



WV's Partnership to Promote Community Well-Being October 14, 2005 Meeting Notes

Partners (or Proxies) In Attendance: Keith Adkins, Jean Ambrose, Joe Barker, Jason Carlson, Judy Crabtree, Michelle Foster, Debi Gillispie (Proxy for Cindy Largent-Hill), Sue Hage, Dave Harris, Steve Heasley, Lew Holloway, Mike Lacy, Helena Lee, Steve Mason, Bayne McCracken (Proxy for Don Chapman), Bob Musick, Judith Russell, Angela Saunders, Denise Smith, Bill Woodrum

Partners Absent: Karen Eskew (Bereavement Leave), Andrew Gillette (Midterms), Gayle Manchin, Rudi Raynes, Gig Robinson (Sick), Brenda Thompson, Chris Wood

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

Others In Attendance: Jamie Albert (WVPRC), Lisa Estep-Bruer (DADA & CREATE), Paula Flaherty (MU Eval Team), Tou Lee (Central CAPT), Linda Spatig (MU Eval Team), Anne Swedburg (MU Eval Team), Bobby Tipton (Governor's Highway Safety)

Call to Order/Introductions/Approval of Minutes: Mike Lacy called the meeting to order, and everyone present introduced themselves. Bob Musick motioned to accept the July Partnership meetings. Sue Hage seconded the motion. The motion carried.

Sub-Granting WG Request for Approval: Melissa Crawford highlighted the WV SPF SIG Strategic Implementation Plan submitted to CSAP and reviewed the Letter of Intent. The Sub-Granting Work Group stated it would like to review the submitted Letters of Intent and recommend award on behalf of the Partnership. Bill Woodrum motioned to approve the Work Group's plans to proceed. Dave Harris seconded the motion. The motion carried. Also, the following question was posed: How do we resolve multiple applications from one county? Answer: A letter will be sent to all groups involved requesting one application.

Underage Drinking Prevention Update: A team of folks are attending *Preventing Underage Alcohol Use: A National Meeting of the States* Oct 31st-Nov 1st. The team includes: Kelli Jo McNemar, Dean Lee, Helena Lee, Steve Mason, Gig Robinson, Gary Winter, Denise Smith. The team will meet today at lunch and again at the Share The Vision Conference to debrief. Info about the event and the Work Group's meeting notes are in the Partnership Meeting Packet.

Notes from the Field: See Linda's handout.

Presentation of WV's SPF SIG Strategic Implementation Plan: See handout of Wayne's PowerPoint and timeline.

Points That Need Emphasized:

- One grant per county.
- Outcomes include capacity building and county plans. This is not about money for programs.

Questions

- Can counties go together? Local data is primarily aggregated at the county level making counties that best designations. See WV SPF SIG FAQs.

Policies & Procedures Work Group Update/By-Laws & Membership: WG Lead Staff Michele Burnside asked Partners to review the WG's meeting notes, which outline the WG's comments/suggestions regarding items the Partnership previously tasked to the WG. ...motioned to accept the WG's meeting notes....seconded the motion. The motion carried.

TO DO

- (Michele Burnside) Finalize approved edits to By-Laws & Executive Order.
- (Melissa Crawford) Follow Up again with Governor's Appointment Office regarding Executive Order edits and Appointment Letters.

Small Group Discussion: All Partners, guests and staff were divided into three groups to discuss WV's SPF SIG Strategic Implementation Plan and the Partnership's role.

Small Group Discussion Questions/Comments/Suggestions Summary

Please see small group discussion notes for complete and specific group comments.

