



WV's Partnership to Promote Community Well-Being

September 17, 2004
Meeting Notes

Members Attending: Jean Ambrose, Joe Barker, Judy Crabtree, Michelle Foster, Sue Hage, Dave Harris, Steve Heasley, Lew Holloway, Mike Lacy, Michael Cutlip (proxy for Helena Lee) Gayle Manchin, Fred McDonald, Rudi Raines, Gig Robinson, Felicia Law (proxy for Denise Smith), Angie Saunders, Eugenie Taylor

Staff Attending: Jamie Albert, Andrea Bowman, Lisa Bruer, Michele Burnside, Susan Coghill, Tammy Collins, Wayne Coombs, Tracy LeGrow, Esa Howard, Steve Mason, Monica McFarland, Kelli Jo McNemar, Kathy Paxton, Linda Spatig, Anne Swedberg, Brenda Thompson, Ed Teeter, Diane Wellman, Andy Whisman

Handouts Distributed: WV's SPF SIG Grant Application Narrative; By-Laws; Coordination of Specialists and Services Meeting Notes; WV Prevention Professionals Survey & Cover Letter; Community & Youth Input Meeting Notes; Preparing WV's Leaders Theory Matrix; Community Readiness Assessment Overview; WV DOE Health Education Assessment Project Executive Summary; WV DHHR Bureau for Children and Families Strategic Plan for Reduction on Out-of-State Placement of Youth; System of Care Collaborative Report; Data Driven Prevention Power Point Presentation Print Out; State Epidemiological Workgroups Background Paper; Notes from the Field (Qualitative Evaluation); Share The Vision Conference Information & Registration Mailer

SIG Planning Grant Update

The SIG Planning Grant has been extended until July 2005. To avoid accounting complications, however, we plan to spend the planning grant funds before starting to spend SPF SIG funds. Budget projections predict the funds will be expended by March 2005. Before we can move forward with the SPF SIG implementation, WV needs to complete an implementation plan required by CSAP. Staff suggested another retreat at Stonewall Jackson Resort starting 4 pm November 15 and ending 3 pm November 17. Partners suggested the following as retreat agenda items: review Partnership roles and responsibilities, review accomplishments to date, have a one hour business meeting to review changes to the by-laws, review of grant requirements, review of summarized related plans, and draft a plan. The Partnership asked staff to draft a plan outline and email it prior to the retreat. Gig Robinson made a motion to hold the retreat and Angie Saunders seconded. The motion passed. As discussed at the June Quarterly Meeting, Gig Robinson (ABCA) and Sharon Yates (public/private) were invited to join the Partnership.

To Do:

- STAFF – Plan retreat.
- STAFF – Draft plan and distribute to Partners by November 1.
- PARTNERS – Review plan before retreat.

SPF SIG Update

We've unofficially been notified that WV will receive SPF SIG in the amount of \$2.35 million each year over the next few years. We should know officially by October 1.

Overview of Strategic Prevention Framework State Incentive Grant (Wayne Coombs, WVPRC): A copy of the PowerPoint Presentation is available by contacting Dr. Coombs.

To Do:

- PARTNERS - Discuss how utilizing the framework on both the state and community levels can lead to sustainability, beyond funding.
- STAFF – Distribute SAMHSA SPF SIG requirement/guidelines.

- **PARTNERS - Review WV's SPG SIG Grant Application & SAMHSA requirements/guidelines.**

Workgroup Reports

Policies and Procedures:

By-Laws: Now that appointment letters have been sent to Partners, and Oath of Office and Financial Disclosure forms have been returned, the Partnership can conduct official business. Additional edits to the By-Laws, as suggested at the June Quarterly Meeting, have been made. Mike Lacy made a motion to accept the By-Laws. Dave Harris seconded motion. The motion approving the By-Laws passed.

The need to revise the By-Laws to remove language specifically referring to the planning grant and clarify language outlining the Partnership's role in the SPF SIG was discussed. Adding the Partnership's mission statement to the By-Laws was also suggested. Eugenie Taylor and Steve Mason volunteered to join this workgroup.

Chair and Co-Chair: Angie Saunders nominated Helena Lee as chair. The nomination was accepted by acclamation. Dave Harris nominated Mike Lacy as co-chair. The nomination was accepted by acclamation. Mike Lacy moderated the meeting moderator upon election.

To Do:

- **PARTNERS - Complete and return forms if you haven't already.**
- **WORKGROUP - Reconvene to revise By-Laws before the retreat.**
- **STAFF – Distribute grant guidelines to Policies & Procedures Workgroup.**

Prevention System Data: Technically, this group is not a workgroup, because it does not meet the three Partnership member criteria outlined in the By-Laws. However, because this group will transition into the epidemiological workgroup required by the SPF SIG, this workgroup will be dissolved. Andy Whisman will coordinate the new workgroup and recruit membership according to grant guidelines. Further analysis of the Partnership Network Survey is underway and will be presented at the December Partnership Meeting.

