



WV's Partnership to Promote Community Well-Being
January 20, 2006 – Charleston Marriott
Meeting Notes

Attendance

Present

- **Partners - Official:** Jean Ambrose, Don Chapman, Judy Crabtree, Michelle Foster, Debi Gillispie (Proxy for Cindy Largent-Hill), Sue Hage, Dave Harris, Steve Heasley, Mike Lacy, Helena Lee, Gayle Manchin, Gig Robinson, Denise Smith, Bill Woodrum.
- **Partners - Unofficial** (*Pending Appointment Letter from Governor's Appointment Office*): Jason Carlson, Karen Eskew, Steve Mason, Gerry Schmidt (Proxy for Bob Musick), Angela Saunders
- **WVPRC Staff:** Jamie Albert, Jo Beyer, Michele Burnside, Michele Bush, Wayne Coombs, Melissa Crawford, Dave Dodds, Nick Fry, Monica McFarland, Kelli Jo McNemar, Brenda Richards, Laura Sarver, Andy Whisman
- **Others:** Penny Baughman, Lisa Estep-Bruer (DADA & CREATE), Dan Christy, Kim Cowley (MU Eval Team), Jim Elzey (WV DHHR – Office of Behavioral Health Services), Paula Flaherty (MU Eval Team), Tou Lee (Central CAPT), Merrial Richards (DADA Intern), Linda Spatig (MU Eval Team), Amanda Stowers (Bill Woodrum's Intern), Anne Swedburg (MU Eval Team)

Absent

- **Partners - Official:** Keith Adkins (Sick), Joe Barker (Prior Meeting), Andrew Gillette (Midterms), Lew Holloway, Judith Russell (Out of Town), Karen Salem (Out of Town),
- **Partners - Unofficial** (*Pending Appointment Letter from Governor's Appointment Office*): Brenda Thompson, Chris Wood (Out of Town)

Call to Order/ Introductions/Approval of Minutes: Partnership Chair Mike Lacy called the meeting to order, and those new to the table introduced themselves. Dave Harris motioned to accept the October Partnership meeting notes. The motion carried.

Policies & Procedures Work Group Update/By-Laws & Membership by Michele Burnside/Mike Lacy: WVPRC staff have made every reasonable effort to facilitate the Partnership's Executive Order edit and Appointment Letter requests to the Governor's Appointment Office. The request, however, still has not been filled. A detailed list of Partners who still have not received appointment letters and Partnership vacancies under the current and also pending Executive Order is available in the 1-6-06 Policies and Procedures WG

Meeting Notes. The P&P workgroup has started to work on a Partnership/WVPRC MOU and will have a draft for the next Partnership meeting.

[HANDOUT: 1-6-06 Policies & Procedures WG Meeting Notes](#)

TO DO

- **Partners** – Complete and return annual disclosure letter.
- **Mike Lacy & Melissa Crawford** - Schedule meeting with First Lady Gayle Manchin to facilitate Executive Order edits and Appointment Letters.
- **Policies & Procedure WG** – Complete Partnership/MOU draft.

DOE/WVPRC Data Management Project Overview by Don Chapman: The WV Department of Education (DOE) and the West Virginia Prevention Resource Center (WVPRC) have partnered to complete a data management project funded by a three year \$850,000 grant.

[HANDOUT: WV Prevention Information Network - Abstract](#)

Sub-Granting WG Report on Applications/Grant Review by Melissa Crawford:

- 53 out of 55 counties applied for the WV SPF SIG Planning Grants. The two counties that did not apply are Mason and McDowell. Because two counties did not apply, the award amount for each county will include an additional \$1,135. Special thanks to all the Partners and staff who participated in the grant review. Grant follow up is underway. We hope to have the grants officially awarded by the Governor by February 1st.
- Gig Robinson questioned the availability of contact information for the county prevention partnership members. Crawford clarified that this information will eventually be data entered, and Michele Burnside said she could merge the data in the WVPRC's Online Prevention Contact Directory, which is available to the public. In the meantime, Crawford and Laura Sarver said they could compile for the Partners a report on the lead contacts in each county. Robinson motioned that such a list be generated, and Judy Crabtree seconded the motion. The motion carried.

[HANDOUT: 11-30-05 Coordinated Planning & Sub-Granting WG Meeting Notes](#)

TO DO

- **Melissa Crawford & Laura Sarver** – Compile and email to Partners list of lead contact in each county.

Regional Learning Opportunities (RLO) Update: Monica McFarland highlighted the content of the following [HANDOUTS: RLO General Agenda Draft, Kick-Off RLO Agenda, RLO Year-Long Agenda Draft](#). Partners were encouraged to attend the RLO Kick-Off and sign up themselves (or suggest folks from their networks) to assist with training creations where appropriate.

