



## WV's Partnership to Promote Community Well-Being November 15-17, 2004 Retreat Notes

**Partners In Attendance:** Joe Barker, Kenny Burner, Lisa Burton (Proxy for Dona Chapman), Judy Crabtree, Michelle Foster, Debbie Gillispie, Sue Hage, Dave Harris, Steve Heasley, Lew Holloway, Mike Lacy, Helena Lee, Gayle Manchin, Fred McDonald, Gig Robinson, Judith Russell, Denise Smith, Angie Saunders, Eugenie Taylor, James Vance

**Staff In Attendance:** Andrea Bowman, Lisa Bruer, Michele Burnside, Tammy Collins, Wayne Coombs, Esa Howard, Steve Mason, Monica McFarland, Kelli Jo McNemar, Kathy Paxton, Linda Spatig, Anne Swedberg, Brenda Thompson, Mike Ullerup, Diane Wellman, Andy Whisman

**Guests In Attendance:** Tou Lee (CAPT), Dave Robbins (CSAP), Karen Salem (CSAP)

**Welcome & Introductions:** Steve Mason welcomed everyone and showcased the SPF SIG “check,” which was officially presented to West Virginia by SAMHSA Administrator Charles Curie October 28. All Partners and staff introduced themselves to CSAP representatives Dave Robbins & Karen Salem and CAPT representative Tou Lee.

**Planning Grants Accomplishments:** Tammy Collins presented a summary (see handout of PowerPoint presentation) of WV's SIG Planning Grant accomplishments. Collins requested that Partners share their accomplishments as well so they can be included in reports and evaluations—Angie Saunders mentioned increased coordination and relationship development.

**SPF SIG Overview:** Dave Robbins and Karen Salem presented on the Strategic Prevention Framework State Incentive Grant (SPF SIG) (see handout of PowerPoint presentation) and emphasized the availability of technical assistance. Robbins also confirmed DHHS awareness/coordination with the CDS regarding epidemiology data.

**Work Plan Overview:** Wayne Coombs presented an overview of the first draft of WV's SPF SIG implementation work plan (see handout of PowerPoint presentation) and encouraged questions and feedback.

**Assessment Component of the Work Plan:** Andy Whisman presented an overview (see handout of PowerPoint presentation & SPF SIG Draft Work Plan).

### Discussion Points

- Legend Language (Worse Than, Above Average, Etc.) Confusing ...Indicators are phrased differently.
- Negative Implications of Including “Race/Ethnicity” as a Social Indicator—Social indicators are not risk factors. They are included to provide context. It was suggested “social indicators” be renamed “context or demographic indicators” to hopefully remove negative implications. Karen Salem noted that the Federal focus is on cultural sensitivity in service delivery.
- Excluding “Age” as a Social Indicator—Among counties, there is not a significant difference in age distribution statistics.
- Communities must receive the resources to use assessment data.

**Sub-Granting Component of the Work Plan:** Tammy Collins presented an overview (see handout of PowerPoint presentation & SPF SIG Draft Work Plan). A Sub-Granting Workgroup was created: Tammy Collins (Staff), Michelle Foster, Helena Lee, Fred McDonald, Angie Saunders, Judith Russell.

**Discussion Points**

- # of Sub-Grants To Be Awarded—Approximately 30
- # of Sub-Grant Applications Expected—Approximately 50-100
- Sub-Grant Awarding—Partners will advise the development of and participate in the grant application and review process then make recommendations to the Governor. Angie Saunders emphasized the importance of objective grant review criteria.
- 1<sup>st</sup> Year Planning Grants?--For Coordination & Learning (Not Heavy on Staffing) Entities such as KISRA that are already ahead of the curve can mentor those who are not. Judy Crabtree suggested that planning grants be smaller than \$40,000. Planning grant money will need to be spent on computer supplies.
- Federal Support for Planning Grants?—Wayne Coombs stated that Beverly Watts Davis has indicated approval, and Dave Robbins supported that statement.
- Grant Expenditure—Dave Robbins explained that the \$11 million grant is not all FY 04 money. Rather there is \$2.3 million for each fiscal year (04-08). Money not spent can be carried over into the next fiscal year, and it's expected that the money will probably be spent into 6-7 years. However, the first \$2.3 million is expected to be at least obligated within the first two years.
- Sub-Grant Implementation—Communities will determine how to implement, but implementation must be data driven and include collaboration. Incentives for collaboration probably need incorporated into the grant.

