

## Chittenden Opiate Alliance

## Steering Committee Meeting Minutes

**Date:** 2/10/2016  
**Location and Time:** 9:00-10:00 AM; 108 Cherry St. Conference Room 3B and via WebEx  
**Meeting Facilitator & note taker:** Harry Chen & Heidi Gortakowski (VDH)  
**Date, Time, and Location of Next Meeting:** March 2016; to be determined by doodle poll; 108 Cherry St.

### STEERING COMMITTEE MEMBERS & ATTENDANCE (SC)

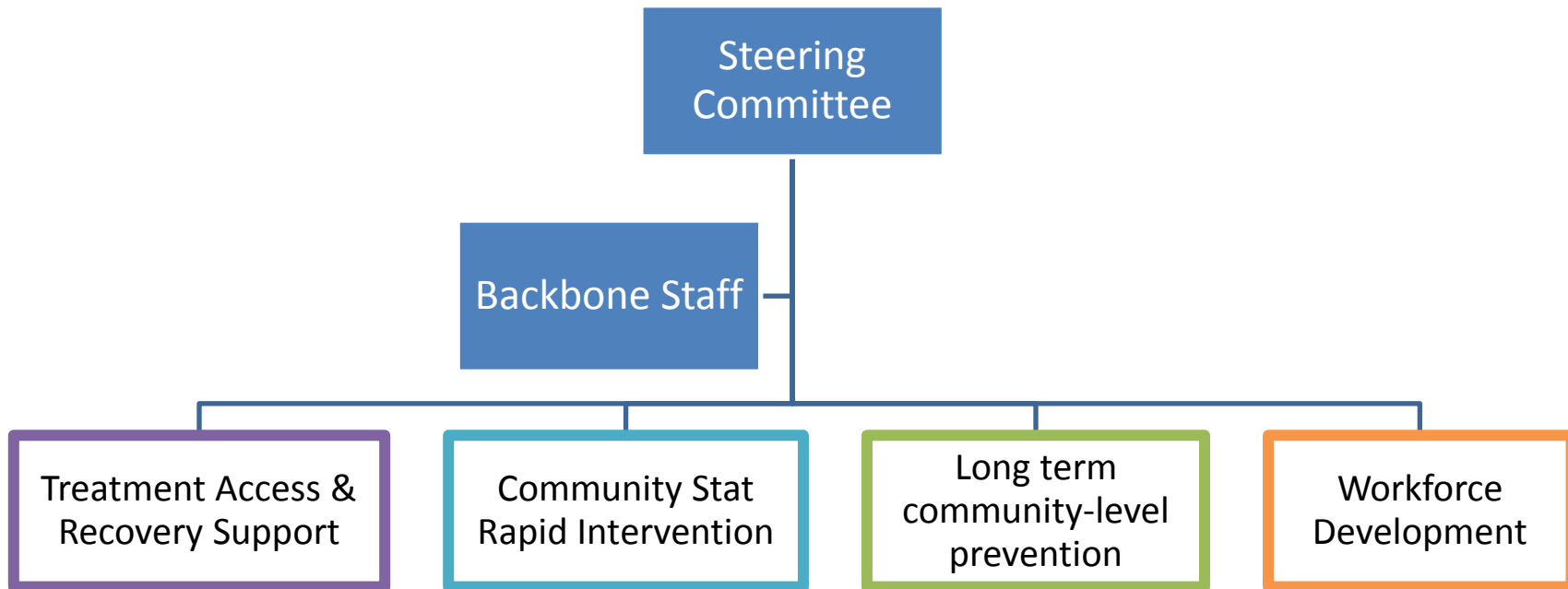
Partner	Primary	Additional members	Notes
Agency of Human Services	- Hal Cohen <i>Secretary</i>		Harry Chen proxy today
Chittenden Cty Regional Planning Commission	<input checked="" type="checkbox"/> Charlie Baker <i>Executive Director</i>	<input checked="" type="checkbox"/> Melanie Needle <i>Senior Planner</i>	
Chittenden County State's Attorney	<input checked="" type="checkbox"/> TJ Donovan <i>State's Attorney</i>	<input checked="" type="checkbox"/> Bram Kranichfeld <i>Chief Deputy State's Attorney</i>	Aimee Griffin also attended
City of Burlington	<input checked="" type="checkbox"/> Miro Weinberger <i>Mayor</i>	- Brian Lowe <i>Chief of Staff</i>	
City of Burlington Police Department	<input checked="" type="checkbox"/> Brandon del Pozo <i>Chief of Police</i>		
Department for Children & Families	<input checked="" type="checkbox"/> Ken Schatz <i>Commissioner</i>	- April Allen <i>Director of Policy &amp; Planning</i>	
Department of Corrections	<input checked="" type="checkbox"/> Lisa Menard <i>Commissioner</i>	<input checked="" type="checkbox"/> Cheryl Elovirta <i>Deputy Commissioner</i>	By phone
Department of Mental Health	<input checked="" type="checkbox"/> Emily Hawes <i>Care Management Director</i>		
Green Mountain Care Board	- Al Gobeille <i>Chair</i>	<input checked="" type="checkbox"/> Ena Backus <i>Deputy Executive Director</i>	
Howard Center	- Bob Bick <i>Executive Director</i>	<input checked="" type="checkbox"/> Catherine Simonson <i>Chief Client Services Officer</i>	
United Way of Chittenden County	<input checked="" type="checkbox"/> Martha Maksym <i>Executive Director</i>	<input checked="" type="checkbox"/> Raquel Aronhime <i>Community Impact Manager</i>	
UVM Medical Center	- Eileen Whalen <i>President &amp; Chief Operating Officer</i>	<input checked="" type="checkbox"/> Stephen Leffler <i>Chief Medical Officer</i>	Eileen provided input by phone; John Brumsted, <i>alt</i>
Vermont Department of Health	<input checked="" type="checkbox"/> Harry Chen <i>Commissioner</i>	<input checked="" type="checkbox"/> Barbara Cimaglio <i>Deputy Commissioner</i>	

