



## WV's Partnership to Promote Community Well-Being January 7, 2005 Meeting Notes

**Partners (or Proxies) In Attendance:** Kim Ciccarelli (Proxy for Kenny Burner), Judy Crabtree, Moya Doneghy (Proxy for Jean Ambrose), Michelle Foster, Andrew Gillette, Debbie Gillespie (Proxy for Cindy Largent-Hill), Sue Hage, Dave Harris, Steve Heasley, Lew Holloway, Mary Jane Kerwood (Proxy for Don Chapman), Mike Lacy, Helena Lee, Judith Russell, Denise Smith, Angie Saunders, Bill Woodrum

**Partners Absent:** Joe Barker, Don Chapman, Gayle Manchin, Fred McDonald, Gig Robinson, Eugenie Taylor

**SIG Staff In Attendance:** Andrea Bowman, Michele Burnside, Tammy Collins, Wayne Coombs, Melissa Crawford, Steve Mason, Monica McFarland, Kelli Jo McNemar, Kathy Paxton, Mike Ullerup, Diane Wellman, Andy Whisman

**Others In Attendance:** Jamie Albert, Lisa Bruer, Karen Eskew (WV Library Commission), Essa Howard, Melody Kelly (WV Library Commission), Tou Lee (Central CAPT), Tracy LeGrow, Linda Spatig, Ed Teter, Brenda Thompson

**Call to Order/Welcome/Introductions:** Helena Lee called the meeting to order. Steve Mason welcomed everyone, and everyone present introduced themselves.

**SPF SIG Update:** Wayne Coombs provided an update based on his participation in the required SPF SIG new grantee meeting in December. WV is ahead of schedule thanks to the planning grant as well as our existing prevention system and philosophy. SAMHSA is flexible regarding implementation. National Outcome Measures are under development. SPF SIG sub-granting is not expected immediately, rather 6-9 months down the road. The unit of measurement will be the community rather than the individual. Epidemiological Workgroup funding will be approximately \$100, 000-150,000 a year, although it doesn't have to be spent in that exact increment each year. Also, the National Institute of Drug Abuse is going to provide all states not receiving a SPF SIG grant with money for epidemiology efforts. WV has been approached by PIRE to possibly be a model for SIG implementation. The Drug Enforcement Administration Demand Reduction Coordinator for WV is required by CSAP to be a member of SPF SIG Advisory Groups.

**Youth & Community Input Workgroup Presentation:** Members and staff of the workgroup presented theories and concepts they are recommending to guide SPF SIG implementation. See Handouts – *Print Out of PowerPoint Presentation, Factors Leading to Successful Community Organizing, For A Space To Be Free, Ladder of Participation, 4 Key Components of Youth/Adult Partnerships, Community-Based Service Learning Fact Sheet*

**Partnership By-Laws:** Partners reviewed the By-Laws, which had been edited to reflect open meeting law compliance. Angie Saunders motioned to approve the By-Laws as edited. Bill Woodrum seconded the motion. All Partners and Proxies present verbally voted unanimously to accept the motion. Michele Burnside stated that she would now submit to the WV Ethics Commission a request for a formal advisory review of the By-Laws.

## **Partnership Membership**

- Michele Burnside notified Partners that James Vance resigned from the Partnership (letter on file at the WVPRC), because he resigned from his position at the WV Library Commission to take a position as the Clean Indoor Air Program Coordinator for the WV DHHR. Therefore, the Partnership needed to discuss and vote on a WV Library Commission representative replacement to be recommended to the Governor. Michele also stated that James said he was willing to be reappointed to the Partnership as a Community-At-Large member. James was technically already represented on the Partnership by Joe Barker who represents the DHHR's Bureau for Public Health's Office of Epidemiology and Health Promotion. And, although the Executive Order states that the Partnership shall include a representative from the WV Library Commission, the actual purpose of including a rep from the Library Commission is to include someone from the Library Commission who is associated with the RADAR Clearinghouse. Kathy Paxton stated that James was been asked to join the Coordination of Specialists and Services Workgroup. Angie Saunders made a motion to recommend to the Governor the appointment of Karen Eskew to replace James as a representative of the WV Library Commission. Dave Harris seconded the motion. All Partners and Proxies present verbally voted unanimously to accept the motion.
- Angie Saunders made a motion to recommend to the Governor the appointment of Brenda Thompson as a Community-At-Large representative. Sue Hage seconded the motion. All Partners and proxies present verbally voted unanimously to accept the motion.
- Lew Holloway made a motion to recommend to the Governor the appointment of Keith Adkins as the SPF SIG mandated Drug Enforcement Administration Demand Reduction Initiative Coordinator. Judy Crabtree seconded the motion. All Partners and proxies in attendance verbally voted unanimously to accept the motion.
- Bill Woodrum pointed out a typo in the By-Laws. Michele Burnside stated that although she will edit the typo, it actually originated in the Executive Order, which contains several typos in regards to organization names.
- Partners discussed the need for the development of an "attendance checklist" so the Chair can quickly review to assess quorum and proxies in attendance. Partners also discussed the need for a proxy letter template. Bill Woodrum motioned to refer the issue to the Policies and Procedures Work Group. Sue Hage seconded the motion. All Partners and proxies present verbally voted unanimously to accept the motion.
- Brenda Thompson suggested the addition of a State Trooper. Tammy highlighted two troopers currently serve on workgroups (Jay Powers, Underage Drinking Prevention & Tom Barrick) Lisa Bruer suggested Dave Lemon. Helena Lee made a motion to suggest Wayne and Lisa approach Dave Lemons to determine his interest. Dave Harris seconded the motion. All Partners and proxy present verbally voted unanimously to approve the motion.

