

Community Solutions Advisory Council Meeting Minutes

FEBRUARY 18, 2020, 3:30-4:30 PM, HALLIE Q. BROWN COMMUNITY CENTER

Attendees

CSA Council Members: Betty Emarita, Etonde Awaah, John Poupart, May Losloso, Sommer Green, Ying Lee

MDH Staff: Genelle Monger (Center for Health Equity), Helen Jackson Lockett-El (Center for Health Equity), Ramya Palaniappan (Center for Health Equity), Sara Chute (Center for Health Equity)

Agenda

Welcome

- Facilitated by Helen Jackson Lockett-El (Center for Health Equity)

Updates

- Received 46 applications
- Remember confidentiality is important, we cannot discuss who applied
- Summary of the applications was presented: racial/ethnic makeup of the populations that will be served, age of population, amount of dollars requested, etc.
- We would like at least three people to review each application
- Each person will receive 10-11 applications
- Conflict of Interest (COI) forms must be turned into the (Center for Health Equity Team) by February 12th.
- There is a PowerPoint presentation that includes the breakdown of applicants
- All of the applications are being reviewed by the council
- Three council members requested paper copies of the applications and score they need to review
- There is an excel template for the score sheet
- All written documents will have to be collected at the end of the application review process
- Make sure to utilize the notes section of the scoring sheet to include notes and justifications for the way you decided scores.
- Organizations can request copies of their score sheets
- Questions three and four in the score sheet will be pre-scored by the CHE team for you

Upcoming Meetings

- **Tuesday, February 18, 3:00-6:00 pm** at Hallie Q. Brown Community Center
Finalize criteria for site visits

- **Tuesday, March 3**, 3:00-6:00 pm at Hallie Q. Brown Community Center
Finalize which applicants are receiving site visits and site visit procedures

Meeting adjourned at 4:30 PM

02/18/2020

To obtain this information in a different format, call: 651-201-5813.