

**State Advisory Council on Health and Wellness:
Arthritis Committee
Minutes
February 21, 2018
5:00 – 6:00 PM**

Maryland Department of Health (MDH), Conference Room L-4
201 W. Preston Street
Baltimore, MD 21201

Minutes submitted by: Berit Dockter

MEMBERS PRESENT

Rachel Pigott
Meg Gwaltney
Jody Marshall
Anna McCreery

MEMBERS BY PHONE

Linda Kline
Donna Nordstrom

MARYLAND DEPARTMENT OF HEALTH STAFF PRESENT

Berit Dockter

GUESTS

Dr. Sadie Peters

Introductions

- The meeting was called to order by Ms. Dockter at 4:56pm.
- Council members went around the room to introduce themselves. Ms. Dockter introduced herself as the committee staff support and will facilitate the meeting today.
- Dr. Sadie Peters, the medical director at the Center for Chronic Disease Prevention and Control (CCDPC) at the Department of Health, shared the Department of Health is applying for an arthritis grant from the Centers for Disease Control and Prevention (CDC), “State Public Health Approaches to Address Arthritis,” which is due April 2, 2018. CDC estimates there will be 12-15 award recipients. An estimated \$280,000 per award per year will be awarded; the award is 5 years. The grant includes promoting programs, such as Walk With Ease, and improving referrals in the community. July 1, 2018 is the start date of the grant, if awarded.
- The objectives for the meeting today:
 - To ensure all members fully understand the function and responsibilities of the Committee before leaving this meeting.
 - To ensure all members fully understand the roles of Committee Chair, members and staff support, as well as meeting structure, before leaving this meeting.
 - To identify a goal that defines the scope and provides a framework for the Committee’s work over the next year.
 - To begin the action planning process, starting with identifying and articulating at least one measurable priority (objective/activity) for the first year if time allows.

Committee Function and Responsibilities

The Health and Wellness Council Committees were originally conceived to do the work of the Council. This also means the Committees will be responsible for reaching measurable outcomes. All Committees will:

- Develop an annual action plan;
- Using data, identify and agree upon a goal to define the scope and the direction of the work to be achieved within the next year; and,
- Identify 1-2 measurable goals and priorities (objectives/activities) to be achieved within the year.

Ms. Gwaltney asked the role of this Committee and relationship to communicating with other Committees within the Council. The group discussed ways to communicate with other Committees for projects, such as the Walk Maryland Day event.

Ms. Pigott suggested using a digital platform for the Committee(s) to communicate electronically between meetings. She has used “group site.” Other digital platforms, like “basecamp” or “Google Doc” can be used depending on the project.

Ms. McCreery provided Council consolidation history and creation of this new Wellness Council with Committee structure. Committees coming together “organically” to perform work of the Council is encouraged. Ms. McCreery will ask Christine Boyd (staff of the Council) to organize a call with Committee chairs to encourage work and communication between meetings.

Ms. Nordstrom agreed the discussion board and chair calls between meetings is a good idea to prevent duplicate work.

Meeting Structure

- Meetings will take place at 5:00 PM at MDH, following the Council meeting.
- There will be a teleconference option.
- Attendance and minutes will be recorded. Minutes will be captured in the Council’s meeting minutes. These minutes will be kept internally and not posted to the website; however the Council minutes will be posted to the website.
- Committees have a Chair.
- Meetings are subject to the Open Meetings Act. This means they are open to the public.
- Committees will provide an annual report of its activities to the Council. Ms. Dockter explained the “report” does not need to be very formal.

Chair Role

- Welcome our Committee chair, Jody Marshall.
- Work with the staff lead (Ms. Dockter) to develop and review committee agendas and action items before each meeting.
- Become familiar with Open Meetings Act. Ms. Dockter will share this website with Ms. Marshall.
- Report out Committee activities at each Council meeting. The report-outs will be captured in the Council meeting minutes.

- Support efforts to engage members and meet deadlines set forth in the action plan.
- Ms. Dockter highlighted Ms. Marshall as an active member of the previous Arthritis Council and her excellent work helping to get the Arthritis Newsletter off the ground.

Member Roles

- Attend at least 75 percent of meetings with at least one in-person. Call-in option available.
- Actively engage with discussion and participation in assigned tasks.
- Meet deadlines and assigned responsibilities set forth in the action plan. Ms. Dockter shared a copy of the “action plan” template, which will be updated and serve as a working document that could perhaps be updated at each committee meeting.

Ms. Gwaltney asked about the size of this Committee, being a smaller Committee within the Council.

Ms. McCreery mentioned Open Meetings Act and encouraged outside members of the public to attend. Ms. Dockter pointed out Dr. Peters in attendance today is welcome to be a regular participant, especially with the work of the arthritis grant application.

Regarding goal setting of the Committee, Ms. Gwaltney would like to listen to what other interests are, have opportunities to listen to the public and communicate with the public and ask what they would like the Committee to do. It is easier to go to the public versus expecting them to come to us. She would be interested in the public helping focus the direction of this Committee. Ms. Gwaltney suggested the Committee could possibly speak or have a booth at a conference. Ms. Dockter mentioned a “health aging summit” this July in Washington, D.C. as one of many other events that come through the area.

