

**Charterd (ACP) STEERING COMMITTEE - MINUTES**  
**March 23, 2017, 9:00 – 10:30**  
**Harbor Hospice Large Conference Room – 1050 W. Western Ave #400, Muskegon**

**Members:** Luke Reyonlds, LifeCircles PACE; Lisa McMichael, Harbor Hospice; Jennifer Haworth and Dr. Katrina Olson, 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:** L. McMichael, E. Pena, L. Tyler, K. Olson, C. VanPutten

**Guests:** Andy Wible, MCC

ITEM	TIME/LEAD	TOOLS/HANDOUTS/NOTES	OUTCOMES
<b>Set Agenda</b>	All	Lisa called meeting to order 9:06 am. Introductions of committee members and guest.	<b>Agenda set.</b>
<b>Review minutes of February 22<sup>nd</sup> meeting</b>	5 Minutes/All	Minutes reviewed. Motion to approve.	<b>Approved as presented.</b>
<b>Our Statement of Purpose</b> <ul style="list-style-type: none"> <li>➤ <b>Finalize Website</b></li> <li>➤ <b>Review suggestions and changes</b></li> <li>➤ <b>Info emails sent?</b></li> </ul>	All	Will be moved to the next meeting, not enough attendance  Suggested changes reviewed. Revel did not make changes from last meeting  Will be moved to the next meeting, not enough attendance	<b>Finalize next meeting</b>  <b>Richard to send website link</b> <b>Lisa T. will connect with Laura and Revel</b>
<b>“Official ACP document</b> <ul style="list-style-type: none"> <li>➤ <b>5 Wishes vs. Making Choices MI</b></li> </ul>	All	Reviewed the comments about switching to Making Choices MI. Six of the committee members concur, if we can rebrand with adding the <i>Charterd</i> logo.  C. VanPutten/comment that NOCH has a longer process of switching to Making Choices MI. More legal action and work needed to confirm.  A. Wible and K. Olson/comment on ‘why’ initially we have to brand them with Charterd. Is it necessary as the document is not directly related to the coalition.  A. Wible/comment on completing the document online and sent to an organization. The process needs to be researched, making the document electronic/legal and being able to be sent to physicians/staff. The goal of the coalition is to ‘start’ by having conversations and meeting with people wanting to complete their advance directive.	<b>Finalize next meeting</b> <b>Lisa T. will follow up with Laura</b>
<b>ACP Coordinator Position</b>	All	Grand Rapids coalition does have this key position. Funding for the position needs to be addressed including each organization possibly contributing \$5,000 and further grant opportunities. Expectations and job description would also need to be addressed.  E. Pena/comment on K. Olson and leadership continued conversations at Affinia Health possibly adding this position to their system but funding is still being addressed with Trinity Health. K. Olson/comment on uploading and shared space for the health information exchange, use of Great Lakes Health Exchange for advance directives. This could be researched for funding mirroring the ACP position.	

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		<p>A. Wible/comment on grant opportunities to help funding position. There could be but as a community benefit program is difficult to hold continuing grant opportunities for this type of funding. L. Fitzpatrick has discussed this previously and could research again.</p> <p>K. Olson/comment on having an initial fee for assistance with having these documents prepared. It is difficult currently being offered a 'free' service to have a fee. Possibly be covered by health insurance.</p> <p>All in agreement starting with a part-time position once funding is obtained.</p>	<p><b>E. Pena will connect with their reps to see about health insurance coverage</b></p>
<p><b>Community Engagement Work Group Report</b></p> <p>➤ <b>Ideas for National Healthcare Decisions Day 2017 (April 16-22)</b></p>	<p>30 Minutes/  L. Tyler</p>	<p>The overall theme for 2017 is "It always seems too early, until it's too late." Lisa reported the committee would be focusing on social media.</p> <p>L. Tyler/comment on confirming that DeAnna Saenz, Harbor Hospice social worker currently once/month at Tanglewood Park assisting those on ACP. It was discussed with Laurie Hickman in February to have DeAnna there more often and someone at NOCH.</p> <p>L. Tyler/comment on taping a show with Luke and DeAnna on April 12<sup>th</sup> for ACP.</p> <p>E. Pena/comment on radio show 'Stay Home Longer' and if it's possible to link Luke/Joan to this group for the month of April or in the future.</p> <p>E. Pena/comment on flyer used for the Tanglewood Park visits. Sending out to all.</p>	<p><b>L. McMichael will confirm with DeAnna</b></p> <p><b>Richard will add charted logo and send to all</b></p>
<p><b>ACP Education Work Group Report</b></p> <p>➤ <b>Updates</b></p>	<p>All</p>	<p>The charted org chart will be updated removing Kelly St. Martin and Laurie Hickman. DeAnna Saenz (HH) and Heidi Gras (Tanglewood) are current co-chairs of this work group.</p>	<p><b>Richard will update and send out a new org chart</b></p>
<p><b>Health Provider/Health System Work Group</b></p> <p>➤ <b>Updates</b></p>	<p>J. Haworth/ E. Pena</p>	<p>E. Pena/comment on J. Haworth showing 'Being Mortal' to leadership development at Mercy Health on March 22, 2017. Waiting on feedback of the presentation/follow up</p> <p>E. Pena/comment on identified four primary care practices within Mercy Health that they would like to do a pilot program for ACP. All have confirmed they would participate and work on incorporating annual 'wellness' visits, will have tool kits to use.</p> <p>E. Pena/comment on a lunch program for physicians would educate their peers and earn CMEs. Working with the Geriatric group physicians on these conversations and setup.</p> <p>E. Pena/comment on 'train the trainer' with DeAnna and Heidi Gras for care managers further training on ACP training and facilitation. A local group went through the First Steps training in late summer/fall 2015.</p>	<p><b>E. Pena and J. Haworth will have feedback at next meeting</b></p>
<p><b>Financial Update</b></p>	<p>L. Fitzpatrick</p>	<p>L. Fitzpatrick not present</p>	<p><b>Update at next meeting</b></p>
<p><b>Other News</b></p>		<p>K. Olson/comment on the wife of a recent patient (in hospice for four days) who is interested in joining the group and helping establish these conversations work on advance care planning.</p>	<p><b>K. Olson will connect with her/invite to next meeting</b></p>
<p><b>Scheduled meetings for 2017</b></p>		<p>The next meeting scheduled <del>Wednesday, May 24<sup>th</sup> at 2:30 PM</del> All agreed need to more often to accomplish. Moving to once/twice per month</p>	<p><b>Next Steering Committee, Wed, April 19 at 2:30 pm</b></p>