

## School-Based Wellness Center Strategic Planning Steering Committee

Meeting Minutes from Meeting, May 14, 2020

Agenda Item	Discussion	Action Items
Welcome		
Steering Committee Charge	<ul style="list-style-type: none"> <li>• Leah Woodall gave an overview of the history of school-based wellness center policy in Delaware and framed the charge of this Steering Committee, which came out of language in the FY2020 Budget Epilogue.</li> <li>• Sen. David Sokola and Rep. Kimberly Williams expressed their support for school-based wellness centers and the importance of the Steering Committee.</li> </ul>	
Introductions	<ul style="list-style-type: none"> <li>• Steering Committee Co-Chairs, Dr. Aileen Fink and Dr. Jon Cooper, introduced themselves and their vision for the Steering Committee.</li> <li>• Steering Committee members introduced themselves.</li> <li>• Steering Committee support staff introduced themselves and their roles within the strategic planning process. Staff came from the Delaware Division of Public Health and Health Management Associates.</li> </ul>	
Virtual Binder and Organization	<ul style="list-style-type: none"> <li>• HMA staff introduced the <a href="#">virtual binder</a>, an online platform where all meeting materials, minutes, recordings, and invitations will be published.</li> </ul>	
Steering Committee & Workgroup Structure	<ul style="list-style-type: none"> <li>• The Steering Committee jointly reviewed the graphic of the organizational structure of the Steering Committee, workgroups and timeline.</li> </ul>	
Draft Charter	<ul style="list-style-type: none"> <li>• The draft charter for the Steering Committee was reviewed and each committee member was asked to submit any edits as part of requested follow up tasks. The Steering Committee will vote on the charter at their next meeting.</li> </ul>	
Workgroup Responsibilities	<ul style="list-style-type: none"> <li>• HMA staff presented workgroup descriptions with subject areas and responsibilities. The Steering Committee reviewed the proposed responsibilities and subject areas for each of the three workgroups. Steering Committee members were tasked with identifying potential members for the workgroups.</li> </ul>	
<a href="#">Next Steps/Closing</a>	<ul style="list-style-type: none"> <li>• HMA staff reviewed with the Steering Committee the proposed meeting schedule.               <ul style="list-style-type: none"> <li>○ The Steering Committee at the recommendation of Co-Chair Dr. Fink, decided to make the 6/18 meeting a 2-hour meeting (9:30 AM</li> </ul> </li> </ul>	<p><b>Steering Committee Members:</b></p> <ul style="list-style-type: none"> <li>• Accept Invitations for future meetings</li> <li>• Review <a href="#">Virtual Binder</a></li> <li>• Set up Basecamp</li> </ul>

	<p>– 11:30 AM) in order to complete a SWOT analysis as part of the strategic planning process. Barring December as of right now the remaining meetings are scheduled for one hour each.</p> <ul style="list-style-type: none"><li>• In closing HMA staff discussed the next steps for the Steering Committee, which included: accepting calendar invitations for future meetings, reviewing the virtual binder, setting up Basecamp, and completing the post-survey.</li><li>• Meeting was adjourned promptly at 11 am.</li></ul>	<ul style="list-style-type: none"><li>• Complete <a href="#">Survey</a><ul style="list-style-type: none"><li>○ Designated representative</li><li>○ Edits to charter</li><li>○ Recommendations for workgroup membership</li><li>○ Executive sponsor volunteer</li></ul></li></ul>
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