

Date: 3/28/2016
Location and Time: 12:30-1:30; 108 Cherry St. Suite 301
Meeting Facilitator & note taker: Harry Chen & Heidi Gortakowski (VDH)
Date, Time, and Location of Next Meeting: TBD with hiring requirements

SMALL STEERING COMMITTEE MEMBERS & ATTENDANCE

| Partner | | Primary member | Notes |
|---|-------------------------------------|---|--|
| Chittenden Cty Regional Planning Commission | <input checked="" type="checkbox"/> | Charlie Baker <i>Executive Director</i> | |
| City of Burlington | <input checked="" type="checkbox"/> | Miro Weinberger <i>Mayor</i> | Jordan Redell attended in the absence of Brian Lowe |
| City of Burlington Police Department | <input checked="" type="checkbox"/> | Brandon del Pozo <i>Chief of Police</i> | |
| United Way of Chittenden County | <input checked="" type="checkbox"/> | Martha Maksym <i>Executive Director</i> | |
| UVM Medical Center | - | Eileen Whalen <i>President & Chief Operating Officer</i> | Neither Eileen nor Stephen Leffler could make this time so we primarily focused discussion on the backbone positions |
| Vermont Department of Health | <input checked="" type="checkbox"/> | Harry Chen <i>Commissioner</i> | Heidi G. also attended |

KEY DECISIONS NEEDED:

- Are 1 or 2 data analysts appropriate to support this effort?
- Can a proportion of the analyst be dedicated to CommStat?
- To whom do the backbone staff report?

OUTCOME:

- 1 for now; if insufficient, may need to invest in additional support
- Yes, let’s try 50% time for 6 months to see if it meets the needs of all Action Teams; analyst 100% funded by the Alliance during this trial period
- The Small Steering Committee (routine check ins and an open door policy); routine communication with Action Team co-chairs

MEETING AGENDA

| Agenda Item | Discussion | Next Steps |
|---|--|---|
| Reach consensus on next steps and governance for backbone staff | Picking up where the large Steering Committee left off, our discussion focused on the tension between clarity and accountability versus work the analyst (and policy director) would be supporting. All agreed that a trial period is important because there are still many unknowns about what is truly necessary to support this effort. We also discussed the role of the SC in relation to CommStat and how | <ul style="list-style-type: none"> • Mayor & Chief will confirm this proposal works well for City and BPD needs for trial period • Once confirmed, Charlie will post a revised analyst position |

| | | |
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| | <p>the SC will exist to address systems issues identified by all Action Teams. We agreed it's important for the backbone staff to be aware of and promote communication across Action Teams as there is overlapping work (e.g. Triage group and plans for CommStat).</p> | <ul style="list-style-type: none"> • Heidi & Charlie to pull together hiring teams |
| <p>Where backbone staff physically sit</p> | <p>We briefly discussed where and how backbone staff would logistically function. CCRPC, the BPD, and the Community Health Improvement (CHI) section of UVMHC (Lakeside Ave) all have available space. To support an integrated team approach, Heidi advocated for the 2 staff to remain together with flexibility to work at various partner organizations as needed to support SC and Action Team activities.</p> <p>Heidi and Martha briefly followed up (3/29) and propose that, as the fiduciary, CCRPC provide the "homebase" for the staff but that floating workstations be available for routine use at CHI and BPD.</p> <p>For example, if 50% of analyst time is dedicated to CommStat, we can plan for the analyst to be at BPD two days a week or every afternoon to facilitate communication with those co-chairs but the remaining hours to be based out of CCRPC to ensure coordination with the Policy Director for the SC and all Action Teams including CommStat.</p> | <ul style="list-style-type: none"> • CCRPC and BPD to prepare workspace |
| <p>Other opportunities</p> | <p>Chief del Pozo shared that there may be Department of Justice (DOJ) funding to support communities in addressing opioid challenges. Barbara Cimaglio also mentioned this funding (outside the SSC meeting) and encouraged Burlington to apply, offering VDH's connections with Vermont's congressional delegation and Eric Miller (US Attorney, member of SC).</p> | <ul style="list-style-type: none"> • If Burlington applies for DOJ funding, leverage support from Alliance steering committee members |