

**Charterd (ACP) STEERING COMMITTEE - MINUTES**  
**February 22, 2017, 2:00-3:30**  
**Harbor Hospice Large Conference Room – 1050 W. Western Ave #400, Muskegon**

**Members:** Luke Reyonlds, LifeCircles PACE; Laurie Hickman and Lisa McMichael, Harbor Hospice; Jennifer Haworth, Mercy Health; Eva Pena, Affinia Health Network; Lisa Tyler, Senior Resources; Colleen Van Putten and Lisa Metzdorf, NOCH; Laura Fitzpatrick, Mercy Health-Health Project; Judi Delis, Seminole Shores

Present: Jennifer Haworth, Lisa Tyler, Colleen VanPutten, Laura Fitzpatrick, Laurie Hickman, Dr. Katrina Olson

**Guests:** Kayla and Pete - Revel

ITEM	TIME/LEAD	TOOLS/HANDOUTS/NOTES	OUTCOMES
<b>Set Agenda</b>	All		
<b>Review minutes of January 25<sup>th</sup> meeting</b>	5 Minutes/All		
<p><b>Our Statement of Purpose – Update?</b></p> <p>➤ <b>Revel to assist with statement of Purpose and web site</b></p>	Kayla/ Pete - Revel	<p>Kayla a Pete shared a draft of the website. Reviewed and several suggestions offered. Would like all committee members to review and send comments/ edits/ suggestions to Richard, so we can put them all in one document and send back. Please have suggestions in by Friday, March 3.</p> <ul style="list-style-type: none"> <li>• A “draft” of the website can be found at: <a href="http://charterdmuskegon.brouser.net/">charterdmuskegon.brouser.net/</a></li> <li>• Please review copy and images, and provide feedback on revisions. <ul style="list-style-type: none"> <li>○ All revisions will be made at one time, so please circulate them to Richard by March 3, and he will share with Revel.</li> </ul> </li> <li>• Take Note of the “5 wishes’ form. <ul style="list-style-type: none"> <li>○ We will need a Charterd person’s e-mail address for submissions.</li> <li>○ Loved ones and person submitting will also get a copy.</li> <li>○ Need to clarify what each email message should say. (below)</li> </ul> </li> </ul> <p style="text-align: center;"><b>Charterd Form Reply Emails</b></p> <p>Email Copy sent to Charterd (Laura?) after form submission  <b>Email Subject Line:</b> New Top 5 Wishes Form Completed from Charterd  <b>Email Body Copy:</b> Below are the Top 5 Wishes requested by (recipient)</p> <p>Email Copy sent to respondent after form submission  <b>Email Subject Line:</b> Thank you for sharing your top 5 Wishes  <b>Email Body Copy:</b> Below are the top 5 Wishes you requested through our form. A copy of your requests have been sent to your loved one</p> <p>Email Copy sent to loved one after form submission  <b>Email Subject Line:</b> Your loved one has shared their top 5 Wishes with you.  <b>Email Body Copy:</b> Below are the top 5 wishes requested by (respondent). Please keep these for you records in case your loved one is unable to advocate for themselves in the future.</p>	<p>Discussion on whether we want to continue using the “Five Wishes” document, or use something else. Further discussion below.</p> <p>Discussed who would receive the emails. Revel thought they would go to Rachel at the Health Project, but Laura said that she is not involved, so discussed emails going to Laura until we have a Coordinator.</p> <p>Discussed when entering the wishes it just has blanks. This could be overwhelming and people may not know what to write. Suggestion given to have ideas that you could drag into the blanks. Ideas could come from the Go Wish Game.</p>

ITEM	TIME/LEAD	TOOLS/HANDOUTS/NOTES	OUTCOMES
<b>ACP Coordination- ➤ Updates on Follow Ups</b>	All	L. Hickman connected with Carol Robinson to inquire how they were funded, and this was Carol's response, "Our original grants came from Steelcase, the Nokomis Foundation (now closed), LeadingAge, local hospitals, an insurance group and a continuing care retirement community. State-sponsored innovation grants have been hard to come by as of late. Since ACP work has already been supported in some areas, I am told they are on to new funding ideas. I still apply every year, though! Think short and long haul. What is your sustainability model?"	Will use the next meeting to focus on ACP Coordinator position.  Each person to ask if agency could commit 5,000 towards coordinator position.
<b>Community Engagement Work Group Report  ➤ Ideas for National Healthcare Decisions Day 2017 (April 16-22)</b>	30 Minutes/  L. Tyler	The overall theme for 2017 is "It always seems too early, until it's too late." Lisa reported the committee will be focusing on social media.	
<b>ACP Education Work Group Report ➤ Updates</b>	L. Hickman/	The committee met in December. They reviewed surveys completed by trained facilitators. They received 12 surveys back, and 10 of these are interested in refresher or additional training. The Committee believe it would be best to hold off on additional trainings until there are opportunities in place to do the facilitation. DeAnna did not have anyone come to the Tanglewood ACP sessions in the months of November – February. She has one person in October.	
<b>Health Provider/Health System Work Group ➤ Updates</b>	J. Haworth/ E. Pena	Jennifer shared that momentum has been created since the viewing of "Being Mortal" at the hospital. She announced that this topic will be featured at the Mercy Health Leadership Development Institute in March to over 220 managers. Jennifer will be showing the "Being Mortal" video and Dr. Harriman is speaking.  Dr. Olson reported that Andy Wible, an Ethics professor at Muskegon Community college, has expressed interest in getting involved with this work. Discussed and agreed we will reach out to him and invite him to be a part of the Steering Committee	Laurie to contact Andy Wible and invite to the Steering Committee
<b>Financial Update</b>	L. Fitzpatrick		
<b>Other News ➤ Advance Directive Documents</b>		Discussed the Five Wishes versus other documents, and having a link to a document on the web site. Reviewed the document that Making Choices Michigan, Saint Mary's and Spectrum all use. Discussed the benefits to be using the same form. Laura made a motion to allow voting by proxy on adopting this document. Dr. Katrina Olson seconded the motion. Will ask the committee to email their vote to Richard by March 3.	Laurie to contact Carol Robinson to get permission to use their document. Will also ask if we can put the Charted log on it.  All to email your vote to Richard by March 3.
<b>Scheduled meetings for 2017</b>		The next meeting was scheduled for March 22. This is the day Jennifer has LDI. Decided to meet the next day in the morning.	Next Steering Committee, March 23, 9:00AM