

**EXECUTIVE COMMITTEE ATTENDANCE**

Partner		Primary member	
City of Burlington	✓	Miro Weinberger	<i>Mayor</i>
City of Burlington	✓	Brian Lowe	<i>Mayor's Chief of Staff</i>
City of Burlington Police Department	✓	Brandon del Pozo	<i>Chief of Police</i>
Howard Center	✓	Bob Bick	<i>Executive Director</i>
United Way, NW VT	✓	Jesse Bridge	<i>Executive Director</i>
VT Agency of Human Services	✓	Jane Helmstetter	<i>Field Director – Burlington District</i>
Turning Point Center of Chittenden County		Gary De Carolis	<i>Executive Director</i>
UVM Medical Center	✓	Eileen Whalen	<i>President &amp; Chief Operating Officer</i>
UVM Medical Center	✓	Maureen Vinci	<i>Director of Psychiatry</i>
VT Department of Health		Dr. Mark Levine	<i>Commissioner</i>
CCRPC	✓	Charlie Baker	<i>Executive Director</i>
CCOA	✓	Tori Houston	<i>Admin/Communications Coordinator</i>

**MEETING NOTES**

Topic	Discussion	Notes/Action Steps
CCOA Structure and Function	<ul style="list-style-type: none"> <li>▪ Review By-law document</li> <li>▪ Discuss proposed decision-making mechanism</li> <li>▪ Action Team structure &amp; relationship to Executive Committee</li> <li>▪ Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ By-law document               <ul style="list-style-type: none"> <li>○ By-laws will be converted to a charter for next meeting. Charter is more appropriate and not legal document.</li> <li>○ Notice of meetings shall be posted two weeks prior. Recurring meeting time/date/week for easier prioritization.</li> <li>○ Voting Rights: recognize that one organization per vote, rather than individuals (in case of duplicated representation)</li> <li>○ Membership: After looking at membership listed on document, who is missing from this table?                   <ul style="list-style-type: none"> <li>▪ If CCRPC continues to be involved, would like to be considered a non-voting member. Topic requires further discussion.</li> <li>▪ Christine Longmore – CALEO</li> <li>▪ VDH representation if Dr. Levine is absent</li> <li>▪ Lived experience community</li> </ul> </li> <li>○ Project Director: Executive Committee provides direction of work (workplan), with co-chairs handling staff-level work if Project Director cannot execute decision. 360 feedback review process led by Exec. Committee.</li> </ul> </li> </ul>

## Executive Committee Notes

August 22, 2:00 – 4:00 pm

Contois Auditorium, Burlington City Hall

- Project Director will attend all Executive Committee meetings as non-voting member.
    - Project Director provides down/up communication between Exec. Cmte and Action Teams and provides supervision of teams/recommendations to Exec. Cmte.
  - Decision-making mechanism
    - As a multi-participant group we would like to suggest using following protocol for decision-making— Each person, on any given issue that requires a decision can vote:
      - In support
      - Neutral
      - Not in favor
    - Note Well:
      - We recognize that consensus is our preferred option for the decision making process.
      - It is understood that we will work hard to negotiate to find consensus and acknowledge at times we will accept 75% majority rules as a last resort.
      - Once a decision is made, we talk as one, we move as one.
  - Action Team Structure
    - CommStat and Treatment Access & Recovery Supports Action Teams are both looking at Safe Station model.
      - Bob – Connect with Catherine Simonson (co-chair of Treatment Access & Recovery Supports Action Team)
      - Maureen – Connect with Bill Keithcart (co-chair of Treatment Access & Recovery Supports Action Team)
      - Chief del Pozo – Connect with Jackie (Chair of CommStat Action Team)
    - Prevention Action Team will be paused to better posture for incorporation of RiseVT strategy.
      - Co-Chairs will communicate to this action team to pause their work until a new Project Director on board
      - Amy Carmola from United Way is anticipating on joining the Prevention Action Team
  - Steering Committee
    - Committee determined Sept. 19<sup>th</sup> quarterly should be cancelled for the sake of the incoming Project

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		<p>Director and to further establish CCOA core foundation. Will call for reconvening towards end of year.</p> <ul style="list-style-type: none"> <li>▪ CCOA Communications Coordinator will send cancellation message with light touch and word of thanks</li> </ul>
<p><b>Operation Considerations</b></p>	<ul style="list-style-type: none"> <li>▪ Project Director finalists</li> <li>▪ Finalize re-location of CCOA HQ</li> <li>▪ Financial Update</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project Director Finalists: Two highly qualified candidates will make presentation to Executive Committee. <ul style="list-style-type: none"> <li>○ Will allow further conference calls with candidates, if more follow-up is needed to make decision.</li> </ul> </li> <li>▪ Finalize re-location of CCOA HQ: Consensus reached to re-locate to vacant space in Burlington Police Department. <ul style="list-style-type: none"> <li>○ Chief requests funding from CCOA to construct a wall to preserve a private room for witness/victim and childcare in station</li> </ul> </li> <li>▪ CCOA Financial Update <ul style="list-style-type: none"> <li>○ Carried over \$74k from FY16</li> <li>○ Funded by: Stiller Foundation, UVM MC, Delta Dental (grant), GE Project Award</li> <li>○ Flexibility within budget to accommodate upcoming staffing changes</li> </ul> </li> </ul>
<p><b>Closing</b></p>	<ul style="list-style-type: none"> <li>▪ Action Steps</li> <li>▪ Further Discussion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bob – Connect with Catherine Simonson (co-chair of Treatment Access &amp; Recovery Supports Action Team)</li> <li>▪ Maureen – Connect with Bill Keithcart (co-chair of Treatment Access &amp; Recovery Supports Action Team)</li> <li>▪ Chief del Pozo – <ul style="list-style-type: none"> <li>○ Connect with Jackie (Chair of CommStat Action Team)</li> <li>○ Connect with Christine Longmore</li> </ul> </li> <li>▪ Tori – draft/send cancellation message to Steering Committee</li> <li>▪ All – draft message to Prevention co-chairs to discuss team’s direction</li> </ul> <p>Further discussion requested:</p> <ul style="list-style-type: none"> <li>▪ Committee membership</li> <li>▪ CCRPC non-voting membership status</li> </ul>