

Tobacco Free Baltimore County Community Coalition

MINUTES MARCH 21, 2012

12:00 P.M. – 2:00 P.M.

DRUMCASTLE GOVERNMENT CENTER

DRAFT

MEETING CALLED BY	Christine Schutzman, and Patricia Pickett Tobacco-Free Coalition - Leadership Co-Chair
TYPE OF MEETING	Tobacco Free Baltimore County Community Coalition Meeting
FACILITATOR	Christine Schutzman
NOTE TAKER	Marlene Spruiel
ATTENDEES	Greta Brand (GSBAI), April Meise (Johns Hopkins-Bay View), Mark Metzger (BCPD), Karen R. Polite-Lamma (Franklin Square Hospital), Judy Rosenberg (Bais Yaakov School), Sister Marie Seton Walsh (Northwest Hospital Center), Christine Schutzman (St. Joseph Medical Center- The Cancer Institute), Cassandra Umoh (MOTA-B.C.), BCDH staff: Joy Weddington, Mike Dark, Dave Goldman , Marlene Spruiel.

12:15 **WELCOME AND INTRODUCTIONS** CHRISTINE SCHUTZMAN

DISCUSSION	<i>Christine Schutzman</i> opened the meeting with welcome and introductions. Meeting Minutes were viewed and approved with the following corrections: Under the discussion topic " Little Cigars/Candy Tobacco " JOINS Group first bullet should be changed to: 25 citations were written, and there is now a new program for youth and parents. Ed Creed will continue to write the citations for product placement.
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12:25 **DHMH SITE VISIT REVIEW** JOY WEDDINGTON/DAVE GOLDMAN

DISCUSSION	<p>Our DHMH site visit was held on Wednesday, March 7, 2012, and it reviewed Fiscal years 10, 11, and 12. Mr. Carter, made mention of our past/present problem with un-spent funds. Joy Weddington, stated that not getting the approvals for the funds in a timely manner is one of the reasons why we are unable to spend all of the funds. Shared that our grant application was re-submitted several times due to feedback received from the State for a change. Stated that for the first time, we received grant guidelines for three sections of the grant before the actual instructions have been posted, sent by Denise Albright. This will be helpful in getting the grant application prepared properly so that we can get an approval the first time. We have not been told when we can expect the full formal instructions for the FY 13 grant application – but we will work with what we have. Dave Goldman, should have our grant application completed by April 15th – but recognized later that may not be possible since we haven't receive the full grant application instructions yet. However we are committed to getting the application completed as soon as possible in an effort to get funds announcements out to the vendors by July 1st. There was discussion about 5 years of grant information needing to be kept on site at all times and there is a need to develop a plan or system to pass information on to new staff.</p> <p>We talked about a number of scenarios to resolve the anticipated unspent funds for FY-12, and the following are DHMH responses:</p> <ul style="list-style-type: none"> - School-based budget, grant line item was (57k) will be under spent because the award with BC Schools System was not executed and the alternative plan to give applications directly to Individual schools will only use 17 – 25k, of the awarded amount. Mr. Carter suggested that we Move 25 – 30k from school-based and reallocate it to better performing budgets like community (02), and cessation (05). Mr. Carter stated that this is not a common practice for the CRF Tobacco Grant, but he would be responsible for writing the justification on his end. - The allocation of additional resources to community (02) and cessation (05) will satisfy some of the unmet needs and opportunities discussed. BBH staff talked about possibly not having enough money to fund the faith-based applicants in-hand and the likelihood of getting additional applications. Mr. Carter suggested that we get some of the applicants to focus on elementary/middle school age Youth.
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CONCLUSION	
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12:45 **FY-12 CRF GRANT STATUS REPORT** JOY WEDDINGTON

DISCUSSION	<p>Performance Measures: Joy discussed using the information Denise Albright sent to start the preparation of our FY 13 grant application. It only covers three sections – but it's a good start. Also noted the importance of the Needs Assessment section which should contain the most current data. Our application should be data driven and/or supported.</p> <p>Grant Funds: A copy of the e-mail from Ms. Albright was distributed for discussion.</p>
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Youth Membership on the Coalition: A question was posed, asking how to involve youth on the tobacco coalition? Youth membership on the coalition has been a continued struggle, however it is one of the mandates, so we have to find a way to connect with youth organizations. PAL Centers and Parks & Recreation would be a good starting place. They are always interested in working with programs that offer tobacco education/prevention. Mark Metzger volunteered to contact Beahtha Davis (PAL), and Berry Williams (Rec. & Parks). The PAL Centers are broken up into regions. Karen Polite-Lamma, who represents Franklin Square Hospital, stated that she is already working with 5 PAL centers in their service area, and incorporate tobacco prevention in that program. We need to double check to see if the coalition can use those numbers. Educating youth in B.C. in tobacco prevention is a goal of the coalition, but the DHMH performance measures state that youth are to be participants with voting rights on the coalition, and participating in every endeavor of the coalition. It was stated that other Counties have a separate youth tobacco coalition, and they identify a youth to attend the adult coalition meetings. Greta Brand stated that Woodstock might be a possibility to get youth participation.

