



Phase Six: The Action Cycle

Seeking a vibrant, diverse, and caring community in which all individuals can achieve their optimum physical, mental, cultural, social, spiritual, and economic health.



Public Health
Prevent. Promote. Protect.

**Columbia/Boone County
Public Health & Human Services**

Executive Summary

The action cycle is the sixth and final phase of the MAPP process. During this phase, the Action Teams used goals and strategies identified in the previous phase to develop a Community Health Improvement Plan (CHIP), comprised of one work plan for each of the five strategic issues. Phase Six was implemented in March 2014 and will continue until the end of 2017. An annual implementation progress report will begin in 2015. Each work plan contains measurable objectives, activities and performance measures. The work plans will answer the following questions:

1. What will be done to realize the community's vision?
2. Who will do it?
3. How will it be done?
4. How will we know we have made improvements?

The completed action plans are included in the Community Health Improvement Plan. This document explains the process used to complete the action plans.

Process

Phase Six began with the March 2014 CHAMP meeting. At the conclusion of the meeting, CHAMP members were asked to move the process forward by joining an Action Team. Five Action Teams, one for each strategic issue, were formed. The five Action Teams began meeting in March 2014. Meeting facilitation was provided by the external contractor, ensuring a consistent output from each work group and adding a layer of neutrality to the process.

The Action Teams held three meetings from March to May 2014. The primary objectives for the Action Teams were: formulate outcome objectives for each strategic issue, translate outcome objectives into specific action plans to pave the way for implementation, and develop the process for implementation of the plans and monitoring of the Community Health Improvement Plan. At the initial meeting, the facilitator provided an overview of the MAPP process for the benefit of new Action Team members. The Action Team reviewed the suggestions from the March CHAMP meeting and made edits to the goals and strategies as appropriate. Objectives for each strategic issue were identified, along with potential activities. Action Team membership was reviewed and recommendations for new team members made. Action Team leadership was addressed by identifying a chair for each team.

The second and third meetings focused on further revision of the action plan, including editing the goals, strategies, objectives, performance measures, and activities. Several performance measures will begin with the collection of baseline data. Each Action Team was assigned a Columbia/Boone County Department of Public Health and Human Services staff liaison to provide on-going staff support to the Action Teams. Goals and strategies were prioritized during the final meeting. A team charter (example located in appendix) was introduced as a tool for moving forward in the implementation period.

Process

Each Action Team continued to meet monthly until the action plans were finalized in September 2014. Moving forward, teams will continue to meet regularly to carry out the activities of the actions plans, measure progress, and re-evaluate the needs of the community. The Action Team Leadership Committee, comprised of the Action Team chairs, staff liaisons, and MAPP Core Team, will meet biannually to monitor progress of the five groups and seek opportunities for collaboration. The initial meeting of the Action Team Leadership Committee was held in September 2014. At that meeting, all final action plans were reviewed and the committee adopted “Live Well Boone County” as the name for the Community Health Improvement Plan effort.

Results

Action plans were developed for each of the five strategic issues. Action plans are listed in the Community Health Improvement Plan.

Dissemination of Phase Six Results

Action plans from all five strategic groups were shared with the Action Teams during Phase Six. The Community Health Improvement Plan will be released to CHAMP members, stakeholders, and the community. The Community Health Improvement Plan will also be made publicly available on the City of Columbia’s website. Paper copies will also be available at public libraries in Boone County.

Limitations

The initial plan for Phase Six included two, four-hour meetings per Action Team. This was not enough time for the Action Teams to complete their action plan. An additional two hour meeting was added to the schedule to accommodate. As the meetings unfolded, the goals and strategies continued to be edited by the Action Team members. In order to finalize the action plans, each team continued to meet monthly until September 2014.

Evaluation

Phase Six was evaluated with an online survey of Action Team members. Survey questions focused on the process used to complete the action plans. Evaluation results were shared with the MAPP Core Team for planning purposes.

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Appendix

MAPP Action Team Charter: Safe and Healthy Neighborhoods



Multiple reasons exist for preparing Action Team charters. One is to document each Action Team’s purpose and clearly define individual roles, responsibilities, and operating rules. Another is to establish procedures for the teams and others for communicating, reporting, and decision-making procedures. This charter is intended to lay out a blueprint for how each Action Team conducts business and works in an empowered manner, including setting out responsibility and authority.

The charter includes the following sections:

1. Purpose

The Safe and Healthy Neighborhoods Action Team has been formed to implement an Action Plan designed to answer the following strategic question:

How do we prevent crime and promote safe and healthy neighborhoods where people live, work, and play?

2. Scope

Pursuant to the Safe and Healthy Neighborhoods Action Team’s Action Plan, the goal is as follows: *Strengthen neighborhood relationships, invest in a well-connected infrastructure, and public safety*

3. Team Composition

This team is comprised of the following individuals:

Leigh Britt, Co-Chair	lcnutter@gocolumbiamo.com	City of Columbia - Neighborhood Services
Barbara Buck, Co-Chair	babuck@gocolumbiamo.com	City of Columbia - Police
Becky Markt	bmarkt@columbiaha.com	Columbia Housing Authority
Barbara Buffaloe	babuffal@gocolumbiamo.com	City of Columbia - Sustainability
Michelle Riefe	mariefe@gocolumbiamo.com	PHHS
Rachel Bacon	ribacon@gocolumbiamo.com	City of Columbia - CATSO
Erin Friesz	erin@yc2.org	Youth Community Coalition
Kelly Lucero	kelley-lucero@showmeaction.org	Central Missouri Community Action
Bill Cantin	bpcantin@gocolumbiamo.com	City of Columbia - Neighborhood Services
Melvin Buckner	mebuckne@gocolumbiamo.com	City of Columbia - Police
Lawrence Simonson	lawrence@pednet.org	PedNet
Mary Pat Boatfield	marypatboatfield@cmhspets.org	Central MO Humane Society

4. Membership Roles

Action Team Chairs: Leigh Britt and Barbara Buck

Action Team Staff Liaison: Jason Wilcox

MAPP Project Manager: Rebecca Roesslet

5. Team Empowerment

(Define the authority the team currently possesses by virtue of the MAPP process structure, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

To be determined for all Action Teams by the Action Team Leadership Committee .

6. Team Operations

Action Team Meetings: The Safe and Healthy Neighborhoods Action Team shall meet monthly. The team will meet the third Tuesday of every month at 10:00 a.m for one hour at the office of the Columbia/Boone County Health and Human Services Department or another agreed-upon location. Notice of the meeting shall be distributed via email no later than three days in advance of the meeting. The meetings shall be facilitated by a member of the Action Team designated by the Chair. Minutes of the meeting shall be taken and distributed by the Staff Liaison no later than one week following the meeting.

Accountability: The Action Team shall be accountable to CHAMP, the Action Team Leadership Committee, and the community at large for its results. Progress shall be reported to the Action Team Leadership Committee via the Chair on a quarterly basis. A meeting of all CHAMP members shall be convened on an annual basis to provide members of the Action Team an opportunity to report progress to CHAMP and for CHAMP to make inquiry. Staff Liaison shall also regularly include designated progress in an e-newsletter distributed to CHAMP members.

Information shall regularly be pushed out to the general public about the progress of the Action Teams through such means as articles in City Source, press releases, and reports to City Council.

7. Team Performance Assessment

See performance measures and targets outlined in Action Plan.

Action Team Leadership Committee is a committee of the Chairs and Staff Liaison of all the Action Teams as well as the MAPP Core team.