




WV's Partnership to Promote Community Well-Being

June 18, 2004
Meeting Notes



Members Attending

Joe Barker, Judy Crabtree, Michelle Foster, Andrew Gillette, Sue Hage, Steve Heasley, Lew Holloway, Mike Lacy, Cindy Largent-Hill, Gayle Manchin, Rudie Raines, Denise Smith, Angie Saunders, and James Vance

Staff Attending

Lisa Bruer, Michele Burnside, Tammy Collins, Wayne Coombs, Tracy LeGrow, Monica McFarland, Kelli Jo McNemar, Kathy Paxton, Linda Spatig, Brenda Thompson, Diane Wellman, and Andy Whisman

Welcome

Lisa Bruer, Division on Alcoholism & Drug Abuse (DADA)

Lisa welcomed committee members and addressed the need for a committee co-chair as discussed in the Policies & Procedures Workgroup. The following handouts were distributed:

- 2nd Quarter Progress Update
- Memorandum of Understanding
- Executive Order 8-04
- Workgroup Notes: Policies & Procedures, Data, Coordination of Specialists and Services, Community & Youth Input
- Notes from the Field - Qualitative Evaluation
- Changes from SIG to SPF SIG
- "To do" List

General Updates

Wayne Coombs, West Virginia Prevention Resource Center

The **2nd Quarter Progress Update** is posted on the Partnership website.

Executive Order 8-04 was signed in May officially creating the Partnership. Michele will prepare a media release that describes the Partnership and lists members. Michele will send the media release to Stateline, a newsletter for state employees as suggested. Members can also distribute the media release within their own agencies by email, newsletters, etc.

The **Memorandum of Understanding** outlining SIG Planning Grant administrative roles was signed in June between Division of Criminal Justice Services, the Governor's Office, Division on Alcoholism and Drug Abuse, and WV Prevention Resource Center/Marshall University Research Corporation.

The new **Strategic Prevention Framework State Incentive Grant (SPF SIG)** application is due July 2, 2004. There are several differences in the new SPF SIG compared to the previous SIG grant program. Changes highlighted in the handout include: application open to all states, emphasis on data driven decision making, evidence based programs and strategies, need, resource, and readiness assessment, womb to tomb target population, community based focus, and federal, state, community partnerships. The SPF SIG is founded on six **Guiding Principles** that match WV's prevention philosophy. They are: Prevention is a continuum, prevention is prevention, focus on common risk factors that can be altered, resilience is built through evidence based health promotion and prevention strategies, systems work better than silos, and data, assessment tools, and outcomes shared can promote accountability and effectiveness.

Workgroup Reports

Policies and Procedures: Mike Lacy, Angie Saunders, James Vance, *Michele Burnside

◇ By-laws: The workgroup developed a draft of by-laws that fall within the parameters of the Executive Order. Partners identified potential language issues and suggested changes and additions. Michele will incorporate resources from Angie Saunders regarding conflict of interest, and Joe Barker regarding electronic voting. Once edits are made, the Partnership will review and vote on them (possibly via email).

- Article II Membership and Appointment section 1: Members
 - Due to lack of attendance, look within organizations noted in executive order to determine another appointee. Partnership recognized Gig Robinson (ABCA), and Sharon Yates (public/private) as possible appointees.
 - Partnership recognized other possible appointees and/or workgroup members: Terri Toothman (parents), Mike Hall (faith-based), Chris Wood (faith-based), DD Meighn (faith-based), Robin Wilson (probation) and organizations such as Senior Services (WV State University), WVU Health Specialist, Coalition for Tobacco Free WV, a community worker recommended by Denise Smith and a School of Medicine representative.
- Article III Officers section 1: Chairperson & Co-Chairperson Election
 - Once by-laws are adopted, the Partnership will elect a Co-Chairperson for the state fiscal year.

◇ Appointment letters: A draft was given to the Governor, however, the letters have not been signed and distributed. Staff will continue to call. Partnership members suggested asking Mike Cutlip from DCJS to contact Chip Slaven and/or Jennifer Baldwin at the appointment office. Brenda Thompson and Steve Heasley will also follow up.

Prevention System Data: Steve Heasley, Lisa Bruer, Wayne Coombs, Valerie Ponder, Andy Whisman, *Tammy Collins

◇ Network Analysis: Andy will send an article via email describing network analysis, which is a quantitative method to show movement toward collaboration. There is a software program that needs to be purchased, however, a draft analysis has been completed and handed out. Mean = average, Median = middle, Mode = most often selected. Some of the people listed as “missing” are actually represented in the Partnership. The prevention framework includes assessment, capacity, planning, implementation, and evaluation - the content may change, but the process is the same. Concerns were raised regarding the definition of a “prevention system” and the distance of some Partners from the center. Partnership members preferred monthly emails to receive information.