Community Member & Burlington Labs	Michael Casarico	<i>Executive Director</i>	Based on today’s discussion, these are steering committee members to be invited to next meeting
Community Member & KidSafe	Sally Borden	<i>Executive Director</i>	
Greater Burlington Industrial Corporation	Frank Cioffi	<i>President</i>	
Lake Champlain Regional Chamber of Commerce	Tom Tori	<i>President</i>	

MEETING AGENDA

Agenda Item	Discussion	Next Steps
Confirm consensus for concept and structure of Steering Committee, backbone, and 4 current action teams (30 minutes)	Despite the many partners and the different paces required to address these burdens, those present were in general consensus that the proposed steering committee and action team structure could formalize a new way of working together. The discussion centered on key themes of data sharing, communication, and purpose.	<ul style="list-style-type: none"> <li>• <b>All, review SC member list</b> on page 4; send Heidi any adjustments by 2/26/16</li> <li>• Implement! (see below)</li> </ul>
Discuss how to involve community member and business sector representatives (5 minutes)	<p>All agreed – see above for proposed SC members from the recovery and business communities.</p> <p>We also discussed staff who may participate on Action Teams. Heidi is keeping track of proposed staff participants. We will need to develop a plan for bringing partners and staff up to speed on this new structure.</p>	<ul style="list-style-type: none"> <li>• <b>Heidi &amp; Harry</b> will work to invite new SC members; may reach out to other SC members to assist</li> <li>• Brainstormed list of overall partners is on page 4; <b>if you have additions, please email to Heidi</b> by 2/26/16</li> </ul>
Designate lead for prevention and workforce action teams (5 minutes)	<p>We agreed it may be too early to finalize leads for each team but that a charge/charter document would help solidify and clarify the specific objectives for each group. Thank you to the volunteers who agreed to lead drafting the charter:</p> <ol style="list-style-type: none"> <li>1. Treatment Access &amp; Recovery Support – Catherine Simonson</li> <li>2. CommunityStat – Brandon del Pozo</li> <li>3. Community-level Prevention – Barbara Cimaglio &amp; Heidi G</li> <li>4. Workforce Development - Ena Backus &amp; Penrose Jackson</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Catherine, Brandon, Barbara/Heidi, Ena/Penrose</b> will draft charter based on Triage group template (attached email)</li> <li>• Send draft to Heidi by March 1</li> </ul>

