

## MINUTES

**Purpose:** Engage Okaloosa County community members in a health improvement process through an open, two-way dialogue.

**Attendees:** Sgt. Jessica Trimboli, Okaloosa County Sheriff's Office (OSCO), Danielle Wilson, Emerald Coast Child Advocacy Center; Demeika McClendon, OSCO; Dana Crupi, Early Learning Coalition of the Emerald Coast; Beverly Orezza, Families First Network; Tami Lawson, Department of Children and Families; Amanda Colwell, Florida Department of Health in Okaloosa County (DOH-Okaloosa); Petra Maddens, DOH-Okaloosa; Caitlyn Golding, DOH-Okaloosa; Emily Tash, DOH-Okaloosa

### Opening – Emily Tash

- Emily Tash opened the meeting and welcomed attendees.
- Emily reviewed the meeting's purpose and agenda. She also shared results from the Community Engagement Survey from the previous meeting.

### November Pop Up Event – Sgt. Jessica Trimboli and Danielle Wilson

- Sgt. Jessica Trimboli shared the Facebook Event invite for the Family Field Day was not shareable outside of the OCHIP group.
  - Emily will create a new OCHIP Facebook group and with a different privacy setting so that more community members can engage with OCHIP and easily share the invitation via social media channels.
- Jessica confirmed the food at the event will be provided for free, either by Jim Bay or via donations through the Moose Lodge.
  - She also shared that the Moose Lodge will provide a monetary donation of around \$200 - \$300 that can be used to fill the raffle basket.
  - Danielle added the Children's Advocacy Center (CAC) has agreed to donate two gas cards as raffle prizes.
- Emily shared that the flyer was completed, and 300 copies were purchased.
  - During the meeting, an Early Learning Coalition (ELC) staff member translated the flyer in Spanish at Danielle's suggestion.
  - Emily will share both versions of the flyer via email, in PDF and .png format.
- Danielle stated the Choctaw High School Key Club would like to volunteer at the event. She confirmed the Niceville High School Leadership Club will pack the event giveaway bags.
  - Caitlyn shared some promotional items have arrived for the event. She will take the items to the CAC as soon as they all arrive.
- Caitlyn shared she reached out to Bridgeway about the event via email and phone. Danielle provided her a new contact's information to reach out to.
- Jessica shared Stephanie Wedel commented on the Facebook post that Freedom Life Compass was interested in having a table at the event. She also mentioned Big Brothers and Big Sisters would likely want a table.

- Beverly Orezza said Sunshine Medicaid plans to have a table at the event and will dedicate promotional items for the raffle.
- Emily shared the West Florida Area Health Education Center (AHEC) also wants to have a table at the event.
- The group determined it would be good to limit the number of tables to 10 to avoid it becoming overwhelming.

### **Action Items – Sgt. Jessica Trimboli and Danielle Wilson**

- The group discussed how the event flyers should be distributed. Emily suggested that group members take flyers to their regularly scheduled meetings. Other points of distribution include:
  - Early Learning Coalition (ELC) specialists will take them to events and meetings, including a scheduled event with United Way happening soon.
  - Demeika will take them to Big Brothers Big Sisters.
  - Jessica has a Lieutenant that will take them to AMI Kids. She will take them to Jim Bay and the Fort Walton Beach Police Department.
  - DOH-Okaloosa Community Health Improvement staff will take them to outreach events during October and November.
  - Emily will ask Dayna at the Fort Walton Beach Chamber about advertising the event via social media or at an upcoming Chamber meeting. She will also share the flyer to the OCHIP email distribution listing and request that members share it on their organization's social media pages.
  - Caitlyn Golding will share the flyer with local businesses in the Hollywood Blvd. area. She will also share with the Boys and Girls Club and rec centers in the area.
- The group reviewed the items still needed for purchase.
  - Dana Crupi provided tickets for the group to use for the raffle.
  - Caitlyn will order paper products, event signage, and 300 additional flyers.
- Demeika suggested event signage be shared across town at high traffic areas.
  - The DOH-Okaloosa Public Information Officer (PIO) will design and print the event signs. Emily will notify the group when they are done, and a plan will be made for distribution.
- DOH-Okaloosa School Health shared a special edition newsletter showcasing the event with all Okaloosa County School District (OSCD) principals.
  - Jessica said she could also work with the SROs at OSCD schools to get the word out.
- Emily will work with the DOH-Okaloosa PIO to create a press release for the event.
- The group discussed the status of volunteers and raffle prize donations.
  - Danielle said she would reach out to the Gulfarium and Emerald Coast Science Center to see if they would provide tickets.
  - Jessica suggested we re-assess donation progress at the next meeting and call organizations if more items are needed at that time.
  - Emily shared she will reach out to United Way and A Bed4Me to assess their interest in participating as a volunteer or raffle prize donor.

- Amanda shared the Pop Up Volunteer List. The group reviewed the list and decided to finalize it once there is a better assessment of how many people sign up to volunteer.
  - Emily will share this with the group via email for review of job(s) needed.
- Jessica stated she will work with Jim Bay to create a map of the event to assess parking, tabling setup, and other logistics.

**Other Business – All Members**

- Demeika shared she is still working with Destin Library to provide 1-hour DEC trainings. She and Amanda will work together to determine available dates.
- Demeika asked about the status of the High School Survey.
  - Jessica shared it has been paused until the November Pop Up Event is complete. The group will revisit this once regular meetings resume.

**Closing – Amanda Colwell**

- Amanda thanked attendees for participating and asked them to complete the meeting evaluation form to provide feedback.

*Next Meeting – November 8, 2022 from 9:30 AM – 10:30 AM at the Early Learning Coalition of the Emerald Coast – 1130 Eglin Pkwy Shalimar, FL 32579  
 Meeting adjourned at 10:35 a.m.*

<b>Action Items</b>	<b>Owners</b>	<b>Deadline</b>	<b>Status</b>
Update flyers, Facebook event, and email to OCHIP DL	Emily Tash	Friday October 28 <sup>th</sup>	In progress
Complete purchasing of items needed	Caitlyn Golding	ASAP	In progress
Distribute flyers to local organizations and share with community members	ALL	ASAP	Ongoing
Coordinate with Bridgeway for Narcan distribution at event	Caitlyn Golding	Tuesday November 8 <sup>th</sup>	In progress
Share promotional items for goodie bags with Danielle once received	Caitlyn Golding	Monday October 31 <sup>st</sup>	Not started
Coordinate goodie bags with Niceville HS Leadership Group	Danielle Wilson	Tuesday November 8 <sup>th</sup>	Not started
Share flyer and event on social media	ALL	ASAP	Ongoing
Review the list of volunteer duties for edits	ALL	Tuesday November 8 <sup>th</sup>	In progress
Determine liability needed for DOH and ESCC for event	Amanda Colwell and Sgt. Jessica Trimboli	TBD	In progress
Create and distribute signs for event to put out around town	Allison McDaniel ALL	Tuesday November 8 <sup>th</sup>	Not started
Collect donations and raffle prize items	Danielle Wilson	-	Ongoing
Coordinate with ECSS for a map, logistics, etc.	Sgt. Jessica Trimboli	Tuesday November 8 <sup>th</sup>	In progress
Create and share event press release	Allison McDaniel Emily Tash	Tuesday November 2 <sup>nd</sup>	Not started