

Chartered (ACP) STEERING COMMITTEE - MINUTES
May 24, 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. McMichael, L. Reynolds, L. Tyler, E. Pena, K. Sapp, C. VanPutten, L Fitzpatrick **Guests:** None

	TIME/LEAD	TOOLS/HANDOUTS/NOTES	OUTCOMES
Set Agenda	All	<p>L. Reynolds called meeting to order 2:33 pm. Introductions of committee members and guest. Review of committee membership:</p> <ul style="list-style-type: none"> • Judy Delis has stepped down from the Steering Committee • Kurt Sapp, Harbor Hospice, new member • Andy Wible, Muskegon Community College, interested in membership <p>L. Tyler has agreed to co-chair the committee L. Fitzpatrick suggested asking Nicki Lewis from Grand Rapids End of Life Coalition E. Pena comment on Dr. Katrina Olson being fully interested for committee</p>	<p>Agenda set.</p> <p>E. Pena will connect with Nicki Lewis</p>
Review minutes of March 23rd	5 Minutes/All	Minutes reviewed. Motion to approve.	Approved as presented.
<p>Our Statement of Purpose</p> <ul style="list-style-type: none"> ➤ Mission, Vision and Goals <p>Website</p> <ul style="list-style-type: none"> ➤ Review suggestions and changes 	All	<p>https://docs.google.com/document/d/1qA_B0q7AR_lbA1AUCIUqi2f_QyLZaAnp6xqwJao_bGX0/edit#heading=h.uwbqx18ks58y</p> <p>Committee reviewed previous draft from Revel for mission, vision and goals. Also alignment with Making Choices Michigan in Grand Rapids. Committee will need to confirm use of a similar vision/mission for the Muskegon 'Chartered' Coalition.</p> <p>Change drafted mission - West Michigan to the Lakeshore from the Making Choices MI mission. Change drafted vision – from the Making Choices MI vision.</p> <p>http://chartedmuskegon.brouser.net/#home</p> <p>Committee reviewed current draft of new website from Revel. Changes reflected below.</p> <p>About Us – Change from in Muskegon County to 'in the lakeshore communities' Change 'They' to 'We' in third paragraph</p> <p>Share Your Wishes – Need to add back in the link directly to the Making Choices MI website to download the document. 'Please take a minute to review a copy of the Making Choices MI ACP document.'</p> <p>Remove 'when you submit the form' Move 'a planning professional will contact you...to after 'please click here to contact us'</p> <p>Community Resources – Need List of agencies and websites....Change from 'local' to 'educational resources'. Possibly include links to educational videos</p>	<p>L. Fitzpatrick moved motion to approve alignment with Making Choices MI. C. VanPutten supported.</p> <p>Richard – will send all changes to Revel</p> <p>Richard – will notify Revel to pull these items from the previous Talk Turkey</p>

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		<p>News & Events – Make sure to make changes quarterly</p> <p>Coalition Partners – L. Fitzpatrick/Suggestion to include those that are ‘in-kind’ such as Mercy Health, Brookhaven Medical Care and Muskegon Community College. Also include organizations of those who sit on sub-committees.</p> <p>L. Fitzpatrick/suggested we can discuss the structure of the coalition and include COA or MOA’s</p> <p>Contact – No suggested changes- currently directs questions to Laura F.</p>	campaign
<p>ACP Coordination</p> <ul style="list-style-type: none"> ➤ Updates on Follow Ups 	All	<p>The revised MCM ACP document was approved and uploaded to the Making Choices Michigan website. L. Fitzpatrick reviewed the 2017 budget for coalition reduced from \$11k to \$9k.</p> <p>https://makingchoicesmichigan.org/images/MCM-Overview-051817.pdf</p> <p>https://makingchoicesmichigan.org/images/MCM-AdvanceDirective-051817.pdf</p> <p>https://makingchoicesmichigan.org/images/MCM-TreatmentPreferences-051817.pdf</p> <p>https://makingchoicesmichigan.org/images/MCM-FILLABLE-WalletCard2015.pdf</p> <p>Motion to proceed with ordering copies with the Charted Logo. 2,500 copies in printing with recommendations to minimize the Making Choices MI logo and add newly branded Charted logo as the main logo. L. Tyler will update the document with new information and send. L. Fitzpatrick will adjust the printing budget, minimizing the consultant budget.</p> <p>L. Fitzpatrick/comment on white envelopes for putting completed documents in for keeping.</p>	<p>L. Tyler - will update document with logo</p> <p>Richard – will send document to committee to approve.</p>
ACP Coordinator Position and Health Provider Work Group	All	<p>E. Pena gave update on ACP work, including four confirmed facilities that will work with our coalition. A fifth one is also working on conversations in Oceana County who have a first-steps facilitator on their staff.</p> <p>More work being done with Health Care Providers, including possibly new leads on facilitators for ACP using four to five different models. Affinia is also working on a training of 4-5 Community Health Workers which we may replicate if it works.</p>	
ACP Educational Video	30 Minutes/ Luke	<p>Committee reviewed video, TedMed by Dr. Lucy Kalanithi regarding her husband’s illness and end of life, and her time as a caregiver/the experience.</p> <p>Video could be embedded into our website.</p>	
Work Plan Review	All	Not reviewed, will be done at next meeting.	
Financial Update	L. Fitzpatrick	Committee reviewed budget presented, change in printing by minimizing the consultant budget cost.	
Other News			
Scheduled meetings for 2017		The next meeting scheduled	Next Steering Committee, Wed, July 26 at 2:30 pm