

**Diabetes Alliance Leadership Council Meeting
Tampa, FL**

**November 7, 2007
11:30am – 2:00pm**

MINUTES

MEMBERS PRESENT:

**Pauline Lowe, Chair
Rachel La Croix, Secretary
Ed Shahady, Chair-Elect
Nicole Johnson
Rob Lombardo
Rita Diaz-Kenney
Barbara Jacobowitz
Tammie Johnson, Ex officio
Ferdie Richards**

GUESTS PRESENT:

**Marilyn Carrasquillo
Sarah Cawthon, Diabetes Prevention and
Control Program
Kathy Mulcahy
Karen Pelham
Candice Roberson
Amy Robinson
Keara Thompson**

MEMBERS ABSENT:

**Babu Balagopal
Phyllis Bruno (participating in DAC
meeting)
Rosa Carranza (participating in DAC
meeting)
Lory Gonzalez
Martha Palaez
Tina Zayas**

1. Welcome/Introductions: Pauline Lowe, Chair

- Ms. Lowe called the meeting to order. Everyone introduced and gave a bit of info about themselves.

2. Reading and Approval of Minutes:

- The group took a few minutes for everyone to read the minutes from the May and October meeting minutes.
- Ms. Lowe made a correction to the October minutes. Under topic 2, line 3, the word “interim” should be stricken.
- Ms. Jacobowitz made a correction to the May minutes. Under section III.C.2, line 5, “Palm Beach County _____” should be changed to “Palm Beach Health Care Foundation”.
- Ms. Diaz-Kenney moved to accept the minutes with the corrections.
- Ms. N. Johnson seconded.

3. Old Business:

- Mr. Lombardo asked about the status of changes to the Alliance membership form. Ms. T. Johnson reported that Ms. M.R. Street is working with the graphics department at DOH regarding changes and the shading of the form.

- Ms. Jacobowitz asked about a couple of the loose-leaf materials from the Diabetes Assessment Congress and whether they are available electronically. Ms. T. Johnson said that pdf files of these handouts could be made available.
- Ms. Jacobowitz asked if someone could do a brief presentation to the group at a future meeting regarding the Sunshine Law.
- Mr. Lombardo asked about communication between Alliance members and how we can create a means for members to communicate with one another, particularly on a local basis. Ms. Lowe stated that the directory should enable this but that members must be able to opt out of receiving communications and be removed from the list if they wish. Ms. Lowe also suggested that DPCP house the list of members and that messages to the whole group should go through the DPCP. Ms. T. Johnson stated that the DPCP should be copied on communications.
 - * Ms. Diaz-Kenney moved that the Alliance develop a communication plan and policy.
 - * Dr. Shahady seconded the motion.
 - * Mr. Lombardo suggested that the by-laws be amended to include communications.
 - * Ms. Diaz-Kenney said she will head up work on a communications plan. Ms. Jacobowitz offered to help.
- Ms. Diaz-Kenney suggested coming up with operational policies for the Alliance.

4. New Business:

- Strategic Planning Debriefing:
 - * Ms. Lowe mentioned the “downstream” goal: to increase by 5% the percentage of persons with diabetes that receive diabetes self-management education.
 - * Ms. T. Johnson added the “upstream” goal: to increase the diagnosis of pre-diabetes from 1.2% to 10% by 12/31/2012
 - * Mr. Lombardo emphasized the need for community and program-level analysis and the need for timely data. Ms. T. Johnson described some of the cost limitations on BRFSS being done at a county level.
 - * Ms. Diaz-Kenney suggested that there is overlap between the upstream and downstream goals and that we should focus on that because it is important to address both. We could focus on counties and/or communities with the highest prevalence.
 - * Ms. N. Johnson asked if there are any registries/lists of resources available for people with diabetes. Mr. Lombardo mentioned that the Healthy Start organization makes a community resource directory. Ms. T. Johnson and Ms. Lowe noted that lists of resources exist but are scattered rather than there being one comprehensive list.
 - * Ms. Jacobowitz mentioned that their tax district provides health services to the uninsured.
 - * Ms. Cawthon mentioned that there is a community health center network throughout the state; they surveyed known entities about what services they provide.
 - * Ms. N. Johnson suggested that the Alliance have a website with a list and possibly links to available resources.
 - * Ms. Cawthon mentioned 211 networks and their responsibility for collating community resource information.
 - * Ms. Lowe asked if we are going to combine the upstream and downstream goals, or just focus on one.

