeting):
  - i. Update from the MSSHC – Introduction (repeat on every call)
  - ii. Sharing from 1-2 systems on what they are doing around a WSCC topic – County highlight, Dawn
  - iii. Resources/TA that is available on that WSCC topic- LRC to provide information (tobacco 21)
4. Date: October 25<sup>th</sup> at 3:30pm-4:30pm
5. Save the date prior to 9/19, formal invitation to follow next meeting.

#### **V. SHIP conference (brief discussion followed by larger conversation in September, 10 minutes)**

1. 2018 Conference (Tina, Alan, Caroline, others)
2. 2019 Conference planning committee? Expand to include whole WSCC model?
3. Consider 2 hour workshop instead of luncheon where regions can share out and engage
4. Determine when planning begins\*

#### **VI. Update on Secretary meeting (Erin; 5 minutes)**

#### **VII. Spending MSSHC budget in 2018-2019 (\$5000) ( Erin/Tina; 5 minutes)**

1. Webinar Software license – can this be purchased?\*(Kristi will look into this)
  - i. Also look into Zoom

#### **VIII. Other New Business/ Open Mic**

##### **To Discuss in September**

1. SHIP Conference Planning
2. Planning 2018-2019 Listening Sessions
  1. System-level supervisor meetings: Counsellors? Nurses? Food Service Directors?

**3. Website Content**

**4. Healthy Schools Award**

1. Possible state funding
2. Anne Arundel's model: <https://www.aacps.org/Page/1284>
3. Contact Maryland Green Schools about application process/ if reviewers are paid