



Hello!

We hope you are having a good summer.

OSHI is now ready to move forward with planning for the next SHIP contract that will start in fall 2020.

This will be an exciting time for local public health staff, local public health directors, Minnesota Department of Health staff and community partners to co-create and plan the next five years of SHIP.

Through continuous feedback loops, the three content work groups will transparently draft and propose a framework of a shared vision for our collective work. The framework will include a theory of change, a logic model and proposed core strategies that sequences activities over five years. Key considerations in designing the framework include:

- being responsive to and reflective of local needs
- consideration of community- and settings-level work
- readiness and capacity to implement
- opportunities for integration between the three content areas (listed below)

We are looking for volunteers to join work groups that will meet four times this fall.

While there are many layers to this plan, we will begin with three content work groups:

- Minnesota Eats (Healthy Eating)
- Minnesota Moves (Active Living)
- Minnesota Smoke-Free (Commercial Tobacco Exposure)

The additional work groups for evaluation, technical assistance and technical requirements (including the funding formula) will begin in January 2020. Invitations to join those work groups will be sent out in early autumn. The content work groups will be invited back in the spring to review and discuss final recommendations.

Each of the three work groups will meet four times:

SHIP Planning Meetings

Minnesota Eats

September 24 11:30 am – 4:30 pm

October 30 12:30 pm – 4:30 pm

November 20 8:30 am – 12:30 pm

December 11 8:30 am – 12:30 pm

SHIP INVITATION LETTER

Minnesota Smoke-Free

September	26	8:30 am – 1:30 pm
October	22	8:30 am – 12:30 pm
November	21	8:30 am – 12:30 pm
December	12	8:30 am – 12:30 pm

Minnesota Moves

September	23	11:30 am – 4:30 pm
October	21	12:30 pm – 4:30 pm
November	19	8:30 am – 12:30 pm
December	9	12:30 pm – 4:30 pm

Additional details

- Materials will be sent in advance for review prior to the first meeting including a group charter and workbook.
- Time will be spent in the first meeting to build relationships and set group norms.
- Attendance in person for the first meeting is strongly preferred. Travel reimbursement is available for those who need it.
- The first meeting will be 6-hours long; each subsequent meeting will run for 4 hours.
- There will be an estimated 8-12 hours of work between meetings.
- There will be two co-chairs; one from OSHII and one from local public health.
- It is expected every member of the work group will attend each meeting in its entirety in person or virtually.
- A workbook will be provided to each work group with meeting agendas, deliverables and templates.
- Work will be completed by Dec. 31, 2019.

Work group criteria

Work groups will be chosen from volunteer applicants and comprised of OSHII staff, local SHIP staff, local public health leaders and SHIP partners who have experience within settings of the specific content, with regional representation from:

- Greater Minnesota, rural areas
- Greater Minnesota, urban areas
- Metropolitan area
- Tiers one, two and three
- Experience with populations experiencing health inequities

SHIP INVITATION LETTER

If you are interested in being involved in the planning process and are able to commit to the four meetings, please click on [**this link**](#) and complete the application by noon on Aug. 30. In the meantime, please block these times on your calendar. Our goal is to notify work group members of their involvement by the first week of September

Thank you,

~Kris

Kris Igo
OSHII Director