



**ILLINOIS DEPARTMENT OF PUBLIC HEALTH
IMMT- COMMUNITY ENGAGEMENT SUBCOMMITTEE**

August 19, 2020
1:00 pm – 2:30 pm

Meeting Minutes

Members Present

Shirley Fleming
Cheryl Floyd
Jessica Lamberson
Pamela Roesch
Karyn Stewart

Guest

Michelle Williams
Executive Director
A Secure Foundation | Mobilizing Faith

Members Not Present

Bisola Bello
Wandy Hernandez
Stephanie James
Kelsie Landers
Jasmine Martin
Judith Stewart
Kathy Waligora
Debra Wesley
Angela Ellison
Tamela Milan-Alexander
Virginia Julion

Virtual Meeting to occur via Cisco WebEx.

Video Conference:

<https://illinois.webex.com/illinois/j.php?MTID=m334ce265a45fbd5c50f6231419fed6cd>

Access Code: 133 774 7512

Join by Phone:

Telephone: (312) 535-8110 United States Toll (Chicago) // (415) 655-0002 US Toll
Event Number (access code): 133 774 7512

Call to Order:

The subcommittee meeting began at 1:06 pm with a welcome from Dr. Shirley Fleming, Subcommittee Co-Lead. Roll was taken, and the agenda approved. Dr. Shirley Fleming led the group in a centering and check-in exercise. Minutes from the July 22, 2020 meeting were reviewed and approved with no edits.

Public Comments

There were no public comments.

Revisiting the Focus Group Script

One member recommended suggested separating some of the questions wherein the facilitator will ask about the woman's personal experience as well as that of others she knows. The group agreed they should be separated, but also, acknowledged that some people will feel more comfortable with sharing the experiences of others as opposed to their own.

The group discussed the structure of the guide. It should begin with a statement regarding the comfort of answering questions, then the three periods (prior to pregnancy, during pregnancy and after pregnancy) and close with recommendations from the participants. The questions of three major foci of the document will mirror each other. The group agreed to have the members who create the final guide determine how best to incorporate the groups' revisions. Individuals that agreed to assist in finalizing the listening guide (Pam, Michelle, Jessica and Kenya). The guide will be discussed at the September 16, 2020 meeting.

Kenya asked the following questions regarding the listening groups:

- 1) How do we plan to recruit women for the groups?
- 2) Who will facilitate the listening groups?
- 3) When will they be conducted?

The following responses were offered:

- 1) EverThrive has offered to assist in recruitment.
- 2) Members of our team and/or graduate students will be recruited to assist with facilitation of the listening groups and analysis of the data.
- 3) We hope to conduct at least one listening group in late October 2020.

We still need to determine how many voices and how many groups we need to conduct to feel comfortable with the themes.

Once the listening groups are completed, members will create a survey guide to enhance our understanding of key factors causing toxic stress and women's experiences. The group agreed our primary goal is to be guided by women's experiences.

Strategic Plan

Kenya has placed the template for the subcommittee's strategic plan in the google doc. Shirley has drafted a strategic areas, objectives and activities within the template for consideration. Kenya suggested that the activities be consolidated. The group is asked to provide comments/additions by the September 2, 2020 meeting. The document can be found on the google drive:

<https://drive.google.com/drive/folders/1OrC3l30qK4M9Ritl0fVkATgbqle0oVWv?usp=sharing>

Adjournment

With nothing further to discuss, the meeting was adjourned at 2:33 pm.