- Michele will follow up with Partners for contact information for individuals and groups listed to be added to the prevention contact directory. These individuals and groups need to be included with Coordination of Specialist and Services and Community & Youth Input workgroup plans.

◇ Data: Colorado provided technical assistance this past quarter. Staff will use their model for developing a county-level resource and need indicator system to enable better local planning and targeted funding. Staff will present this system at the September meeting.

Coordination of Specialists and Services: Steve Mason, Gayle Manchin, Denise Smith, Don Chapman, Dave Harris, Monica McFarland, *Kathy Paxton

◇ Connect through communication: Media ready pieces for Partners to use in organizational newsletters, meetings, conferences, etc. would be helpful to spread the word. We need to publicize and market what we are already doing within our own organizations and with others.

◇ Update contact information: Contact information needs to be added to resource material and directory so that these key people can receive information and be included in workgroup plans.

Youth & Community Input: Andrew Gillette, Helena Lee, Michelle Foster, Judy Crabtree, Rudi Raynes, Andrea Bowman, Monica McFarland, *Kelli Jo McNemar

◇ Sub-grantees: The workgroup recommends that the RFP for community sub-grantees require youth on planning boards and participation in youth/adult partnership training (possibly receive extra points) so that local communities have varied perspectives.

◇ Methods of gathering input: The workgroup will further review methods for the Partnership and community, including: focus groups, forums, surveys, and interviews.

Staff members will contact Partners to schedule the next workgroup meetings. If you would like to be a member of one of the workgroups, please contact the staff member assigned to each group (as noted with an *)

Overview of Qualitative Evaluation Progress

Linda Spatig, Marshall University

◇ The research team completed 13 interviews to date and have attended all Partnership and workgroup meetings. They will continue to schedule interviews. Even though the role of a Partner is still developing, communicating with others seems to be a primary function. Themes that have emerged in the research so far:

- Inclusiveness: Range of participation, as echoed on network analysis.
- Team-building: Balancing between building trust and completing tasks.
- Shared-vision: Creating common language and keeping people involved and informed.

Review Draft SPF SIG Grant Proposal

Wayne Coombs, WV Prevention Resource Center

◇ Wayne, Tammy, and Kathy attended a workshop regarding the new proposals, which are due July 2nd.

Action:

- Letters of support: If you did not bring it with you today, mail it to Tammy by Wednesday so it can be included in the submitted proposal. Partners requested a template. Staff will email a template and examples.
- Copy of the proposal: Partners will be mailed a hard copy of the proposal once it has been submitted.

Discussion:

- The WV proposal focuses on need, resource, and readiness assessment, building workforce capacity, and a continuum of care with prevention, intervention, and treatment. The federal and state are working on developing outcome measures based on the GPRA measures. The assessment section shows current data and why we need the funding. The approach outlined in the proposal is to work with the Partnership. The capacity and management section highlights the current staff and key partners working together to administer and implement the planning grant. The evaluation section outlines a three tiered approach; tier one is quantitative and qualitative analysis of the Partnership, tier two are the statewide outcome measures and indicators along with lessons learned and best practices, and tier three is the on-line grant management system with project evaluation and case studies.
- Partners added the Healthy People 2010 could be a valuable resource to blend CDC and SAMSHA. Partners also wanted to highlight coordinating efforts and common set of principles for current dollars and possible new dollars, along with sustaining efforts through capacity building and workforce development.

Set Agenda for September Meeting

September 17th 10 am to 3 pm

- ◇ Qualitative Evaluation Update
- ◇ Workgroup updates
- ◇ Review County Level needs and resources data
- ◇ Overview Update: Community Readiness Assessment, 2 Year Plan Needs Assessment, Out of Home Instructional Assessment, DOE Assessment, Suicide/Injury Prevention Assessment.
- ◇ Where do we go from here? (Plan with current resources or plan with new resources)

Future Quarterly Meeting Dates

- December 10th 10 am to 3 pm

Other

- Check out the workgroup notes and other information regarding the Partnership at www.prevnet.org - click on the quick link "WV's Partnership"
- Also, look for email messages from wvpartnership-list@marshall.edu To send an email message to everyone on the Partnership, simply send a message to wvpartnership-list@marshall.edu. This listserv is set up to prevent spam; therefore you receive messages as if you are being blind, carbon copied.