

# Tobacco Free Baltimore County Community Coalition

MINUTES MAY 16, 2012

12:00 P.M. – 2:00 P.M.

DRUMCASTLE GOVERNMENT CENTER

## DRAFT

<b>MEETING CALLED BY</b>	Christine Schutzman, Co-Chair
<b>TYPE OF MEETING</b>	Tobacco Free Baltimore County Community Coalition Meeting
<b>FACILITATOR</b>	Christine Schutzman
<b>NOTE TAKER</b>	Mike Dark/Jessica Gibson
<b>ATTENDEES</b>	Pat Pickett (Independent), April Meise (Johns Hopkins-Bay View), Mark Metzger (BCPD), Judy Rosenberg (Bais Yaakov School), Sister Marie Seton Walsh (Northwest Hospital Center), Christine Schutzman (St. Joseph Medical Center- The Cancer Institute), Megan D'Alessandro (BCPS), Barb Sullivan (BCPS), <b>BCDH staff:</b> Joy Weddington, Mike Dark, Dave Goldman, Jessica Gibson.

12:10

### **WELCOME AND INTRODUCTIONS**

CHRISTINE SCHUTZMAN

<b>DISCUSSION</b>	Christine Schutzman opened the meeting with welcome and introductions. Meeting Minutes were viewed and approved by a motion from Sister Seton Walsh and a second by Mark Metzger.
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12:15

### **FY 12 GRANT UPDATE**

JOY WEDDINGTON

<b>DISCUSSION</b>	<p>The performance measures for FY 12 were reviewed for their current status. Individuals were provided a handout of all of the performance measures separated by element.</p> <p><b>Community</b> Joy mentioned that we are okay in the Community section and we will reach our numbers for education.</p> <p><b>School-based</b> The School-based portion of the grant has not panned out for most of the ideas we have had. We will try to reach our numbers through brief interactions with students before the end of the school year. Megan mentioned that the nurse at Kenwood High School is suggesting certain students to receive cessation. Christine suggests that it may be easier to have someone on the inside of BCPS to request our services. Barb mentioned that the schools already cover tobacco in the curriculum as required and that since CRF money was used in the past to improve this curriculum, perhaps we can receive and count the numbers for the students who take part in the health class during the year.</p> <p>Joy then identified which schools were receiving grants this year for tobacco prevention activities. Many of the schools listed are in high-risk areas of the County. The schools are: Baltimore Highlands ES, Cedarmere ES, Hernwood ES, Middle River MS, New Town ES, Oliver Beach ES, Parkville MS, Pikesville MS, Pinewood ES, Rosedale Center, Stemmers Run MS, and Winand ES.</p> <p>CRF staff has provided cessation services to 5 youth at the Bridge Center. 3 more students have been identified to receive services at another location.</p> <p>There have been many barriers this year to reaching students in the school. The schools were approached too late in the year due to receiving funds late. Many student groups already have agendas planned for the year and did not want to accommodate our goals as well. Since Peer Groups were not a measure we had originally chosen, this was a difficult task for us to take on.</p> <p>At the Powered By ME! Conference, an annual conference for student athletes to teach them about risky behavior prevention, 10 students showed interest in participating in the Coalition. A letter was drafted to the students for co-chair approval. The students come from various schools throughout the county.</p> <p><b>Enforcement</b> Our numbers are good and we will reach our measures by the end of the fiscal year. We will be conducting 4 tobacco stings with police cadets: May 24 4-10pm, May 31, and 2 dates in June. We will be targeting hookah bars and stores with previous compliance issues. Our code enforcement officer will conduct the stings with the cadets. Family Dollar is going to being selling tobacco products. We will add them to our list of stores for compliance checks.</p> <p><b>Cessation</b> We reached many more individuals this year than expected. There have been over 600 so far when we projected only 450. There is still some trouble reaching Hispanic/Latino participants.</p>
<b>CONCLUSION</b>	We will continue to try and reach the performance measures by the end of the fiscal year. <u>BCPS representatives will contact Joe Leake to obtain student numbers for health classes.</u>