**Capacity Building Component of the Work Plan:** Wayne Coombs, Monica McFarland, and Andrea Bowman presented an overview (see handout of PowerPoint presentation & SPF SIG Draft Work Plan).

**Discussion Points**

- Include Regional Learning Session on Sustainability
- Partners can assist with trainings.
- Youth Leadership Development (see handouts: Ladder of Participation & Community-Based Service-Learning Fact Sheet)
  - Definition of Youth includes Middle & High School & College
  - Existing Youth Leadership (4-H, Americorps volunteers, etc.) Networks
  - A Strategy for Prevention Workforce Development
  - Community-Based Learning Component Required of Sub-Grants? –Partners cautioned overloading applicants with requirements and suggested sub-grantee incentives for including youth leadership development components (extra points for service learning option), emphasis on opportunity for learning about during planning year, and requiring only when relevant. Wayne Coombs emphasized the difference between youth involvement and youth leadership development. Kathy Paxton emphasized the importance of guiding via the application process to include best practices.

**Implementation Component of the Work Plan:** Kathy Paxton presented an overview (see handout of PowerPoint presentation & SPF SIG Draft Work Plan).

**Discussion Points**

- Emphasis on Research & Integration
- If time and resources are available, we can help move “homegrown” programs, practices and policies to science.
- There is a Federal push to create a central repository of program information.

**Evaluation Component of the Work Plan:** Andy Whisman presented an overview (see handout of PowerPoint presentation & SPF SIG Draft Work Plan).

### Discussion Points

- Institutional Review Board Explanation

**Coordinated Plan:** Tammy Collins share her ideas on how this plan can be created. First, she will create a matrix of information from all the plans with prevention components she currently has access to. She will then analyze the data and share her analysis with Partnership so it can draft a coordinated plan within the strategic prevention framework. Kathy Paxton highlighted specific examples of coordination identified by the COSS Workgroup: Conference Coordination; Employee Hiring, Orientation, Training, Evaluation; Collective Focus on Capacity Building Rather than “flavor of the day.” Kathy also emphasized the importance of providing our regional and local counterparts with a “blessing” and modeling behavior.

### Discussion Points

- Steve Heasley stated his plan to encourage FRN Coordinators to assist CDS with mobilizing regionally (via learning group) around prevention.
- **TO DO—Tammy will compile a list of all plans she is aware of and share it with Partners for review.**

**Partnership By-Laws:** Michele Burnside distributed the latest version of the By-Laws, which have been edited to exclude references to the Planning Grant and more clearly include an outline of the Partnership’s purpose. Using information gathered last week from the WV Ethics Commission, Burnside will draft language pertaining to open meeting law compliance and share it with the Policies & Procedures Work Group for approval. The Partnership will review and voted on the By-Laws at the next business meeting.

**Partnership Membership:** Staff announced that Sharon Walden has resigned, so a replacement will need to be discussed at the next business meeting.

**Partnership Work Groups:** Joe Barker, Steve Heasley, and Fred McDonald volunteered to serve on the epi workgroup.

**Partnership 2005 Meeting Dates:** January 7 (10 am – 3 pm), April 1, July 8, October 14

- **TO DO—Kelli Jo will confirm the January 7 meeting date and location once she checks with the India Center.**

### **January 7 Meeting Agenda:**

- Federal SPF SIG: Update on Information Received at Dec 9 & 10 Orientation Meeting
- By-Laws: Review & Approval
- Membership: Discuss & Nominate Replacement for Community At-Large Member Sharon Walden
- Workgroup Reports
  - Community and Youth Input
  - Sub-Grant
  - Coordinated Planning Workgroup (Discuss Formation)
- Qualitative Evaluation Update

### **Partnership Retreat Feedback:**

- Gig—Well Organized Info, Need Process for Bringing New Members Up To Speed
- Essa--Good Learning Experience; Staff Helpful & Appreciated
- Michelle—Well Organized & Engaging; Federal Representation & Info About WV’s SIG Application Encouraging
- Dave—Excellent Facility
- Angie—Staff Wonderful & Appreciated
- Tou—WV’s is 2-Steps Ahead, Players at the Table Impressive
- Helena—We’ve come far since December 2003, and it’s encouraging that the Partnership’s vision matches the vision of the community grants she started working on 20 years ago.