## **TO DO**

- (Kelli Jo) File James Vance resignation letter at WVPRC and Governor's Appointment Office.
- (Kelli Jo) Contact Governor's Appointment Office to facilitate Karen, Brenda, and Keith's recommended appointments.
- (Kelli Jo/Michele) Contact Governor's Appointment Office regarding the possibility of having the Executive Order edited.
- (Michele) Review Robert's Rules of Orders to determine proxy protocol regarding proxy notification and need for original signature on the notification; draft a proxy template; and email to the Partnership.

**Partnership Chair:** Michele Burnside informed Partners of Helena Lee's decision to resign as Chair of the Partnership (letter on file at the WVPRC). Dave Harris made a motion to accept Helena's resignation. Bill Woodrum seconded the motion. All Partners and proxys in attendance verbally voted unanimously to accept the motion. Angie Saunders made a motion to move Mike Lacy from co-chair to chair. Judy Crabtree seconded the motion. All Partners and Proxy in attendance verbally voted unanimously to accept the motion. Bill Woodrum made a motion to appoint Lew Holloway as co-chair. Dave Harris seconded the motion. All Partners and proxy present verbally voted unanimously to accept the motion. The terms of these positions will be until the first Partnership meeting after July 2005 (beginning of state fiscal year) in accordance with the by-laws.

**Partnership Attendance:** Kelli Jo reminded Partners that although attendance in meetings and other activities has been tracked, attendance requirements as stated in the By-Laws went into effect at the September meeting at which time the By-Laws were first accepted. Tammy Collins reminded Partners of the excused absence clause in the By-Laws.

**Coordinated Planning & Sub-Granting Workgroup Update:** The Workgroup reported they will have drafts of the request for proposal, grant application, strategic implementation plan, and the coordinated plan completed by the April 1, 2005 quarterly meeting. They requested half a day at that meeting to discuss these products, agree on planning priorities, and approve these products upon revision. The Workgroup will send out drafts for comment and review prior to that meeting.

**Partnership Work Groups:** Wayne recommended to the Partnership the addition of three workgroups for better coordination: Intervention, Funding Study, and Underage Drinking Prevention. Angie Saunders made a motion to accept this recommendation and create the three new workgroups. Sue Hage seconded the motion. All Partners and Proxies present verbally voted unanimously to accept the motion. Partners then briefly discussed who would staff and be members of the new workgroups.

- Intervention (Staff-Jamie Albert, Steve Mason; Members-Sue Hage, Dave Harris, Mike Lacy, Fred McDonald, Angie Saunders; Other Members: Lisa Bruer, Mary Jane Kerwood)
- Funding Study (Staff-Tammy Collins, Steve Mason; Partnership Members-Steve Heasley, Sue Hage, Cindy Largent Hill, Mike Lacy, Angie Saunders, Brenda Thompson; Other Members- Tom Barrick, Susan Coghill)
- Underage Drinking Prevention (Staff-Kelli Jo McNemar; Partnership Members-Judy Crabtree, Gig Robinson, Angie Saunders; Other Members-Matt Isner, Mary Jane Kerwood, Jay Powers, Sherri Ritter, Luke McVey)

**Sharing of Plans:** Tammy Collins reviewed the list of plans she is aware of, and stated that she is working on a matrix summarizing all the plans. Angie noted that the Juvenile Justice Sub-Committee of the Governor's Committee on Crime, Delinquency, and Correction will be discussing the SIG at its next meeting. Sue Hage mentioned the "4B" Plan. Steve Heasley clarified that the Governor's Cabinet-related item she has on her list is actually a Citizen's Advisory Report.

**TO DO**

- (Tammy) Email list to Partners.

**Evaluation Update:** Linda Spatig stated that it is almost the official end of the SIG Planning Grant year and that their qualitative evaluation of the process is almost complete. She then highlighted several new findings: There are still concerns about the Partnership lacking certain voices. Prior and new relationships are still the strength of this process. The retreats have helped with relationship building. A "shared vision" is still considered a challenge. Clear, shared definitions of prevention and the Partnership's purpose and direction are still lacking. Feedback on the WVPRC is still positive. There is still concern about sustainability.

**Next Meeting:** April 1

**Items for April Meeting Agenda:**

- Intervention Presentation by Jamie Albert (1 Hour)
- COSS Workgroup Update on Prevention Professionals Survey (15 Minutes)
- Coordinate Planning Workgroup Update (1/2 Day)