



WV's Partnership to Promote Community Well-Being April 1, 2005 Meeting Notes



Partners (or Proxies) In Attendance: Keith Adkins, Don Chapman, Judy Crabtree, Karen Eskew, Cindy Largent-Hill, Sue Hage, Dave Harris, Steve Heasley, Mike Lacy, Helena Lee, Rudi Raynes, Denise Smith, Angie Saunders, Eugenie Taylor, Bill Woodrum

Partners Absent: Jean Ambrose, Joe Barker, Kenny Burner, Michelle Foster, Andrew Gillette, Lew Holloway, Gayle Manchin, Fred McDonald, Gig Robinson, Judith Russell, Brenda Thompson

SIG Staff In Attendance: Andrea Bowman, Michele Burnside, Michele Bush, Tammy Collins, Wayne Coombs, Melissa Crawford, Nick Fry, Steve Mason, Monica McFarland, Kelli Jo McNemar, Mike Ullerup, Andy Whisman

Others In Attendance: Jamie Albert (WVPRC), Mary Jane Kerwood, (WV Dept. of Education, Partnership Workgroup Member), Tou Lee (Central CAPT), Donna Patton (WVU Extension, Community Youth Input Work Group Member), Tracy LeGrow (Evaluator), Scott Rotruck (see below), Linda Spatig (Evaluator), Chris Wood (Mission WV)

Call to Order/Introductions/Approval of Minutes: Mike Lacy called the meeting to order, and everyone present introduced themselves. Judy Crabtree motioned to accept the January Partnership meetings. Dave seconded the motion. All Partners present verbally voted unanimously to accept the motion.

Partnership Membership

- Wayne Coombs suggested the following:
 - The Partnership should recommend to the Governor the appointment of Steve Mason as a representative of the WV DHHR's Division on Alcoholism & Drug Abuse (DADA). And, the Partnership should elect Mason as the co-chair of the Partnership in place of Lew Holloway. Coombs noted the DADA is the single state agency (SSA) in WV that receives the federal Substance Abuse Prevention & Treatment Block Grant, and the Center for Substance Abuse Prevention (CSAP) has made clear its expectation that the SSA be significantly involved with the SPF SIG. Coombs originally thought DADA Director Steve Mason's current role as SPF SIG Co-Project Director along with Wayne Coombs was the best way to involve the DADA. However, now Coombs thinks it would be more appropriate and beneficial for Mason to be a voting member of the Partnership. Coombs also noted that he has talked with current Partnership Co-Chair Lew Holloway, and he is willing to relinquish his co-chair position.
 - The Partnership should recommend to the Governor the appointment of Bob Musick, Valley Healthcare System, as a representative of mental health/substance abuse treatment/suicide prevention.
 - The Partnership should recommend to the Governor the appointment of Chris Wood of Mission WV to represent faith-based initiatives.
 - The Partnership should recommend to the Governor the retained appointment of Angela Saunders. Saunders resigned her position at the WV Division of Criminal Justice Services (DCJS) to take a position at the WV Supreme Court of Appeals.
- Mike Lacy asked if there was written documentation of Lew Holloway's consent to relinquish his co-chair position. Wayne Coombs said there was not. Mike Lacy asked and the Partnership if it accepted Holloway's request without written documentation. All Partners present verbally agreed that was fine to accept Holloway's request via Wayne Coombs.

- Dave Harris made a motion that the Partnership recommend to the Governor the appointment of Steve Mason as a representative of the WV DHHR's Division on Alcoholism & Drug Abuse and to nominate Steve as co-chair of the Partnership. Sue seconded the motion. All Partners present verbally voted unanimously to accept the motion. It was then noted that Steve Mason would be considered a Community At Large member until the Executive Order is amended.
- Mike Lacy asked about the current membership limit. Staff stated that the current limit is 30, and current membership, including Steve Mason, is 27.
- Eugenie Taylor made a motion that the Partnership recommend to the Governor the appointment of Bob Musick as a representative of mental health/substance abuse treatment/suicide prevention. Dave Harris seconded the motion. All Partners present verbally voted unanimously to accept the motion. It was then noted that Bob Musick would be considered a Community At Large member until the Executive Order is amended.
- Eugenie Taylor made a motion that the Partnership recommend to the Governor the appointment of Chris Wood as a representative of faith-based initiatives. Judy Crabtree seconded the motion. All Partners present verbally voted unanimously to accept the motion. It was then noted that Chris Wood would be considered a Community At Large member until the Executive Order is amended.
- Dave Harris made a motion that the Partnership recommend to the Governor the retained appointment of Angela Saunders. Sue Hage seconded the motion. All Partners present verbally voted unanimously to accept the motion. It was then noted that Angela Sanders would be considered a Community At Large member until the Executive Order is amended.
- Helena Lee also noted that the Executive Order reference to two representatives from DCJS should be maintained to allow representation of juvenile justice. Partners agreed to revisit the appointment of the now vacant DCJS position at the July meeting.
- Helena Lee made a motion to recommend to the Governor the addition of a CREATE representative. Lee noted that she, as a member of CREATE, would fill that position while simultaneously representing WV DCJS. Don Chapman seconded the motion. All Partners present verbally voted unanimously to accept the motion.
- Steve Heasley made a motion to recommend that the Policies and Procedures Work Group prepare the necessary changes to the Executive Order and By-Laws and share them with the Partnership at least 7 days prior to the next Partnership meeting. Sue Hage seconded the motion.
- Rudi Raynes reminded the Partnership that she will graduate this spring. Therefore, the Partnership will need to decide if it wants to appoint a new high school youth. Raynes stated that she is willing to remain a member if the Partnership chooses. Mike Lacy suggested the topic be discussed at the July meeting. Denise Smith emphasized the importance of having high school youth representation. Sue Hage emphasized the importance of allowing for on-going involvement of interested youth who stay in WV. Jamie Albert suggested the issue be referred to the Policies and Procedures Work Group.

