



WV's Partnership to Promote Community Well-Being July 8, 2005 Meeting Notes

Partners (or Proxies) In Attendance: Keith Adkins, Jean Ambrose, Joe Barker, Don Chapman, Judy Crabtree, Michelle Foster, Andrew Gillette, Debi Gillipsie (Proxy for Cindy Largent-Hill), Sue Hage, Dave Harris, Steve Heasley, Lew Holloway, Mike Lacy, Helena Lee, Gayle Manchin, Steve Mason, Bob Musick, Gig Robinson Denise Smith, Brenda Thompson, Chris Wood

Partners Absent: Karen Eskew, Rudi Raynes, Judith Russell, Angela Saunders, Eugenie Taylor, Bill Woodrum

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

Others In Attendance: Jamie Albert (WVPRC), Penney Baughman (Epi WG Member), Jim Elzy (Epi WG Member), Lisa Estep-Bruer (DADA & CREATE), Jason Carlson (WV DCJS), Mike Cutlip (WV DCJS), Mary Emmett (Epi WG Member), Paula Flaherty (MU Eval Team), Tou Lee (Central CAPT), Mike Lowther (CSAP), Karen Salem (CSAP), Larry White (Epi WG Member), Kyle Wilson (WVPRC Intern)

Call to Order/Introductions/Review of Handouts/Approval of Minutes: Mike Lacy called the meeting to order, and everyone present introduced themselves. Staff highlighted color coded name tents (blue for Partners, white for guests, yellow for staff) and the contents of the handout packets. Gayle Manchin motioned to accept the April Partnership meetings. Bob Musick seconded the motion. All Partners present verbally voted unanimously to accept the motion.

Federal Overview of the SPF SIG: Mike Lowther, Director of the Center for Substance Abuse Prevention's Division of State and Community Assistance, provided a PowerPoint presentation. For additional detail, please see print out of presentation.

Policies & Procedures Work Group Update/By-Laws & Membership

- WG Member Mike Lacy highlighted the Work Group's suggested edits to the Partnership Executive Order & By-Laws. For additional detail, please see 5-3-05 P&P WG Meeting Notes available at www.preynet.org. Mike motioned to accept the edits. All Partners present verbally voted unanimously to accept the motion.
- WG Member Mike Lacy voiced the Work Group's request that the following motion from the April 2005 meeting be revisited for clarification.

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.

Helena clarified that the representative doesn't necessarily have to be the President of C.R.E.A.T.E. Therefore, the suggested addition to the By-Laws Section 1 members list "C.R.E.A.T.E. (1 Representative)" should stand as already approved. Helena also clarified that the representative may or may not be an individual who is already a Partner representing another entity. Partners then expressed concerns about a Partner serving as a representative of two separate entities and questioned whether a Partner in a "dual role" would have two votes. Mike Lacy referred the issue to the Policies & Procedures WG.

- Gig Robinson and Jean Ambrose volunteered to join the Policies & Procedures Work Group.

- Gig Robinson motioned to recommend to the Governor the appointment of Jason Carlson as one of the DCJS positions recently vacated. Sue Hage seconded. All Partners present verbally voted unanimously to accept the motion.

TO DO

- (Michele Burnside) Finalize approved edits to By-Laws & Executive Order.
- (WHO?) Contact Governor's Appointment Office to facilitate Jason Carlson's appointment and the Executive Order edits.
- (P&P WG) Schedule meeting prior to next regular quarterly meeting in October. COMPLETE
- (Michele) Communicate meeting dates to entire Partnership. COMPLETE

