

MINUTES



CAC Meeting / de la reunión
Tuesday, July 9, 2024 5:00 P.M. – 7:00 P.M.

Facilitator / Facilitadora: Shanna Moon
Scribe / Escriba: Deedee Bloomer

<p>Location: Hybrid Lugar:</p> <p>Dial-In: Llamar a la reunión:</p>	<p>Zoom Meeting / Reunión de Zoom https://zoom.us/j/83722298812 Or In-Person at: 819 NE 3rd St., McMinnville OR 97128</p> <p>Meeting ID / ID de la Reunión: 837 2229 8812 Dial in / Llamar: +1 346 248 7799</p> <p>Cell Phone controls / Controles del teléfono celular: Press / Presione: *6 mute(silenciar) / unmute(reactivar el micrófono) *9 raise your hand(para levantar la mano)</p>
<p>Attendees: *Denotes absent Asistentes: *Denota ausente</p>	<p>Alejandra Cortes, Alisha Overstreet, Cassie MacPherson, *Dan Cushing, *DeAnn Carr, Deedee Bloomer, Emily Johnson, *Guadalupe Vega, *Hope Caldwell, Jeff White, *Jeanne McCarty, *Jenefar de Leon Cossey, Jenna Harms, *Jennifer Laine, *Jill Roe, Kristty Zamora-Polanco, *Larry Soderberg, Laura Bivens, *Maribel Dobbins, Rachel Flores, *Rosio Hernandez, *Seamus McCarthy, Shela Pennington, Shanna Moon, *Shannon Buckmaster, Shay Mooster, Suey Linzmeier, Tyler Hartman, Danielle Russell, Manda Palmertree Spanish Interpreter – Maria Layne, Marco -Unsure of Last Name</p>
<p>Review Materials: Revisión de Materiales:</p>	<ul style="list-style-type: none"> • Agenda / Programa • Executive Brief / Resumen ejecutivo
<p>Meeting Norms: Normas de la reunión:</p>	<p>CARE Courtesy: respecting time & each other Agenda: staying on topic Roles: taking responsibility, prepare by reviewing materials Evaluation: meeting the goal and following norms</p> <p>ATENCIÓN Cortesía: respetar el tiempo y a los demás Programa: mantenerse en el tema de la conversación Papeles: asumir responsabilidad, prepararse revisando los materiales Evaluación: alcance de objetivos y cumplimiento de las normas</p>

(A) Action / Acción, (D) Decision / Decisión, (I) Informational / Informativo, (P) Presentation or Handout / Presentación o Folleto

Time	Topic(s)	Details / Notes / Action Items	Name
5:00 P.M. (10 min.)	Welcome Bienvenidos	Welcome/Tech/Warm up – Ice Breaker Review Agenda	All

Time	Topic(s)	Details / Notes / Action Items	Name
5:10 P.M. (5 min.)	Updates	<p>Guest Welcome – Guest did not attend</p> <p>Language Access follow up item – Lack of Spanish message during customer service call center greeting</p> <p>At the last CAC meeting it was brought to attention that there was no message prompting Spanish speakers to press any button to talk to a Spanish customer service person, leading to hangups and no resolution of possible issues for Spanish speakers. This was discussed further in the Member Advocacy Subcommittee. A phone tree for Spanish speaking members is currently in the works</p> <ul style="list-style-type: none"> • PH Tech Contact Center Call Flow Sheet shared on screen • Requirements for number of clicks or steps that a person has to go through to reach a Spanish customer service member needs to meet quality statistics and standards compared to reaching the English customer service member • Any other language caller, other than English or Spanish, need to go into a separate interpreter outreach to bring in telephonic interpreters. <ul style="list-style-type: none"> ○ Hard to get through a phone tree <p>Next steps are to go over the call scripts and understand what the experience might be if someone speaks another language.</p>	Shanna Moon
5:15 P.M. (30 min.)	Orientation	<p>Robert's Rules</p> <p>Robert's Rules of Order: Quick Guide slide deck shared on screen</p> <ul style="list-style-type: none"> • CAC members discuss Robert's Rules and the steps in making a motion during a CAC meeting. • Group practices calling a motion and voting <p>Action Item: Suey to forward language on Roberts Rules from the Policy Council from Head Start</p> <p>The next step is to have the group spend some time thinking about what process of decision making they feel strongly about and have the CAC group make a decision on the process at the next CAC meeting.</p> <ul style="list-style-type: none"> • The CAC Planning team can make a short list of things that require a more formal vote before the next CAC meeting. 	Shanna Moon Emily Johnson