Staff Roles

- This Committee is staffed by Ms. Dockter, who also staffed the past Arthritis Council.
- Facilitate the strategic planning process to create action plans and identify/articulate measurable objectives.
- Meet deadlines and responsibilities as detailed by the Council staff (Christine Boyd), and attend team meetings.
- Work with CCDPC Data and Evaluation Team staff for updated data and burden information for topic areas. Dr. Peters emphasized this resource in addition to the Arthritis Foundation as great resources for data.
- Meeting and call logistics, and communication with members. Ms. Dockter offered to set up conference calls between meetings for the work to continue, possibly for a subcommittee small project in the future.

Goal Setting Discussion and Action Plan Process Mapping

To support the committee in its charge (“mission”) to do the work of the Council, as it relates to arthritis, we’ve developed an action plan template to help focus our efforts and keep us on task. The first step in developing the action plan is to determine a goal for year one.

As a reminder, the Council's charge is to promote evidence-based programs for developing healthy lifestyles, and for the prevention, early detection, and treatment of chronic diseases. To the Maryland Department of Health, the Council makes recommendations on chronic disease prevention, health, and wellness.

Our Committee's goal should be a broad statement about what we want to achieve this year. A goal:

- establishes a direction for the committee.
- specifies an expected effect such as a population health problem or health risk behavior.
- should be a simple, declarative statement that provides a framework for the priorities (objectives) and strategies.

Ms. Dockter shared an example goal may sound like: "Increase participation in leisure time physical activity in Maryland by 2022."

Ms. Dockter asked everyone to write down 1-2 goals on a post-it note. Ms. Kline and Ms. Nordstrom shared their goals over phone and Ms. Dockter recorded their responses on post-it notes. Each committee member was then invited to read their goal(s) and stick the post-it note to a large white sheet of paper on the wall in the room.

Ms. Dockter re-read all of the goals and organized them (by physically moving the post-it notes on the wall) into common words or themes. The committee agreed to the groupings of the goals and came up with two categories: 1) increase awareness and 2) increase action. The goals included:

Increase Awareness

1. Increase awareness and education to key decision makers (i.e. health care providers, legislators) on language to use for arthritis terms. Could include creating a one-page flyer.
2. Increase patient education on type of arthritis along with therapeutic techniques.
3. Expand education and research-based resources available to health professionals, patients, families, caregivers, and the community.
4. Increase community awareness on prevention and self-management to prevent disability from arthritis.
5. Increase education resources for caregivers.
6. Increase awareness and participation in self-management programs.
7. Increase awareness and education about arthritis prevention.
8. Increase awareness of and access to resources for those with arthritis.
9. Increase awareness of joint protection principles in the population of those affected by arthritis.

Increase Action

1. Increase walking as a regular exercise across the state.
2. Increase accessibility to leisure activities that are low stress to arthritic joints in at-risk areas for low physical activity levels.
3. Increase awareness of and participation in evidence-based programs for prevention of arthritis and arthritis management.

4. Increase alternative diet changes to reduce inflammation.
5. Increase behaviors and health habits that positively addresses arthritis. Activities include diet and physical activity.

Withdrawn Objectives (withdrawn from person who submit the goal due to similar themes or to use at a later time)

1. Increase linkages to care for those with arthritis.
2. Increase learning opportunities for those in allied health professions who serve those with arthritis and related conditions.

Next, Ms. Dockter gave two stickers to each committee member and asked them to vote on their favorite goal. They can vote twice on the same goal if desired. The committee members were also allowed to vote on the category heading. Committee members and those on the phone voted with their sticker by placing it on their favorite goal(s) for the Committee to focus on this year. The top votes included:

- (4 votes) Increase awareness category.
- (2 votes) Increase education resources for caregivers.
- (2 votes) Increase behaviors and health habits that positively addresses arthritis. Activities include diet and physical activity.

The goals will be included on the committee's "action plan" template and can be updated on an as-needed basis throughout the year.

First Draft Primary Goal for 2018: "Increase awareness of programs, resources, terminology, and interventions to patients, caregivers, health care providers, and other members of the community to improve prevention and self-management of arthritis."

First Draft Secondary Goal for 2018: "Increase behaviors and healthy habits that positively address arthritis, which may include diet changes and physical activity."

The Arthritis Committee discussed the newsletter that was circulated last year under the Arthritis Council and how bringing back the newsletter, with a defined target population, could help address the goals for the year.

Items for Next Meeting

At the next Committee meeting, the Committee will discuss:

- Approve the Primary and Secondary Goal statements;
- How to meet the goal(s) with activities and committee work;
- Break the goal into manageable parts;
- Come up with time-bound, measureable priorities or activities to support the goal(s).

Example priority: By 2020, increase by 2% the percentage of Maryland adults who participate in leisure time physical activity.

Be sure the priority/activity specifies:

What/Who?

- What exactly will we do?
- What is the action?
- What are we intending to impact?
- Who is responsible for carrying out the action?
- Who is intended to impact or who is target population?

Measure

- By how much?

How

- What will we do?
- How can this be achieved?

Why?

- Why is this relevant?

When?

- When will this be achieved?

The next meeting may include the same post-it note exercise to organize priorities/activities, which will then be included on the “action plan” document.

Adjournment

The next meeting date is May 2. The next meeting will involve completing the action plan with clear priorities (objectives/activities) and assigned strategies.

Ms. McCrerey made a motion to adjourn the meeting. The meeting adjourned at 6:02pm.

Next meeting: Wednesday, May 2, 2018 4:00 – 6:00 PM
201 W. Preston Street, Baltimore, MD 21201 Room L-3