Coordination of Specialists and Services: The Prevention Professionals Survey will soon be distributed. Survey results will be used to develop a technical assistance and training plan for prevention professionals and grant sub-recipients. Partners noted Higher Education community service, WVU Extension, WV State College University Extension and Child Welfare & Behavioral Health providers need to be added. Partners discussed the importance of encouraging the completion and return of these surveys with their constituent groups.

Youth & Community Input: The youth leadership concept paper is now available at www.preynet.org/yln/pdf/PreparingWVLeaders.pdf. A matrix of the theories outlined in the paper was distributed. The workgroup would like an hour during the December Partnership meeting to discuss the framework and processes involved in community and youth input.

To Do:

- **PARTNERS - Review Preparing WV's Leaders Theory Matrix & Concept Paper**

Sub-Recipient Grants Management System: WVPRC staff will begin developing an online system for SPF SIG sub-recipient grants management. This system may be adapted for other sub-recipient grants management as well. DCJS and DHHR expressed interest adapting a system for grant and contract management.

To Do:

- **PARTNERS - If interested, contact Tammy Collins.**
- **STAFF - Tammy Collins will contact Angie and Mike at DCJS and Steve at DADA.**

Overview of Plans

- **Community Readiness Assessment (Monica McFarland):** See handout. This tool has been reviewed by Marshall University's Institutional Review Board. A group of Community Development Specialists are piloting the survey, and plan to be ready to implement state-wide in January 2005. During the discussion about using this tool for potential SIG sub-grantees, the issue of organizational readiness was raised. Possible tools to measure organizational readiness are being explored.

- **Department of Education Health Education Assessment Project:** See handout. If you have questions, contact Don Chapman.
- **WV DHHR Bureau for Children and Families Strategic Plan for Reduction on Out-of-State Placement of Youth (Sue Hage):** See handout. Three sub-committees were formed: service development, training of professionals, and the MDT process. The group is trying to coordinate with other initiatives and build infrastructure. They are going to survey mental health providers for services, programs, qualifications, expertise, and training.
- **System of Care Collaborative (Sue Hage):** See handout. This is a process for how to partner to best meet the needs of children. Very similar this Partnership's work where people plan and coordinate resources.
- **Governor's State Advisory Group 3-Year Plan (Angie Saunders):** This plan, which covers funding that serves juveniles for 2003-2006, is available on the DCJS website. Saunders will bring handouts to the December Partnership Meeting.
- **Disproportionate Minority Report (Angie Saunders):** Report under development.
- **Policy Commission on Higher Education (Gig Robinson):** Robinson will share statewide assessment of CORE survey results.

To Do:

- PARTNERS – Continue to share information about plans you are aware of.
- STAFF – Staff will summarize plans for the SPF SIG planning efforts prior to the retreat.

Data Driven Prevention: Profiling Community Needs, Resources, and Readiness (Andy Whisman): Andy presented the needs assessment plan outlined in the SPF SIG proposal. The collection of archival indicator data by county is being completed. (See handout for details.)

To Do:

- STAFF - Andy will recruit for Epidemiological workgroup, and will follow up with Jean Ambrose who offered AmeriCorps volunteers to assist as a data task force.

Overview of Qualitative Evaluation Progress

The qualitative evaluation team has generated a considerable amount of data having observed the retreat, two quarterly meetings, and four work group meetings and having conducted interviews with 17 participants including nine partners and eight staff members. Linda Spatig distributed a handout and discussed the common themes that emerged from the data so far of inclusiveness, relationships, shared vision, the role of the PRC, and sustainability concerns. (See handout for details.)

Partnership Membership: Gig Robinson emphasized the need to include representation of seniors, medical personnel, businesses, labor, and youth.

To Do:

- STAFF – Finish contacting individuals suggested at the last Partnership meeting regarding participation in workgroups.

Share The Vision Annual Prevention Conference: Kathy Paxton highlighted the upcoming conference and specifically encouraged Partners to attend the Community Awards Luncheon November 4 from 11:30 – 1 pm with guest speaker CSAP Director Beverly Watts.

To Do:

- PARTNERS – Check out Share The Vision website @ www.prevnet.org and register if able to attend.
- PARTNERS – Make nominations for Share The Vision Awards.
- PARTNERS – Contact Kathy Paxton to attend Share The Vision Community Awards Luncheon.

December Partnership Meeting: December 10, 2004. 10 am – 3 pm at the India Center, South Charleston.
Agenda Items: Workgroup Updates, Community & Youth Input Discussion, Early Intervention System Development Overview, Qualitative Evaluation Update, Partnership Network Survey Network Analysis