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# WV's Partnership to Promote Community Well-Being

## Intervention Workgroup Meeting Notes

October 13, 2006 ♦ 9:00 a.m. – 1:00 p.m. ♦ Schoenbaum Family Enrichment Center, Charleston

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**Members Present:** Lisa Bruer, Steve Collins, Wayne Coombs, Denny Dodson, Sue Hage, Mike Lacy, Jim Lee, Steve Mason, Lavetta McKnight, Patty Snodgrass, Brenda Thompson, Linda Watts  
**Staff Present:** Jamie Albert, Zobeida Bonilla-Vega, Melissa Crawford, Brenda Richards  
**Members Absent:** Charles Brown, Jason Carlson, Don Chapman, Angie Saunders  
**Guests Present:** Megan Freeland (guest of Brenda Thompson)

### Future Meetings:

December 1<sup>st</sup>, 9 am, Wingate Inn

### Review of Previous Meeting Minutes

Sue Hage, chairperson for the group, asked for a review of minutes from the last meeting.

- Brenda Thompson clarified the definition of her previous statement.
- Move for acceptance was made and seconded.
- Steve Mason inquired about notes regarding Purdue Pharma. He said \$150,000 in Purdue Pharma funds are to go to PRC for FY 2006-07. Jamie explained why he had reported in this manner in the minutes. Patty asked if funds can carry over and the reply was yes. Steve explained that some of the money has been obligated for administration of the program by the PRC.
- Minutes were approved.
- Sue stated that Jamie had been asked to go through the prior meetings' minutes and list all previous action taken by the workgroup (see attached list). Patty S. would like to have more detailed information on important decisions made. Jamie then advised he can add more detailed information and maintain this as an on-going report from meeting to meeting.

### Review of Draft Work Plan, Questions and Discussion

Jamie and Linda Watts drafted a work plan, developing task objectives and goals, with a mechanism to report out at every meeting. Sue stated that she felt the workgroup is at the point to either go after grant dollars to fund pilot projects and make a commitment to assist or disband. Linda Watts led the discussion around the draft work plan for our review. (See attached.) A summary follows.

#### **Goal 1:** Plan, Design, Develop

- a) Identify resources
- b) Secure funding
- c) Develop operational guidelines
- d) Design staff development program
- e) Define parent/caretaker and youth participation
- f) Selection of demo sites

#### **Goal 2:** Evaluation

- a) Measure process
- b) Develop system to determine impact of program

#### **Goal 3:** Sustainability

- a) Design a cost-benefit analysis for Phase I
- b) Complete a cost-effectiveness case study of an individual
- c) Develop a long range funding strategy

Submitted by Melissa Crawford

- d) Develop a marketing plan

**Goal 4: Reporting**

- a) Develop and design an annual report
- b) Develop quarterly summary report for funders

**Questions and Discussion:**

Questions were raised regarding funding, data, operational costs, county readiness, evaluation, curriculum, existing resources and budgeting. Comments made about funding issues included using \$150,000 to get to July 1<sup>st</sup> and a question of what to do after that. A budget for early intervention demonstration projects was passed out which estimated a need of \$91,956 per site. Dollars not spent this year can roll over. \$75,000 will be left after paying developmental costs. There is a need for a full-time State EIP developer and for someone to develop an evaluation plan. A plan to apply for grant money is also needed. Jamie informed the Workgroup that DADA has provided developmental funds, but he doesn't believe it is fair to expect the DADA to come up with implementation funds. One member felt it would be natural to look to WVDHHR as a funding source for community programs. Additionally, local programs may be able to host programs to pay for operational costs such as space, equipment, etc. Other comments included forging relationships to get dollars; maximizing dollars to get more time for implementation; building a marketing plan along the way; collecting data from the very beginning; budgeting for an evaluator and would that be full time (*yes, per Wayne for the 1<sup>st</sup> year and per Mike, half time after*) and could grad students do the evaluation; curriculum (*such as Prime for Life for 11-17 target populations*) would be age appropriate and possibly more than 1 program; counties that might be ready include the northern panhandle, Logan and Mercer counties. The budget outlines the entire process for the plan, and building long term sustainability by working with the workgroup is needed. A comment was made regarding the development of the job description to ensure that the EIS isn't considered a case manager.

**Decisions to be made:**

- a) Number of sites
- b) Full time administrator at WVPRC
- c) Evaluation

Jim moved to support a pilot site for Mercer County and then expand to 3 other locations as funding becomes available, Mike seconded. The motion passed with 7 aye votes. Questions arose about using data to select sites, existing resources and support systems. A suggestion was made to determine the three other sites with selected criteria. Patty S. made a motion to adopt the workplan (with further development), Denny seconded and the motion passed.

**TO DO:** Add status section to document, use as a reporting document, add action/activity sheet.

Additions to the subgroup:

Add Lisa Bruer and Lavetta McKnight to Program Services.

Steve Collins will work with Jamie Albert.

**TO DO:** Steve will convene the community subgroup and Jamie will make a presentation. Jamie stated the plan calls for a group at the local level. Need to add juvenile component, develop 1 page information sheet.

**TO DO:** (before December meeting): Program/services to meet and determine curricula and send email out for review prior to meeting.

Statute allows the court to refer kids to this as pre-petition diversion. Comment was made to let Mercer County develop an advisory committee.

**TO DO:** Jim and Mike (Court) and Sue (DHHR) will answer questions on the referral process-Where does it fit in the WV Code?

**TO DO:** Jamie will document model: target population, referral, etc. Add to draft work plan.

**TO DO:** Wayne will bring to the next meeting more detail of the evaluation plan and work entailed, activities of an evaluation specialist, immediate outputs and long term outcomes desired for the EIP. Subgroup will meet and develop evaluation for statewide system, not just one pilot project.

Mike commented that evaluation is needed to lay the groundwork for sustainable, long term funding, and that documentation of the data should be made to show success, cost-effectiveness, etc. The program can be tweaked to fit West Virginia. The evaluation plan helps to support the plan/grant application.

Mike made a motion to approve use of \$150,000 in Purdue Pharma funds including the employment of an evaluation specialist for the purposes stated by Wayne. That was agreeable to Steve Mason, provided that the WVPRC submits an acceptable change to the WVPRC workplan for that purpose. WVPRC and DADA will work out the details, scope of work and budget and bring that information to the meeting in December. Jim Lee seconded. A move to amend was made for authorization to employ an EIS evaluation specialist. The motion passed with 6 aye votes and 1 opposed.

### Future Meetings

Administration: November 1<sup>st</sup>, 9am at the WVPRC

Program: October 24<sup>th</sup>, 11am at Tamarack

Funding: Phone meeting

Evaluation: No date yet (WVPRC evaluation team will do a preliminary draft)

Subgroups will report at the next meeting with decisions to be made.

### Next Intervention Workgroup Meeting

**TO DO:** Mailing to seek interest and remove Melanie Swisher. (Melissa)

**TO DO:** Add status section to document, use as a reporting document, add action/activity sheet. (Jamie)