

**DIABETES COMMITTEE
MINUTES
APRIL 17, 2019
5:00 p.m.**

The Diabetes Committee held a public meeting on 4/17/2019, beginning at 5:15 p.m. at the following location:

Maryland Department of Health
201 West Preston Street, L-3
Baltimore, MD 21201

MEMBERS PRESENT

Jessica Kiel, Co-Chair
Stephen Shaul, Co-Chair
Vivienne Rose
Deanna Tran
Donna Gugel
James Ebeling

MEMBERS NOT PRESENT

Darlene Ginn

MARYLAND DEPARTMENT OF HEALTH STAFF PRESENT

Kristi Pier
Mia Matthews
Pamela Williams

OTHERS PRESENT

Deanna Tran's Student - Christine Nkobena

1. Roll Call

Co-chair Stephen Shaul took roll call. A quorum of the Diabetes Committee was present.

2. Vote on minutes from previous meetings

Jessica Kiel, Co-Chair requested approval of the January 16, 2019 committee meeting minutes. Committee member Deanna Tran made a motion to approve the minutes and Stephen Shaul seconded. The minutes were approved unanimously.

3. Collated State Diabetes Action Plan Review

Deanna Tran shared the collated document she drafted of all committee member's feedback from other states diabetes action plans by pointing out important parts that the Maryland plan should include. The committee agreed the review will be very helpful in moving forward with the creation of the plan for Maryland.

4. State Diabetes Action Plan Process

Kristi Pier led a discussion on the creation process for the Maryland state diabetes action plan. A consultant to be utilized to write the plan, with input from the committee. Kristi Pier provided a creative considerations document which is used to guide the creation of communication documents, such as this (each member was given a copy). The committee expressed a general preference for the document, and was encouraged to provide additional input.

Kristi Pier explained that the primary audience for the plan will be those who use the plan as a guiding document for their diabetes work in their communities. Stephen Shaul suggested patients should be included as part of the secondary audience, and it would be helpful to have their voice in the creation of the plan. Kristi Pier said the plan will help all focus on reducing diabetes burden in the state of Maryland, with multiple partners, including health systems.

5. State Diabetes Action Plan Timeline

Pamela Williams provided the draft timeline, with the target date of September 2019. Initial actions have been started, such as engaging a consultant and collecting state diabetes burden data. Jessica Kiel asked how the plan and objectives will be evaluated. Donna Gugel provided information about the cancer plan as an example, which is updated every 5 years and partners provide input on the progress of the objectives. Kristi Pier said each objective will have baseline data which will be evaluated against the measurable outcomes.

Deanna Tran asked other partners will be engaged to provide input on the plan. Kristi Pier said there are some partners that need to be included from Medicaid, Total Cost of Care and Health Cost Review. Kristi suggested to start with sections for the key partners to review and start building from there.

6. Next Steps

1. Mia Matthews agreed to take minutes for the committee monthly phone call meetings.
2. Kristi Pier and Pamela Williams presented to the committee the possibility of having a monthly in-person meeting during the drafting process of the plan. Mia Matthews coordinate with the committee to schedule the monthly meetings.
3. The committee will develop an outline of the table of contents by the next committee call on 5/14.
4. Mia Matthews will create a google document for the committee for feedback on the draft outline.
5. Committee members will provide additional feedback on the creative considerations document through email.

7. Adjournment

The meeting was adjourned at 6:09 pm.