| **Agenda Item** | **Discussion** | **Outcome/follow-up** |
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| Meeting Attendees: | Sara Alameddine, Elizabeth Cayson, Lauren Ellis, Florence French, Abby Goodwin, Siobhan Gross, Alyssa Handeland, Karen Harwood, Quinn Hayes, Gloria Marquez, Antonella Martino, Robin Nierman, Michael Rizzo, Carol Rodriguez, Milagros Rodriguez, Zack Sharp, Marge Sullivan, Kristal Taylor, Fernando Vazquez, Bradley Wiener, Diane Williams,  |
| Welcome and Introductions:Carol Rodriguez | Chair, Carol Rodriguez called the meeting to order and asked all attendees to introduce themselves.  | N/A |
| Introduction of New Members:Jezabel Maisonet | Membership Chair, Jezabel Maisonet, announced ten new members of the Coalition: Ron Bazil, Carrie Browne, Lauren Ellis, Carlye Fabrikant, Sabeen Faquir, Deyanira Franklin, Jacqueline Frost, Neda Rabeti, Cynthia Trager, and Allison Travis. Following update of the membership roster, there are now 42 active members. The updated membership directory was distributed and is also available on the Coalition website. | Our membership application is available on our website on the following link:<http://www.diabetescoalitionpbc.org/qualifications-for-membership/> |
| Approval of July 17 minutes:Carol Rodriguez | Carol asked the group to review the July 17 minutes. No revisions were suggested. Diane Williams motioned to approve the minutes. Seconded by Zack Sharp. Motion carried unanimously. | July 17, 2015 minutes approved as presented. |
| Treasurer’s Report:Gloria Marquez | From July 1 – September 30, expenses totaled $36,085, some $29,000 of which was related to Diabetes Week, scholarships and the Diabetes Symposium. Gloria noted additional in-kind donations from Palm Healththcare Foundation that are not included. Zack Sharp suggested including those expenses in order to reflect more accurate costs. | N/A |
| Education & Scholarship Committee Report: Robin Nierman | Education & Scholarship Committee Chair Robin Nierman reported that the committee has 16 members, per the Membership Directory, and she will schedule a meeting before the end of the year. The committee will decide how to spend the money allocated for educational activities and scholarships. Currently only Certified Diabetes Educator (CDE) certification is being covered – Coalition member Melissa Drappi, a nurse with the Palm Beach County Fire Fighters Health & Wellness Center, recently became certified. Quinn Hayes noted that for several years the funds went unused, so, per membership feedback, the Executive Committee decided to explore uses for the funds other than CDE. Quinn gave examples such as attending “train-the-trainer” conferences. | Robin will schedule committee meeting. |
| Community Outreach Committee Report:Diane Williams | The Diabetes Coalition of PBC had a team and table at the ADA Diabetes Walk, Saturday, Oct. 3, 2015 at CityPlace, conducting 45 ADA risk assessments and raising $600 for the event.Planning for Diabetes Week is nearly complete. Diane distributed tentative lists of screening sites for the week. She reported that they are finalizing the risk assessment form and adding sponsor logos. Debby Walters reported sponsors who have donated or committed so far. Debby recognized Genesis Community Health for all their help as the Coalition’s fiscal agent. She reported many donations coming in.There are currently 45 sites registered, and the target is 50. Diane and Debby are working to get volunteers for all the sites, including working with schools to recruit student volunteers. The Caridad Family Festival that will end Diabetes Week is coming up as well. Diane reminded Coalition members of the Palm Beach Outlets on November 11, and distributed a registration form to help organize that event.Marge Sullivan gave an update on PR, noting WPBF will run commercials from November 4-14, and the news team will cover diabetes-related stories during the week, as time allows. They’ll also be covering diabetes week events. There will be 50 commercials on WPBF, and 60 on Estrella. We’ve also partnered with I Heart Radio, and 2 stations will be rotating commercials, referring listeners to the Coalition website for more information. They’re also working on a press release. | We need a large number of site volunteers for Diabetes Week – contact Debby or Diane to help. |
| Fund Development Committee Report:Carol Rodriguez | The Fund Development Committee has successfully recruited a number of sponsors. | N/A |
| Data and Resources Committee Report:Carol Rodriguez (filling in for Eugenia Millender) | Carol Rodriguez stressed the importance of collecting and reporting accurate data. She has created a PowerPoint presentation that will be posted online to train volunteers how to properly complete the ADA risk screening. A video or audio recording will be added as well, and the Coalition will be able to track which volunteers have completed their training.Quinn Hayes added the Executive Committee is looking at what to do with the data collected, particularly how to identify neighborhood high-risk hotspots and make sure we link people to a medical home. Two questions have been added to the questionnaire. Quinn noted Florence French and Enroll America have been helpful with the medical home piece.Diane Williams said the 211 guide is being updated to help link people to services after screening. Debby added she is working on a map with ZIP codes, safety net sites, and pockets of disease prevalence. Quinn asked if there were resources providing sustainable access to items such as glucometers and test strips. Siobhan Gross added that Walgreens has donated some in the past. Diane suggested putting together a resource list of low-cost options. Liz Cayson reiterated the importance of connecting people to a medical home and getting them into care, and suggested adding this piece to the training. | ADA risk assessment training to be posted on website; volunteers will indicate they have completed the training.Committee will work on a list of low-cost resources providing access to diabetic supplies. |
| Diabetes Symposium:Diane Williams & Quinn Hayes | The date for the Diabetes Symposium has been set for Friday, April 22, 2016. Diane and Quinn are currently looking for venues, and will begin more formal planning activities in about two weeks. More planning can take place after Diabetes Week is over. There was discussion about being able to provide continuing education credits, and the group agreed that was a good idea. | Planning meetings will begin after Diabetes Week. |
| Announcements | Quinn Hayes reminded members about the Obesity Coalition annual meeting being held October 30th.Gloria Marquez reminded members about the Caridad Center Family Festival being held November 14, 2015.Florence French noted the ACA Marketplace opens November 1st, and that Enroll America is helping make linkages to primary care providers for newly enrolled individuals.Liz Cayson added that she has been appointed to the statewide diabetes group, helping draw statewide recognition for our local efforts. | N/A |
| Adjournment | Carol Rodriguez adjourned the meeting at 10:21 am. | N/A |
| Next Meeting | December 11, 2015 9:00 a.m. to 10:30 a.m.  |