Time	Topic(s)	Details / Notes / Action Items	Name
<p>5:45 P.M. (15 min.)</p>	<p>Funding Vote</p>	<p>CAC Approval for Tier 1 projects, Recommendations to BoD</p> <p>Chip Funding Considerations: Round 2</p> <ul style="list-style-type: none"> • Funds leftover - \$57,926. <p>The CAC group would like to continue to pend the \$782 to The Bridge Learning Community for now and have further discussions.</p> <p>The internal Staff Grant Review Committee reviewed every application that was not recommended for funding and would like to recommend funding the Grand Sheramina Food Pantry with the leftover \$57,926 CHIP funds.</p> <ul style="list-style-type: none"> • Serves the largest number of people in Yamhill County • Already established program that is growing • Smaller funding ask overall, so will have bigger impact • Pantry also hoping to offer other service information from different organization to people in need <p>Discussion or comments:</p> <ul style="list-style-type: none"> • Other projects have so much overhead built into the ask • Grand Sheramina is the most bang for the buck • They have been in the West Valley for a very long time, and they have a lot of volunteers, a lot of support, and a lot of people use their services <p>Jeff, Chair makes a motion to apply the remaining CHIP funds to the Grand Sheramina Food Pantry project</p> <ul style="list-style-type: none"> • All voting members of the CAC in attendance are in favor but one • One abstention <p>Group votes to award the remaining \$57,926 CHIP funds to the Grand Sheramina Food Pantry</p>	<p>Shanna Moon Jeff White</p>
<p>6:00 P.M. (15 min.)</p>	<p>CAC Nominations</p>	<p>Co-chair overview</p> <p>CAC group reviewed the co-chair duties and amount of time required of a co-chair during the month</p> <ul style="list-style-type: none"> • One hour of additional time for CAC Planning meeting • Up to an additional hour of time for reading materials • 2 year term but no limit on how many terms you serve <p>The nomination process will be to let Emily and/or Shanna</p>	<p>Emily Johnson</p>

Time	Topic(s)	Details / Notes / Action Items	Name
6:00 P.M. (15 min.)	CAC Nominations	know you would like to be considered for the co-chair position by an email, phone call, or in-person conversation. No CAC member nominations were noted during this meeting. <ul style="list-style-type: none"> Voting for second co-chair will take place at the next CAC meeting in September. 	Emily Johnson
6:15 P.M. (5 min.)	CAC August	CAC August Meeting - Vote Historically, the CAC has not had an August meeting. <ul style="list-style-type: none"> Group consensus is to skip this August meeting. 	Shanna Moon Jeff White
6:20 P.M. (20 min.)	Health Equity Plan Update	Health Equity Plan update Health Equity Plan Progress Report 2024 slide deck shown on screen <ul style="list-style-type: none"> Group discussed the Health Equity Definition from OHA and the use of age data 	Emily Johnson
6:40 P.M. (10 min.)	OHA Update(s) Registro y actualizaciones	Innovator Agent Innovator Agent Update slide deck shared on screen <ul style="list-style-type: none"> OHP Bridge is now live OHA moving away from the Prioritized List with a funding line – effective January 1, 2027 	Kristty Zamora-Polanco
6:50 P.M. (10 min.)	Early Learning Updates	Service Integration Specialist <ul style="list-style-type: none"> Maribel not in attendance today <p>Action Item: Shanna will email out the Early Learning Updates</p>	Maribel Dobbins
6:55 P.M. (5 min.)	Action Item Update(s) and Review	Reminders (Recordatorio) Captured Action Items (Capturar los puntos de acción) <ul style="list-style-type: none"> Suey to forward language on Roberts Rules from the Policy Council from Head Start to Emily and Shanna Shanna will email out the Early Learning Updates <ul style="list-style-type: none"> Cooling Centers Family Picnics YCCO Hiring Community Health Workers <p>7/10 Update: Flyers have been sent out to the CAC Community.</p>	Deedee Bloomer
7:00 P.M.	Adjourn Cierre	For the Good of the Order (Por el bien del orden)	Shanna Moon

Next CAC Meeting: September 10, 2024

*Respectfully submitted,
Deedee Bloomer, YCCO Integrated Systems Coordinator*