- * The group discussed the similarities and differences between definitions of pre-diabetes and metabolic syndrome.
- * Ms. T. Johnson noted that focusing on education will achieve the downstream but not the upstream goal.
- * Ms. Lowe suggested a two-pronged approach: to raise awareness and educate patients and health care providers to take pre-diabetes seriously, recognize the signs, and diagnose it; and to focus on education in communities for those diagnosed.
- * It was suggested that other health care providers (e.g., nurses) be empowered to make diagnoses. Ms. T. Johnson suggested that health care teams be made more aware of recognizing symptoms.
- * Mr. Lombardo moved that the Alliance address both the upstream and downstream goals. Dr. Shahady seconded it. The motion passed.
- * Suggested strategies to address the goals:
 - > Ms. Cawthon mentioned the Governor's Worksite Wellness Committee at DMS as a possible partner
 - > Ms. Diaz-Kenney mentioned the workplace wellness/diabetes at work programs for providing diet and exercise support
 - > Ms. Roberson suggested public service announcements regarding pre-diabetes and diabetes education and symptoms. Ms. N. Johnson gave examples of public service announcements.
 - > Ms. T. Johnson asked whether the Alliance charge should be to educate communities about worksite wellness programs and toolkits. Mr. Lombardo said the focus should be on the individual level in communities. Ms. Diaz-Kenney asked how we plan to impact Florida.
 - > Ms. Lowe suggested that once we have a plan, we need to pick a couple of counties/communities in which to implement and test the plan.
 - > Ms. T. Johnson raised the issue of and need for community leadership buy-in.
 - > Dr. Shahady expressed concern that we are getting bogged down in definitions without moving to a plan.
- * Ms. Lowe suggested that we come up with specific tasks for each committee around the two goals. After group discussion, the following recommendations were made for each committee:
 - > **Education Committee:** hold a Best Practices meeting; Present or conduct a training on Diabetesatwork.org at the May meeting.
 - > **Data Committee:** look at FMQAI data and information
 - > **Community Partnerships committee:** Ms. N. Johnson proposed that this committee make 10 new contacts and meet/recruit new partners before the next quarterly meeting. The committee can work on a script to recruit and tell organizations how the Alliance can help them, and how they can contribute to the Alliance.
- * There was a suggestion that quarterly meetings be moved around the state so that partners from different communities can be included.
- * Ms. Cawthon suggested soliciting information about programs that meet specific criteria and have some evidence of success ("Promising Practices")
- * Ms. N. Johnson moved that the Alliance have a website/web pages including criteria and examples for best practices and promising practices, and solicit DAC and

- Alliance members to provide examples and stories. Ms. Diaz-Kenney seconded the motion.
- * Ms. T. Johnson clarified that DOH can put together the template for a website, but the Alliance would need to come up with the specifications and instructions for the website. The group discussed tasking the data and education committees with this.
 - * Ms. Cawthon suggested that Alliance members look at two organizations' websites for ideas: NACCHO and NACDD
 - * Ms. Lowe asked Dr. Shahady to coordinate the education and data committees in terms of what they need to do around best practices and promising practices website and solicitation of examples/ideas.
 - * The group discussed whether the education committee needs to define self-management education (SME) and who can provide it.
 - > There was a suggestion that the education committee identify what SME tools/resources are already available and how health care providers at different levels can provide education.
 - > Ms. Cawthon mentioned the Better Diabetes Care materials on the National Diabetes Education website.
 - * Ms. Cawthon noted that each health department has a health organizer, and that counties have been surveyed on whether diabetes is a priority in their communities.
 - * It was suggested that the community partnerships committee identify 100 leaders in communities across the state to be trained as trainers for SME.
 - * Ms. T. Johnson mentioned timeline issues for a train the trainer session—the grant cycle is too far along for this year. An application for a grant for training could be submitted next year. Prerequisites for those receiving the training would need to be established.
 - * Ms. T. Johnson and Ms. Cawthon mentioned that there are people who have already received training as trainers for SME and community health workers (CHWs). Ms. Lowe asked Ms. T. Johnson for information on the results of train the trainers.
 - * It was suggested that the education and community partnerships committees develop a plan for a train the trainers session by June 30, 2008 for 2009 funding. They will need to establish the need for more trainings.
- Quarterly Business Meeting Format:
 - * Dr. Shahady moved that the May meeting be in Palm Beach. Mr. Lombardo seconded the motion. Discussion:
 - > Ms. Diaz-Kenney raised the question of whether the educational forum in May will co-occur with the ADA Southeastern meeting in Orlando. The group discussed what committee is responsible for the agenda for the educational forum and deciding when and where the meeting will be. Ms. Lowe asked Ms. Jacobowitz to write up a proposal for what an educational forum in Palm Beach would include. It was suggested that the educational forum not be scheduled for the same weekend as the ADA Southeastern meeting. Mr. Lombardo withdrew his second for the motion. It was decided that discussion will continue regarding when and where the May meeting will be.
 - * Ms. Lowe said she will be asking each committee to meet by conference call within the next month.

- * Ms. T. Johnson said that each committee will need to develop an action plan, timeline, and milestones.
- * Regarding the format of the quarterly business meetings, Ms. Lowe passed along Ms. Street's suggestion that we shorten the part of the meeting for individual committee meetings. Instead, the committees should be meeting via conference call more frequently and then the quarterly meetings will allow more time for the whole Alliance to meet. It was also suggested that the committee meetings be more structured.

- The next meeting is scheduled for January 8, 2008.
- Ms. T. Johnson suggested that a long-term calendar be established with the meeting locations to help Alliance members and DPCP staff with planning.
- Ms. Lowe suggested that each committee put together a one-pager by the next meeting on how it will move forward with its goals.

5. Public Comments

- Ms. Lowe asked for public comments. None were raised.

6. Adjourn

- Mr. Lombardo moved to adjourn. Ms. N. Johnson seconded the motion. The meeting adjourned at 2:10pm.