Coordinated Planning & Sub-Granting WG Update

- WG Staff Melissa Crawford highlighted recent developments concerning the sub-granting process. For additional detail, please see 6-9-05 CPSG WG Meeting Notes available at www.prevnet.org, the WV SPF SIG Planning Grant Letter of Intent draft meeting hand out and the Formula-Based Distribution meeting handout. On behalf of the Work Group, Crawford requested that the Partnership grant the Work Group approval to conduct the necessary work to receive "letters of intent," notify agencies to collaborate when necessary, and call for full applications. The WG also requested that the Policies & Procedures WG review By-Laws Section 6 – Avoiding Conflict of Interest to determine whether it is sufficient.
- Partners questioned protocol for dealing with counties that have no applicants.
- Karen Salem reiterated that CSAP must approve WV's plan before we begin marketing the sub-grants.
- Wayne Coombs reiterated that "phase 2" of the sub-grants will be based on Partnership set priorities based on data.
- Lew Holloway motioned to accept the WG's report. Dave Harris seconded the motion. All Partners present verbally voted unanimously to accept the motion.
- Mike Lowther asked if county plans could incorporate multiple plans from separate entities within the county. The Work Group said yes.

Epi WG Update

For additional detail, please see 6-23-05 Epi WG Meeting Notes available at www.prevnet.org and SPF SIG Epi WG Report Presentation meeting handout.

Intervention WG Update

For additional detail, please see 5-18-05 and 6-17-05 Intervention WG Meeting Notes available at www.prevnet.org.

Qualitative Evaluation Process Update: Via video recording, Linda Spatig provided an overview of the draft of the final evaluation manuscript.

Group Discussion of Evaluation Report

The following comments about the report and concerns and suggestions for the Partnership were expressed:

- *Jean Ambrose:* Admires the writing, the group, and the effort. Is encouraged to recommit. Appreciates WVPRC's openness to evaluation. Hopes we will continue to share our challenges. Suggests Partners spend more time together (two-day quarterly meetings or meetings every other month?)
- *Judy Crabtree:* As staff to a Coalition, can relate to the challenges expressed in the report. Appreciates the WVPRC's work and willing to help more if needed. Commends the WVPRC's professionalism despite internal stress.
- *Michelle Foster:* Challenges aren't shocking...they are common to natural group development. Appreciates the WVPRC's work. Appreciates that Partnership input is used. Would like more input to Partnership Meeting Agendas.
- *Michele Bush (Staff):* Commends the heart of the Partners.
- *Gig Robinson:* Proud of WV's progress and willing to do more to figure it all out. It's difficult to communicate to co-workers about Partnership because of complexity. Suggests meetings every other month with business first and Partnership entity overview's second. Partners could take turns hosting the meetings.
- *Steve Heasley:* Concerned with lack of conversation regarding resource pooling and strategic planning for long-term sustainability of the Partnership. Defines collaboration as "giving something up for the greater good." We need to spend time talking about how we are going to collaborate to meet outcomes and what we want those outcomes to be.
- *Keith Adkins:* Agrees with Steve. Impressed with WV's effort.
- *Mike Lacey:* Agrees things are still a little unclear even though he's been at every single meeting from the beginning.

- *Sue Hage*: Today's meeting was helpful with making things clear, but more time needs spent on discussing the Partnership's long-term direction and possible impact on policies. Meetings need to be less report oriented.
 - *Joe*: Report speaks to our willingness to learn and the complicated challenges of evaluation. The Partnership needs to develop deeper relationships.
 - *Mike Lowther*: This is what the SPF SIG is all about – money for bringing people together to get the system together. Suggests state agency work group.
 - *Lisa Bruer*: Reminded everyone that that is what CREATE is for – state level agency dialogue regarding collaboration.
 - *Andrew*: Stated that if discussion about Partnership collaboration will focus on state agency resource sharing, it should happen at the work group level. Because, Partners such as himself don't have much to contribute to that conversation.
- Mike Lacy referred to the Policies & Procedures Work Group a discussion about how the Partnership should proceed with its discussion about its purpose and strategies for true collaboration.

Next Meeting: **October 14** (10 am – 3 pm), Charleston Marriott

Items for April Meeting Agenda: ?