- *Comments Regarding the WV SPF SIG Strategic Implementation Plan*
 - Let's worry about stage 1 (planning grants to counties) before we start worrying about stage 2 (targeted implementation grants based on priorities set by Partnership and based on data).
 - There is confusion because of the use of the word plan to refer to several different plans. We need to avoid saying "the Plan" and using acronyms.
 - WV's SPF SIG implementation should complement its Substance Abuse Prevention and Treatment Block Grant activities.
- *Questions Regarding the Partnership and Its Role*
 - What authority does the Partnership really have according to the Governor and the Executive Order? The Executive Order tasks the Partnership with developing a comprehensive, statewide prevention plan but no authority to implement it? Once the WV SPF SIG Strategic Implementation Plan is approved by CSAP, should we schedule a meeting with the Governor and First Lady to review it and discuss Executive Order intent?
 - Who is our Governor's Office staff?
 - What if the Partnership wants to do non-SIG activities?
 - The Executive Order references an annual report to the legislature. Who is responsible for that report?
 - Wayne clarified that staff will be responsible for drafting it along with the Chair by December 1st. The report will be submitted electronically to the Partnership for review prior to submission to the Legislature along with the plan and cover letter.
 - Is a comprehensive, statewide prevention plan a required SPF SIG deliverable?
 - What do we mean by comprehensive?
- *Suggestions Regarding the Partnership & Its Role*
 - As recommended by the Policies and Procedures Work Group, an additional work group should be formed to provide a venue for the discussion of the Partnership role beyond the SPF SIG. The work group can also review the "matrix" of current plans and eventually spearhead the creation of a comprehensive, statewide prevention plan.
 - What about a work group for SPF SIG advising? A combination of the Epi, Coordination of Services, and Coordinated Planning and Sub-Granting work groups.
 - The Partnership needs to identify its long term outcomes in the next year.
 - Each quarterly Partnership meeting should include time for small group discussion.
 - Partners must make an effort to find resources for collaboration.
 - The Executive Order implies that the WVPRC is the Partnership's staff. To protect the WVPRC and provide clarification for all involved, the Partnership and WVPRC should develop a Memo of Understanding (MOU).
 - The Partnership would like to review contracts.
 - Partners should co-chair work groups.
 - All Partners should be on at least one work group.
 - New members need orientation.
 - If a Partner misses a meeting, it is the Partner's responsibility to get with another Partner to catch up.
 - Work Groups need clear goals and work group goals should NOT overlap.

- *Comments Regarding and/or Presumptions About the Partnership Role*
 - Currently, the Partnership advises the Governor. WVPRC staff advise the Partnership re: federal and state guidelines. Partners advise WVPRC staff re: plan directions. Work Groups advise the Partnership.
 - The Partnership's role is definitely bigger than advisory committee to the Governor and WVPRC regarding SPF SIG implementation.
 - The Partnership could eventually become the WVPRC's Board of Directors. It is possible that the Partnership could eventually move beyond an Executive Order creation to a statutory entity with clearer roles and designation of authority.

Angie Saunders moved to create a new work group to begin work on a comprehensive plan. Helena Lee seconded the motion. Motion carried with one no (Judith Russel).

Mike Lacy asked for volunteers for the new Comprehensive Plan work group. Steve Mason, Jean Ambrose, Joe Barker, and Steve Heasley volunteered. Mike Lacy appointed Wayne Coombs as staff to the work group.

Joe Barker moved to task Wayne Coombs and Policy and Procedures Work Group with drafting a MOU for presentation at the January 2006 quarterly meeting. Dave Harris seconded the motion. The motion carried.

Sue Hage moved to accept the WV SPF SIG Strategic Implementation Plan Phase 1. Steve Mason seconded the motion. The motion carried.

2006 Meeting Dates:

- January 20, 2006 (9 am – 3 pm)
- April 21, 2006 (9 am – 3 pm)
- July 21, 2006 (9 am – 3 pm)
- October 20, 2006 (9 am – 3 pm)

TO DO

- (Partners) Mark your calendars.

Items for January Agenda:

- 9 AM - Brief Work Group Reports
Underage Drinking Trip Report (Kelli Jo)
Chair & Co-Chair Elections
By-Law Approval
- Noon – 1 PM Lunch
- 1-2:45 PM Small Group Discussions About October Meeting Questions/Comments/Suggestions
(Facilitated w/ Discussion Points, Groups Change Each Meeting)
- 2:45-3 PM Set Agenda for April Meeting

TO DO

- (Small Group Note Takers) Type up small group notes and email to Michele Burnside.
- (Michele Burnside) Draft letter from chair to folks who missed meeting encouraging attendance and emphasizing attendance rule.
- (Michele Burnside) Coordinate Policies & Procedures WG Meeting to draft Partnership/WVPRC MOU.