**Hospital Transformation Program (HTP) Community Advisory Committee (CAC) Meeting Minutes**

August 15, 2022 from 3:00pm to 4:30pm

Via [Zoom](https://us06web.zoom.us/j/83660426119?pwd=cGxNUjVEM1ZIeldYS3hkSmxRQ01Fdz09)

1. Call to order and introductions - AJ Diamontopoulos, 3:09pm; Nancy Dolson, Introductions 3:10pm
* AJ Diamontopoulos
* Mark Levine
* Isabel Cruz
* Matt Haynes - HCPF
* Nancy Dolson - HCPF
* Cynthia Miley - HCPF
* Anthony Ciaramella - HCPF
* Shay Lyon - HCPF
* Kami Tam Sing - HCPF
1. Approve meeting minutes from July 18, 2022 - 3:12pm
* Approved unanimously
1. Discussion of last meeting’s summary - 3:13pm
2. Purpose and mission of Council
3. Attendance and Participation
4. CHNE Reports
* Many members of the Council not community-facing; members needed to include community perspectives
* Council is not required to have a certain number of seats or types of members and there is no process for this. CHASE board will likely recommend broadening involvement. Recruiting members recommended.
* Identify communities the Council would like to hear from. Discuss age groups, geographical location, etc.
* Communities of common interest may also be good to invite in.
* Active recruiting needed. True community representation desired.
* What are the members of the Council expected to contribute?
* Has the CHASE board discussed any other topics of interest, or can the Council present their own topics? The Council may present their own topics as desired.
* Confusion surrounding HTP - what is it? What does it do? How to educate people on the program and the impact?
* The Learning Symposium will be held every year.
* Requirement of HTP is community engagement. Seeing need for best practices and resources for reaching community: get out the information, encourage attendance of outreaches, communicate importance of the program to the population, gain feedback, implement feedback to improve engagement.
* Hospitals and health systems should come together to discuss the best way to engage with their communities and how they contribute to the general well-being.
* Role for Council: help bring forth best practices for community engagement in efficient, meaningful ways. Learning Symposium will also be a platform for this.
* Engagement may be difficult for organizations due to the large task of getting a community to interact with them.
* Another possible perspective: public health, local and state. Are they doing community assessments of need? Can we learn from these groups?
* Is there value and opportunity for people who are “on the ground” to tell their stories? Then the Council can take information and present to hospitals as examples of impact and engagement.
* Process-oriented approach: put together a list of steps to take to improve engagement to give to hospitals as a resource. Hospitals are asking for more systems.
* Putting hospitals in the position of in-patient facilities, but they are parts of larger hospital systems with multiple focuses. Must throw a wider net to draw in organizations.
* People need to feel that their voices are being heard.
* Council to focus on bringing people into engagement intentionally, taking into account how it fits into their existing work.
* Possible agenda topic for this Council: what measurements are missing that would better measure community engagement?
* Must include perspectives of different communities.
* How should we engage with these specific communities?
* Listening sessions: more grassroots focus to build rapport with community and their connections to decision-makers. Sensitivity about never getting feedback regarding their input. Targeted issues of affordability, insurance, prescription drugs, etc.
* March/April is a good time for in-person engagement; however, the responsibility should be on the hospitals, not the Council.
* Hospitals still want help with the process. A high-level approach to a systematic process may be needed.
* Best practices will differ depending on community focus.
* Actionable item: share concerns with CHASE board and get perspective on the role of the Council. Impact not seen on the program.
* Actionable item: best practices for hospitals; potential to bring in experts for assessment and input on the topic.
* HTP CAC is on the CHASE board agenda for discussion.
* Recommendations from CHASE board requested for next Council meeting.
* Pace of the meetings: monthly or change? Time meetings with the calendar, moving into quarterly meetings?
* Is it a premature decision prior to CHASE board meeting and recommendations?
* September meeting to be kept on the books.
1. Open discussion - 4:05pm
* No further topics
1. Adjournment - 4:05pm
2. Next meeting scheduled for September 19, 2022 at 3:00pm via [Zoom](https://us06web.zoom.us/j/83660426119?pwd=cGxNUjVEM1ZIeldYS3hkSmxRQ01Fdz09)