

Chartered (ACP) STEERING COMMITTEE - MINUTES
July 26, 2017, 2:30 PM – 4:00 PM
Harbor Hospice Large Conference Room – 1050 W. Western Ave #400, Muskegon

Members: Luke Reynolds, LifeCircles PACE; Lisa McMichael and Kurt Sapp, 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; Andy Wible, Muskegon Community College

Present: L. Reynolds, L. Tyler, E. Pena, K. Sapp, A. Wible, C. VanPutten **Guests:** Laurie Hickman

	TIME/LEAD	TOOLS/HANDOUTS/NOTES	OUTCOMES
Set Agenda	All	L. Reynolds called meeting to order 2:36 Introductions of committee members and guest.	Agenda set.
Review minutes of May 24th	5 Minutes/All	Minutes reviewed. Motion to approve.	Approved as presented.
Additional Steering Committee Members	L. Reynolds	Review of committee membership: <ul style="list-style-type: none"> • Nancy Ritchie, Sanctuary at the Shore – Staying on? No, can be removed. • Nicki Lewis – GR End of Life Coalition L. Fitzpatrick suggested asking Nicki Lewis from Grand Rapids End of Life Coalition E. Pena connected with Nicki Lewis <ul style="list-style-type: none"> • Dr. Olson identified a community member – Marsha Hovey-Wright • DeAnna Saenz, Harbor Hospice 	E. Pena will do follow up, interest in joining. L. Tyler will ask Dr. Olson to invite Marsha to next meeting
Website ➤ Review changes made ➤ Ready to go Live?	All	http://chartedmuskegon.brouser.net/#home Committee could not review as new spam blocker was up, not allowing upload. Richard informed tech support to fix.	
Designation of Funeral Representative	L. Tyler	Committee reviewed new form. This form can assist with someone being designated as a representative, should funeral arrangements (burial/cremation) should be made if pre-paid arrangements were not made. It would typically go to the spouse first. Many do not A. Wible/comment, besides the family, who would have copies of this signed/notarized document. It would go to funeral home, designee, Great Lakes Health Connect.	Lisa will connect with MFDA Andy moved motion to add at the time to the website. Lisa supported. All approved.
Financial Report and Approval of Budget	L. Fitzpatrick	L. Fitzpatrick not in attendance, Health Project not represented. E. Pena suggested getting an updated budget of remaining balance.	Richard will connect with the Health Project to get budget.
Work Plan Review	All	Committee held off on reviewing. More attention for an ACP Coordinator, even part-time to start. This should be addressed through potential opportunities through the budget, grant opportunities, each organization funding or other. Committee reviewed job description from similar position at Mercy Health. Starting funding would be through each organization represented to commit to \$3,000 per year for two years to help fund this new consultant position. E. Pena/comment on other 'models' of similar positions/programs being done.	
Update on Affinia-Training	Eva P.	E. Pena update on First Steps training for ACP facilitation. Training will take place on August 14 and currently 17 spots are full. This includes connections with 4-5 facilities sending employees to be trained. Participating facilities include Bear Creek, West Shore	

	TIME/LEAD	TOOLS/HANDOUTS/NOTES	OUTCOMES
		<p>Family, Community Health Workers, Harbor Wood, A facility in Oceana County, and Geriatrics facility.</p> <p>L. Reynolds and L. Hickman/comment that with this training, it's more robust that the other training done in 2015. Follow up and further 'monthly' facilitator conversations to be done with new and previous facilitators trained two years ago.</p>	
Update on MCM ACP documents	Lisa T.	<p>Received new 'branded' ACP documents now to be used, replacing Five Wishes. Marketing for ACP should be done using these new tools through each organization. Five Wishes can still be used until gone through.</p>	
Other News		None at this time.	
Scheduled meetings for 2017		The next meeting scheduled will be Wednesday, September 27 at 2:30 pm	Adjourned at 3:58