TO DO

- (Kelli Jo/Michele Bush) Contact Governor's Appointment Office to facilitate recommended appointments.
- (Kelli Jo/Michele Burnside) Contact Governor's Appointment Office regarding the possibility of having the Executive Order edited.
- (Michele Burnside, Policies & Procedures Work Group) Meet and prepare recommended edits to the Executive Order and By-Laws.

A Vision Shared: At the request of Gayle Manchin, guest Scott Rotruck, Chair of the WV Council for Community and Economic Development, provided an overview of A Vision Shared. Additional information is available at www.visionshared.com.

A Substance Abuse Intervention System for WV: Jamie Albert presented an overview of a proposed substance abuse early intervention system for WV. Please see hand outs (print outs of PowerPoint presentation slides, narrative document, and Kentucky Early Intervention Program overview) for additional detail. Jamie emphasized that he has spent the last year developing the concept and that now its time to outline the details. The Partnership Intervention Work Group will convene to begin this work.

SPF SIG Progress Report and Timelines: Wayne stated that the official process is almost complete for making the WV Division of Criminal Justice Services rather than the Governor's Economic Development Office the fiscal agent for the SPF SIG. Once the official process is complete, the money can be drawn down for spending.

Needs Assessment Data: Andy Whisman posed the following question: Do we have the data we need to set priorities? He then explained that at a recent federal SIG meeting, he and Wayne learned that we do not have substance abuse consequence and related consumption data. Also, see handout (print out of PowerPoint presentation).

Resource Assessment Data: Tammy Collins reiterated the bottom line/shared vision of the Partnership—facilitating community change to improve the well-being of West Virginians. She then highlighted the matrix she and other staff developed (a more than 100 page document) that includes all prevention-related state plans we are aware of and have access to. See yellow handout (print out of list of plans). Tammy then emphasized the importance of this document as a tool for comprehensive, long-term planning.

TO DO

- Partners – Let Tammy know if any plans are missing from the list.

Coordinated Planning & Sub-Granting Work Group Update: Wayne stated that the work group decided priorities can not be set at this point because of the missing data discussed above. Wayne then proposed a SPF SIG Implementation Plan three-month postponement to have more time for data collection and analysis and staff development. The scheduled SPF SIG Sub-Recipient Information Workshops will go ahead as planned, but the grant writing workshops will be postponed. Also, the SPF SIG Sub-Recipient Planning Grant year would be Jan-Dec 2006 rather than Sept 2005-June 2006. And, the SPF SIG Sub-Recipient Implementation Grant Year would start in Jan 2007 rather than July 2006. The rest of the timeline adjustments still need to be made to the work plan. Wayne said it's his understanding that CSAP's Division of State and Community Assistance Director Mike Lowher does not expect plans until September 2005 anyway. So, we can go ahead and submit our plan regarding planning grants and then adjust our plan regarding implementation grants once we have the additional data we need. Bill Woodrum asked if the timeline postponement proposed by Wayne is something Partnership needs to vote on. Wayne Coombs said it wasn't because only CSAP can approve the plan/timeline. Finally, Melissa Crawford asked Partners to review the sub-recipient planning grant application, brochure and scoring criteria. Angie Saunders and Helena Lee emphasized the importance of objective scoring criteria.

TO DO

- Partners – Review planning grant application, brochure and scoring criteria and provide feedback to Melissa Crawford ASAP.
- Epi Work Group – Review scoring criteria and provide feedback to Melissa Crawford.
- Staff – Edit the SPF SIG Implementation Work Plan timeline and submit to CSAP for approval.
- Wayne - Speak with Mike Lowher at CSAP to receive verbal approval of timeline and to determine who will approve our plan and how long will it take to be approved.

Evaluation Update: Linda Spatig provided an update on the outside qualitative evaluation. See handout (print out).

Next Meeting: July 8 (10 am – 3 pm), Charleston Marriott

Items for April Meeting Agenda:

- Membership (Vacant DCJS Position, High School Youth Position)
- Data Collection Progress Update - Epi Work Group
- Review of Proposed Executive Order & By-Laws Changes - Policies & Procedures Work Group
- Final Review of Sub-Granting Materials (application, etc.) – Coordinated Planning & Sub-Granting Work Group
- Review & Discussion of Partnership Priorities for Planning Grants Recommended by Coordinated Planning & Sub-Granting Work Group
- SPF SIG Sub-Recipient Planning Grant Info Session Update – Melissa Crawford
- WV SPF SIG Implementation Plan Update – Wayne Coombs
- Community Development Specialist Professional Development Update – Wayne Coombs
- Final Qualitative Evaluation Report – Linda Spatig
- National Cross Site Evaluation Update – Wayne Coombs