



**Meeting Highlights and Action Plan**

Agenda Item/ Topic	Key Points	Action Items	Responsible Party/ Timeline
Review and Revise Work Plans	<p>The team discussed the current work plans and tweaked some of the data. We will be asking the epidemiologist to gather additional, new data on the teen birth rate and to see if we had an impact within a year. We will be placing the data that was at the top and placing it in the notes section, in Goal 2 we will be distributing the prenatal grid to the collaborative where each member will be given a packet of 10 that Nikki will put together. This will also be placed on the CCCHD website and caresource will also place it on their website. In Goal 3 we will be working to make this more measurable and trying to partner with our Hispanic collaborators, as well as touching base with the Warder Literacy Center and finding a contact at Tecumseh High School and touching base with Lourdes in the city schools who may know some additional information.</p>	<p>Nikki- Compile prenatal grids in groups of 10 to distribute at the next Collaborative meeting.          Shirley- make contact with Warder Literacy Center to build upon Hispanic collaboration.          Carlisa- contact Kitty at health district to see about Health Grant options for distribution and to obtain STD rates</p>	<p>All Task Force members with designees assigned to specific tasks.</p>
Prenatal grid Distribution1	<p>The team discussed the status of the new prenatal grids, we discussed the current places they are and to revisit these due to repetition being the best method of distribution. They will be given out at the collaborative meeting. 211 will place the grid on their website, along with Caresource and the H Dept. placing it on their websites as well.</p>	<p>Continue to distribute the grids to various agencies</p>	<p>All task force members</p>
Survey changes	<p>The team discussed the current changes to the survey and decided to place this on letterhead. We also would like to send this out electronically via survey monkey which PP will develop. The team feels a benefit in distributing this by hand as well to other parties that may or may not respond to the survey and due to Nikki's relationship within the schools, she will lead this endeavor. This will go to all middle and high schools to either principals, educators, superintendents, nurses or counselors. A timeline will also be on the document as well as a place for the district to be identified. This will</p>	<p>Leslie- will complete the survey changes          Leslie from PP will develop the survey monkey process          Nikki- will distribute accordingly within the school system          Carlisa- start process of placing this on the websites</p>	<p>All task force members with designees assigned to specific tasks.</p>

	<b>also be placed on the health districts website.</b>		
<b>Next Meeting</b>	<b>The team has decided to meet again in January to allow time for distribution of the survey and to receive results Monday January 9<sup>th</sup> at 130pm at ECD building.</b>	<b>Attend the next meeting</b>	<b>All task force members</b>

**Attendees:** [list by first name, last name] or  **Refer to sign-in sheet**

**Attachments:** [list]

**Notes Generated By:** Carlisa Parker, November 9, 2016]