



Attendees

Maddie Soloman, Andrea Zimmerman, Victoria Matney, Jahanah Murphy-Simms, Kofi Darku, Mike Bachman, Kathryn Raasch, Maggie Snyder, Beth Massey, Shannon Gage, Dawn Underwood, Kyle Wehmann

Key Topics Discussed

1. Reviewed and edited recommendations for Annual Report.

2. Coalition Case-Studies and Toolkit Self-Assessment

- Mike provided an overview of his coalition case-study work. Will this go into the Annual Report?
 - Many of the coalitions did NOT self-identify at the same levels we thought they would.
 - Having indicators such as “continuous quality improvement” and “data collection” for an ENTERING-level coalition is overwhelming and too advanced.
 - Discussed re-structuring the toolkit self-assessment:
 - What if the indicators were the levels? For example: Engaging stakeholders would be an *entering* task, then continuous quality improvement would be an *advancing* task...etc.
 - In the continuous improvement section of the self-assessment, entering, emerging, and progressing would be removed because continuous quality improvement would be an *excelling* quality.
 - Like PTQ leveling, a coalition would have to have all the levels below, before it could advance to the next.
- Once a coalition self-identifies, maybe they can be a mentor for other coalitions in the state at the same level?

Action Items

1. Kofi offered to take a stab at the reformatting and reorganization of the self-assessment.
2. Mike will then add the supporting case-study information for context.
3. Jahanah and Victoria offered to work on 3a and b from the Summary of Toolkit Changes and Enhancements [document](#). Jahanah will also work on item 1a.
4. Regroup with workgroup members who offered to contribute to the messaging guide for a status update.
5. Cancel Nov 14th meeting. The December 12th meeting will be a November and December *combined* meeting.

Next Meeting: Monday, December 12, 2016, 1-3pm
