ADVISORY COUNCIL AND COORDINATING COMMITTEE

MEETING MINUTES MARCH 15, 2022

ATTENDANCE

<table>
<thead>
<tr>
<th>Alycia Bayne</th>
<th>Jen Hopkins</th>
<th>Megan Avallone</th>
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<tbody>
<tr>
<td>Amanda Medina-Forrester</td>
<td>Julia Wieczorek</td>
<td>Melissa Fox</td>
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<td>Arthur Horne</td>
<td>Kandice Cooper</td>
<td>Natasha Moore</td>
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<td>Bageshree Cheulkar</td>
<td>Laura O’Reilly Stanzilis</td>
<td>Payal Arora</td>
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<td>Camilla Carruthers</td>
<td>Letitia Holloway-Owens</td>
<td>Peri Nearon</td>
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<td>Elizabeth Schedl</td>
<td>Loretta Kelly</td>
<td>Wendy Sheay</td>
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<td>Jeanne Herb</td>
<td>Maria Baron</td>
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<td>Jen Fearon</td>
<td>Marissa Davis</td>
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DISCUSSION

See meeting slides for more information. Only discussion items are included here.

Action Plan Review

- Melissa: all plans are related, so it would be good for everyone to look at all plans
  - Jeanne agrees
  - Both of them understand that not all AC members can commit to this
- Jen F: each person should review at least 2 plans
- Loretta: pair up new + old council member?
  - Melissa & Peri: don’t think new members need a review “buddy”
- Use a rubric (with leeway for additional notes). Distribute drafts via Teams. Send email when draft plans are posted in Teams for review.
  - How/who will develop rubric?
  - Camilla will share a rubric she has that includes feasibility, priority, and a few other criteria
  - Maria/Loretta will share priority matrices from early HNJ2030 development
  - Use Healthy Communities draft goals as a sort of checklist?
  - Align rubric with action plan template

Adding New Things (plans, strategies, etc.) to HNJ2030

- Voted to review all external (non-DOH) plans
- Voted to review them every two years
- Next month: Discuss HOW new plans will be brought to the HNJAC