Conclusion
 We will continue to contact youth organizations to get them involve as active members on the B.C. Tobacco-Free Coalition. Members made a couple of suggestions to get youth participation:
 - Formulating a group of youth on the sub-committee - Youth participate via "Video Conferencing"

ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
P Contact Beahtha Davis (PAL) and Berry Williams (Parks & R Recreation) to have a representative to attend our Meetings.	Mark Metzger	ASAP
Have Glenda Myrick attend our next coalition meeting.	Dave Goldman	ASAP

1:00 **Sub-Committees for Grant Writing (AGENDA TOPIC #8 MOVEDUP)** CHRISTINE SCHUTZMAN

DISCUSSION
 Christine asked for volunteers for sub-committee to work on the writing of the grant application. Joy will then pull the pieces together from each sub committee. Dave suggested that the staff would put the information together, and then let the volunteers review it to make sure that it meets the guidelines. Volunteers: Greta, Sister Seton, and Christine will work with Joy on the "Needs Assessment". Guidelines can be found on the email handout that Denise Albright sent, Located in section II. Section III "Coalition" portion can be done within two weeks of this meeting, using the coalition membership data, which has already been done for the site visit. Joy stated that we by completing the Needs Assessment section will make it easier to address the performance measures.
 We must provide justification for funding each element: community, school based, enforcement, and cessation based on the needs assessment. This area must be "Data Driven". Dave stated that we plan to have a completed grant at least two-weeks before the deadline of May 15th.

CONCLUSION
 Christine asked that the sub-committees come up with two dates that they could meet to come up with the plans for this task.

ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
Community	Cassandra Umoh/Joy	
School Base	Joy/Jessica/Pat	
Enforcement	Mike P./Christine/Joy	
Cessation	Christine/Joy/Karen	

1:15 **TOBACCO DATA** JOY WEDDINGTON

DISCUSSION
 Joy gave an update on the performance measures that were met/or not met. We need to brainstorm to find ways to reach these performance measures in FY-12, because the measure cannot be changed. School base is one of our troubled areas. Since May 31 is "World No Tobacco Day" we may be able to boost our school-base numbers. Sister Seton shared that we could send out an E-mail to the schools in the North West area, sharing that she was available to do tobacco education. We have met the majority of the performance measures, but there are some areas in which we have fallen short. The four areas that haven't been met so far are:

Performance Measure	Goal	Met/Not Met (as of today)
# of K- 12 Peer Programs Organized	4	Not Met
# of K-12 students educated	10,000	Not Met
# of K-12 students reached in peer programs	100	Not Met
# of K-12 students provided cessation	25	Not Met
# of Hispanic/Latino cessation participants	15	Not Met

Some suggestions were to contact those in the school system who head up youth/peer groups, such as SADD, school nurses (students who were cited for smoking) are areas that we can use. Dave is going to contact Glenda

	<p>Myrick to see if she can help to get us to the right person to make this happen.</p> <p>We plan to reach the measures for enforcement, but for smoking cessation "ethnicity" we fall short in most groups except for Caucasian and African American.</p>		
CONCLUSION			
1:30	POWERED BY ME! Student Athlete Conference		Christine Schutzman
DISCUSSION	<p>Powered By ME! Student Athlete Conference is a conference for young athletes geared to teach them to make good decisions. Mike Gimbel of St. Joseph is the director of this program, to tackle tough teen issues. The conference will take place on Tuesday, May 1, 2012. Event hopes to educate the 300 – 700 middle and high school students about different issues. This will be a great opportunity for a table to educate about tobacco use and cessation. Christine asked for volunteers to manned the table for the following time slots: 7:00 – 8:30 a.m. and 12:00 – 1:00 p.m.</p>		
CONCLUSION	Christine volunteered to man the table for the 7am slot.		
1:45	BY LAWS REVISION VOTE		Christine Schutzman
	Greta Brand moved for the coalition to approve the bylaws, the motion was seconded by Sister Seton, bylaws were approved.		
1:50	ANNOUNCEMENT/NEW BUSINESS		
DISCUSSION	<p>Next Meeting Location: A question was asked if we could have a (July) meeting at one of the PAL Centers between the hours of 12:00 – 2:00, and serve lunch. Christine made the motion to have a meeting at a PAL Center on July 18th at 12:00 – 2:00 p.m. the motion was seconded and meeting approved.</p>		
NEXT MEETING DATE:	Wednesday, May 16, 2012	TIME: 12:00 – 2:00 P.M.	Drumcastle Government Center