Planning Process for Partnership to Select State Priorities:

- Andy Whisman first clarified the difference between two plans commonly referenced at Partnership meetings. The first is WV's SPF SIG Strategic Implementation Plan – Phase 1 & Phase 2. Phase 1 pertains to the planning grant stage and is the plan previously reviewed by the Partnership and submitted to and conditionally approved by the Center for Substance Abuse Prevention (CSAP). Phase 2 will pertain to the implementation grant stage and will be developed after priorities are set. The implementation plan is a required SPF SIG deliverable.

The second plan is WV's Comprehensive Coordinated Prevention Plan, which has not yet been developed and is not a required SPF SIG deliverable. It is referenced in the Partnership's Executive Order. This plan was the reason for the new "Comprehensive Plan" workgroup formed at the 10/14/2004 Partnership meeting.

- Whisman then clarified that the CSAP's approval of WV's SPF SIG Implementation Plan was conditional. More specific information about the Partnership's priority setting process leading into Phase 2 SPF SIG Implementation Plan. Whisman highlighted the content of the following [HANDOUT: Response to CSAP's](#)

Conditional Approval of WV's SPF SIG Implementation Plan Phase 1, which provides the details and timelines through the next calendar year.

- Whisman also described his request for federal technical assistance and facilitation from PIRE and CCAPT on the priority setting process, that will begin during the April 21 meeting with a presentation of alternative priority setting and funding approaches. Whisman also reported that the Epi Workgroup will be submitting the SA Epidemiological Profile at the July 21 meeting, and that the Partnership will probably need to schedule a special meeting/retreat to facilitate the priority setting process. Sue Hage requested that dates be selected now. August 17th and 18th was selected. Steve Heasley questioned the feasibility of including local data in the priority setting process. Whisman emphasized the capacity building focus of the planning grants. The availability of additional funding opportunities beyond the SPF SIG Implementation Grants will be emphasized as well as the opportunities for counties to “make their case with local data” when they apply.

TO DO

- **WVPRC Staff:** – Work on location for retreat.

Underage Drinking Prevention Workgroup Update: Kelli Jo McNemar emphasized WV's application of Institute of Medicine (IOM) recommendations regarding underage drinking prevention, and she highlighted the content of the following [HANDOUTs: *Reducing Underage Drinking: A Collective Responsibility \(IOM Report Brief\), Underage Drinking Prevention Efforts in WV, Underage Drinking Prevention Survey.*](#) McNemar then requested that Partners complete the survey handout and return it to her.

HANDOUTs:

[11-10-05 Underage Drinking Prevention WG Meeting Notes](#)
[11-22-05 Underage Drinking Prevention WG Meeting Notes](#)
[1-5-06 Underage Drinking Prevention WG Meeting Notes](#)

Intervention Workgroup Update: Jamie Albert highlighted the content of the following [HANDOUT: *Substance Abuse Early Intervention Program.*](#)

HANDOUTs:

[10-7-05 Intervention WG Meeting Notes](#)
[12-2-05 Intervention WG Meeting Notes](#)

Overview of Qualitative Evaluation Progress: Linda Spatig highlighted the contents of the eval team's latest notes from the field. Please see [HANDOUT: *1-2006 Notes from the Field.*](#)

Comments From the First Lady: Gayle Manchin emphasized Governor Manchin's commitment to partnerships and her commitment to this partnership. She also thanked everyone for their dedication and positive attitudes.

Small Group Discussion/Report Out/Action Taken:

- All Partners, guests and staff were divided into three groups to discuss the following questions: *Should each workgroup elect one of its Partner members to chair the work group? Note: One WVPRC staff member will still serve as “lead staff” to each work group. Should each workgroup have written goals/objectives? Should each Partner be on at least one workgroup? Should the Partnership develop an orientation for new Partners? If so, what should it look like? Who should coordinate the development of the orientation?* The entire group then reconvened to report out.
- Sue Hage motioned that each workgroup elect one of its Partner members as Chair to work in conjunction with the workgroup's lead staff. Denise Smith seconded the motion. The motion carried.

- Steve Heasley motioned that each workgroup develop a clear statement of purpose to be presented/approved by the entire Partnership. Dave Harris seconded the motion. The motion carried.
- Judy Crabtree motioned that the Partnership encourage each Partner to join at least one workgroup and that the Partnership Chair have the authority to appoint to a workgroup Partners who haven't yet joined at least one. Dave Harris seconded the motion. The motion carried.
- Sue Hage motioned that a Partnership Orientation be developed. Dave seconded the motion. The motion carried. The Chair referred Partnership Orientation development to the Policies & Procedures Workgroup.

TO DO

- **All Workgroups:** – Elect chairs and draft purpose statements.
- **Chair:** Review workgroup membership and appoint Partners who aren't already on at least one workgroup.
- **Policies & Procedures WG:** – Develop Partnership Orientation.

Suggested Agenda Items for Next Quarterly Meeting (April 21, 2006):

9 AM - Noon Brief Work Group Reports

 Data Report from Andy

 Community Development Specialists (CDSs) Presentation

Noon – 1 PM Lunch

1:00-2:00 PM Small Group Discussions

2:00-2:45 PM Small Group Discussions

2:45-3:00 PM Set Agenda for July Meeting