



# ADVISORY COUNCIL AND COORDINATING COMMITTEE

MEETING MINUTES

MARCH 15, 2022

## ATTENDANCE

Alycia Bayne	Jen Hopkins	Megan Avallone
Amanda Medina-Forrester	Julia Wieczorek	Melissa Fox
Arthur Horne	Kandice Cooper	Natasha Moore
Bageshree Cheulkar	Laura O'Reilly Stanzilis	Payal Arora
Camilla Carruthers	Letitia Holloway-Owens	Peri Nearon
Elizabeth Schedl	Loretta Kelly	Wendy Sheay
Jeanne Herb	Maria Baron	
Jen Fearon	Marissa Davis	

## DISCUSSION

***See meeting slides for more information. Only discussion items are included here.***

### Action Plan Review

- Melissa: all plans are related, so it would be good for everyone to look at all plans
  - Jeanne agrees
  - Both of them understand that not all AC members can commit to this
- Jen F: each person should review at least 2 plans
- Loretta: pair up new + old council member?
  - Melissa & Peri: don't think new members need a review "buddy"
- Use a rubric (with leeway for additional notes). Distribute drafts via Teams. Send email when draft plans are posted in Teams for review.
  - How/who will develop rubric?
  - Camilla will share a rubric she has that includes feasibility, priority, and a few other criteria
  - Maria/Loretta will share priority matrices from early HNJ2030 development
  - Use Healthy Communities draft goals as a sort of checklist?
  - Align rubric with action plan template

### Adding New Things (plans, strategies, etc.) to HNJ2030

- Voted to review all external (non-DOH) plans
- Voted to review them every two years
- Next month: Discuss HOW new plans will be brought to the HNJAC