

Small Steering Committee Meeting Notes

Date: 8/11/2016

Location and Time: 12-1:30pm, 128 Lakeside Ave., CHI, UVMMC

Meeting Facilitator & note taker: Cathy Aikman

SMALL STEERING COMMITTEE ATTENDANCE

Partner	Primary member	
City of Burlington	<input type="checkbox"/> Brian Lowe	<i>Chief of Staff</i>
City of Burlington Police Department	<input checked="" type="checkbox"/> Brandon del Pozo	<i>Chief of Police</i>
Howard Center	<input checked="" type="checkbox"/> Bob Bick	<i>Executive Director</i>
United Way, NW VT	<input checked="" type="checkbox"/> Martha Maksym	<i>Executive Director</i>
UVM Medical Center	<input type="checkbox"/> Eileen Whalen	<i>President & Chief Operating Officer</i>
Vermont Department of Health	<input checked="" type="checkbox"/> Harry Chen (by telephone)	<i>Commissioner</i>
CCRPC	<input checked="" type="checkbox"/> Charlie Baker	<i>Executive Director</i>
UVM Medical Center	<input checked="" type="checkbox"/> Stephen Leffler	<i>Chief Medical Officer</i>

MEETING AGENDA

Agenda Item	Discussion	Next Steps
Collective Impact (CI) Consultant-need and role	<p>Cope and Assoc proposal was too expensive and beyond our needs. Martha stated she thought it important that the Steering Committee take some time at the next meeting to state what it is we are trying to accomplish together, and clearly state what our main goal is. This will help build a foundation and agreement amongst the group.</p> <p>Steve suggested that we do this exercise 1st, see how it goes, and then decide what role a CI consultant might play.</p>	<ol style="list-style-type: none"> 1. Cathy will contact Dr. Chen to get in touch with Heidi Klein. 2. Cathy will facilitate this exercise at the Sept. 6th Stg Committee meeting. 3. What are the “5 questions” Cathy needs to know in order to run the exercise?

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Collective Impact Training	<ul style="list-style-type: none"> • Martha suggested that the training by FSG specific to backbone support was the better one to attend rather than a week long training that was not so specific to backbone staff. 	<ol style="list-style-type: none"> 1. Cathy will confirm with Sam that he can attend the Oct 18th-20th training. 2. Cathy will see if she received the scholarship she applied for. 3. Cathy will register for conference, book hotel, flight, etc.
Agenda for Steering Committee Meeting	<p>Agreement:</p> <ul style="list-style-type: none"> • Cathy facilitate Aim/Goal exercise • Co-Chairs report out on the substantive work the group has been doing- what have been their discussions, what are barriers the group is facing, what are the needs of the group, how would the team articulate their work and how it informs the larger goal. • Introduce Sam Fath, Data Manager • Project Director Updates • How do we make decisions as a group- majority, scoring, etc. • Charlie asked the question is the work the Action Team members are doing “add-on” or is it “their work” already. Discussion confirmed that we believe the work of the Action Team members should be part of the work they are already doing, are interested in and help to do their job better. 	<ol style="list-style-type: none"> 1. Cathy will send a draft of the agenda to the Small Stg committee ahead of time for review/edits. 2. Cathy will contact all the Action Team co-chairs and let them know they will be asked to report out at the Sept. 6th (and as a standing agenda item) Stg Committee meeting. 3. When Cathy meets Ellen Kahler she will ask about their stipend program for Chairs. 4. Cathy has emailed Raquel to ask her about Uway’s stipend program for team members who are “not working” and are members with a lived experience perspective/in recovery.
Communications	<ul style="list-style-type: none"> • The logo needs to be changed as it looks like a “pill” bottle. • The small stg committee should have reviewed/approved the logo. • Reviewed the DRAFT website and made some suggestions: <ul style="list-style-type: none"> ✓ Each Action Team should be broken out with their own page and the name of the Co-chairs and the names link to the respective websites. 	<ol style="list-style-type: none"> 1. Cathy will work with Emma to edit the logo and then share it with the small stg committee. 2. Cathy will work with Emma to make the edits needed to the website. 3. Cathy will share the final logo with small stg committee members for their review and once

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	<ul style="list-style-type: none"> ✓ Add “211”, “911”, Drug Take back #, crisis hotline, etc. ✓ Add “treatment” 5-page document • Dr Chen asked Cathy to send him an invite about someone to designate from VDH to be on the Team. 	<p>finalized, so they can post it on their websites.</p> <ol style="list-style-type: none"> 4. Cathy will convene the Communications Team mid-Sept. 5. Cathy will ask the Chief and Dr. Chen to name a person to sit on the Communications Team.
<p>Sept 15th</p>	<ul style="list-style-type: none"> • Out of the ComSTAT meeting we thought it would be helpful to have a public meeting to discuss the ComSTAT model and the CCOA as a whole. We decided to move the date and do it a little later when the details are flushed out a little better and the city has discussed their role/given feedback. We still plan to do 12-1pm and 6-7pm discussions. • Martha was wondering if we should piggy-back on the Howard Center event happening on Sept 8th at Dealer.com-panel discussion on opioids. Bob said that it wouldn't be a good fit. 	<ol style="list-style-type: none"> 1. Cathy will work with Brandon and Brian to work out the details-date, location, media, invites, etc. 2. Cathy will let Jane H know we have changed the date. 3. Cathy will broadcast the Howard Center event to all committee members.
<p>Grant Applications for Action Teams</p>	<ul style="list-style-type: none"> • We reviewed the draft form for the Action Teams to apply for funds any project/solution they may need support for. • It was agreed the form's format is good. • Charlie said we should check with SIM 1st to make sure the amount of funds available to fund any kind of grants. • Steve said that once we know the funds, and we can go forward, we then need to decide on the logistics of offering the grant to the Action Teams: due date, decision making process, criteria for approval, guidelines, etc. 	<ol style="list-style-type: none"> 1. Cathy will email Georgia from SIM to check to see if we are getting the total amount of \$100K or less. 2. Cathy will also ask about the availability of future funds for year 2 and 3. 3. Once we know the amount available for Action teams, Cathy will draft some guidelines and procedures for the grant process to present to the small steering committee.