<b>DISCUSSION</b>	The State Health Improvement Plan has two goals that they would like to reach. The Local Health Improvement Plan is the answer to the SHIP initiative in Baltimore County. Two of the three activities chosen are related to tobacco: Reduce the proportion of adults who are current smokers and Reduce the proportion of youths who use any kind of tobacco product. The Coalition will be the lead on addressing these issues through the CRF grant. Dave Goldman and a Coalition representative will attend LHIP meetings and report on our activities.
<b>Conclusion</b>	The Department of Health is committed to reducing tobacco use among adults and youth. The LHIP initiative will help to further progress the activities of the Coalition.
12:35 <b>DISCUSSION</b>	<p><b>FY 13 Grant Sub-Committees</b> CHRISTINE SCHUTZMAN</p> <p>Christine thanked all those who participated in sub-committees for writing the FY 13 grant: Greta Brand, Mike Pierce, Karen Polite-Lamma, and Greta Brand. Discussion occurred during one of the sub-committees that all future vendors under CRF should be required to attend Coalition meeting as part of their condition of award. April was concerned that some groups may not apply because of the requirement to attend the various meetings throughout the year.</p> <p>Joy mentioned that this year we can provide multi-year contracts (2 year) to certain vendors because they were the only ones to apply under the past Request for Proposals. One example given was Greta Brand.</p>
12:45	<b>FY 13 Grant Application</b> JOY WEDDINGTON
<b>DISCUSSION</b>	<p>Instructions for the grant application were received on May 14 and distributed at the coalition meeting. We will see a reduction of approximately \$11,000. A draft of the application was sent out to Coalition members and various feedback was received and incorporated. The same draft was provided to individuals during the coalition meeting. The enforcement portion of the grant was changed to include the possibility of working with Code Enforcement to remove illegal tobacco signage around the County. A question was posed as to whether schools would incorporate public and private or just public. Joy asked that Coalition members pay special attention to Attachment A, which is the action plan for FY 13. If there are any recommendations for this portion they need to be addressed soon.</p> <p>A question was posed as to why we kept the performance measure for educating students at 10,000 when we were having such difficulties this year. The response was that we were asked to do that amount and only seek progress in the future, nothing less. There is a concern over money not being used efficiently since brief interactions with students are not shown to be very effective. An individual asked if we could use the money to revise the tobacco curriculum again. It was explained that this would be difficult to do unless we could show data for the need to update the curriculum.</p> <p>BBH is currently applying for an additional tobacco grant under the Million Hearts Campaign. This would amount to \$300,000 for 15 months. We would use these funds to work with school wellness centers for tobacco screening, intervention, and staff training. Secondhand smoke will also be addressed among student families.</p> <p>An individual asked how schools would be held accountable for activities under any funds. Schools will have to fill out reporting forms and CRF staff will conduct site visits.</p>
<b>CONCLUSION</b>	<u>Pat motioned to accept the grant application as is and Judy/Sister Seton seconded the motion. Pat then motioned to accept the grant with "flexibility" so that it can be changed if necessary. Judy seconded the motion.</u>
1:25	<b>Coalition Purpose and Role</b> JOY WEDDINGTON/CHRISTINE SCHUTZMAN
<b>DISCUSSION</b>	Christine asked the coalition what type of coalition they consider themselves. Are they a hands on coalition or advisory coalition? A handout on coalition best practices was provided to individuals at the coalition meeting. Joy explained the packet of information from the CDC that was given to everyone. Joy asked if the coalition should be kept as volunteer or be more formal and have individuals appointed as some other counties do. Pat stated that the coalition is advisory. The coalition does not tell the Health Department what to do but supports activities and advocates. Mark mentioned that the coalition currently does the things on page 9 of the CDC guide. Joy mentioned that while the coalition is important and its input is valuable, the final word on the grant always comes from Dr. Branch as the grant is awarded to the Health Department. Christine mentioned that this was the first time that the coalition formed subcommittees to write portions of the grant. Pat mentioned that the Health Department can write the grant and the coalition should be fine with providing input and recommendations. Sister recommended tabling this issue until the July meeting and that the coalition should think about the issue until then.
<b>CONCLUSION</b>	<u>Sister motioned that the issue be tabled until the July meeting. Pat seconded the motion.</u>
1:40	<b>July 18<sup>th</sup> Coalition Meeting/Grant Writing Workshop</b> CHRISTINE SCHUTZMAN
<b>DISCUSSION</b>	Christine received word from Beahta Davis that having the July meeting at a PAL center would probably not be a great idea. It is "controlled chaos" during the summer at PAL centers. The meeting was decided to be held at

	<p>Drumcastle. Christine proposed that we hold our regular meeting followed by a 1.5 hour grant-writing workshop for potential vendors who may want to apply for funds in FY 13. This way they can be explained the process and be taught how to write a basic grant application.</p> <p>Concerns were addressed that it may be premature to hold a grant writing workshop if we don't know whether portions of the grant will be approved and how much will be placed in the budget for grants. It was also mentioned that teachers might not want to take their own personal time to come to a grant-writing workshop in the summer for their schools.</p>		
<b>CONCLUSION</b>	<p><u>Pat motioned that the meeting and workshop be held together so that the coalition meeting is half the usual time and followed by the grant-writing workshop. Sister Seton seconded the motion.</u></p>		
2:05	<b><i>Open Discussion/Recap</i></b>		CHRISTINE SCHUTZMAN
<b>DISCUSSION</b>	<p>Christine asked coalition members if they had any further items to discuss. She then reviewed the topics of the meeting and decisions made. The meeting was closed at this time.</p>		
<b>NEXT MEETING DATE:</b>	<b>Wednesday, July 18, 2012</b>	<b>TIME: 12:00 – 2:00 P.M.</b>	<b>Drumcastle Government Center</b>