

Ad Hoc HC-SHC HealthyMind Sub-Committee

Meeting Date:	21-Dec-16
Meeting Time:	9:15-10:30am ET
Participants:	<i>Sub-Committee Members in Attendance: Naomi Weller, Kori Jones, Jackie Dougé, Anne Markus, Colleen Nester</i>
Location:	<i>Howard County Office of Children and Families' Training Room, 3300 North Ridge Road - Suite 360, Ellicott City, MD 21043</i>
Meeting Purpose:	<i>Discuss draft Symposium report and transition to New Administrator</i>

Time (min)	Agenda Item	Objective(s)	Presenter (*Lead)	Outcome Desired	Preparation Needed (with attachments)	Action items
5	<i>Roll Call and Objectives of the Meeting</i>	<i>Inform</i>	<i>Kori</i>			<i>None</i>
5	<i>Draft Sub-Committee Charge</i>	<i>Finalize</i>	<i>Sub-Committee</i>	<i>Final Charge Document</i>	<i>Review draft charge document</i>	<i>Approve draft as final</i>
30	<i>Draft Symposium Proceedings</i>	<i>Review</i>	<i>Jackie</i>	<i>Final Symposium Summary Document</i>	<i>Review draft proceedings</i>	<i>Provide edits</i>
15	<i>Updates and Next Steps</i>	<i>Discuss</i>	<i>Sub-Committee</i>			<i>Follow up on next steps</i>
5	<i>Next Meeting Date/Time/Location and Adjourn</i>	<i>Consensus</i>	<i>Sub-Committee</i>			<i>January 11, 2017, 9-10:30am, HCHD</i>

MINUTES

The *Ad Hoc* HealthyMind Sub-Committee of the Howard County School Health Council met for the second time on December 21, 2016 at 9 a.m. at the Howard County Office of Children and Families in Ellicott City, MD. Five members of the Sub-Committee attended the meeting. Kori Jones, Office of Children and Families, led the meeting. Members briefly reviewed the draft charge and unanimously approved it without any changes. Anne Markus will post the document on the website of the School Health Council for easy access. Members spent some time discussing the draft symposium proceedings document and agreed to provide edits and a review by the new year. Jackie and Anne agreed to work on an executive summary and to circulate the final draft by January 6, 2017. The Sub-Committee agreed that it should present the report to the Local Children's

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Board as soon as possible and separately brief the new Administrator of the Office of Children and Families who staffs the Local Children's Board. Kori Jones will look into setting a time on the agenda of one of the upcoming meetings of the Board. He will also be meeting with the new Administrator to orient her to a number of issues, including those in front of the Sub-Committee. Naomi Weller updated the group on her efforts to scan existing clearinghouses, databases and other sources of information to provide evidentiary support to the master plan as well as examples of best practices or evidence-based interventions (e.g., training programs on healthy transitions) that could be adopted, adapted, and implemented within the context of Howard County. She offered to follow up with a number of partners in the community to determine what is and what is not offered at this time.