<p>Designate small workgroup to craft SIM/GMCB proposal (5 minutes)</p>	<p>Martha shared the good news that UVMCMC granted the collective impact funds to this effort; small group will build on that and today's discussion to craft proposal for more restricted SIM/GMCB funds.</p>	<ul style="list-style-type: none"> <li>• <b>Heidi, Raquel, Barbara, and Charlie</b> to lead this proposal</li> <li>• <b>Melanie &amp; Charlie</b> will lead crafting position descriptions for 2 backbone staff and seek SC member input as needed</li> <li>• Will be opportunity for SC to review both via email</li> </ul>
<p>Plan for next meeting (8 minutes)</p>	<p>All present agreed to hold a meeting next month before moving to a more quarterly schedule; this will more firmly establish the group and generate momentum for the action teams</p>	<ul style="list-style-type: none"> <li>• <b>Heidi</b> will send out a doodle poll with possible March dates</li> <li>• <b>All, if you have a person who oversees your schedule, please share with me (see page 4).</b></li> </ul>



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## Steering Committee Meeting Minutes

Scheduling Contact	Steering Committee Partner	Primary	Additional members and designees as needed		
Katie Whitney	Agency of Human Services	Hal Cohen <i>Secretary</i>			
	Chittenden County Regional Planning Commission	Charlie Baker <i>Executive Director</i>	Melanie Needle	<i>Senior Planner</i>	
	Chittenden County State's Attorney	TJ Donovan <i>State's Attorney</i>	Bram Kranichfeld	<i>Chief Deputy State's Attorney</i>	Aimee Griffin
	City of Burlington	Miro Weinberger <i>Mayor</i>	Brian Lowe	<i>Chief of Staff</i>	
	City of Burlington Police Department	Brandon del Pozo <i>Chief of Police</i>			
	Community Member & Burlington Labs	Michael Casarico <i>Executive Director</i>			
	Community Member & KidSafe	Sally Borden <i>Executive Director</i>			
	Department for Children & Families	Ken Schatz <i>Commissioner</i>	April Allen	<i>Director of Policy &amp; Planning</i>	
	Department of Corrections	Lisa Menard <i>Commissioner</i>	Cheryl Elovirta	<i>Deputy Commissioner</i>	
	Department of Mental Health	Emily Hawes <i>Care Management Director</i>			
	Greater Burlington Industrial Corporation	Frank Cioffi <i>President</i>			
	Green Mountain Care Board	Al Gobeille <i>Chair</i>	Ena Backus	<i>Deputy Executive Director</i>	
	Howard Center	Bob Bick <i>Executive Director</i>	Catherine Simonson	<i>Chief Client Services Officer</i>	
	Lake Champlain Regional Chamber of Commerce	Tom Tori <i>President</i>			
	United Way of Chittenden County	Martha Maksym <i>Executive Director</i>	Raquel Aronhime	<i>Community Impact Manager</i>	
Karrie Rich	UVM Medical Center	Eileen Whalen <i>President &amp; Chief Operating Officer</i>	Stephen Leffler	<i>Chief Medical Officer</i>	John Brumsted
Mary Skovira	Vermont Department of Health	Harry Chen <i>Commissioner</i>	Barbara Cimaglio	<i>Deputy Commissioner</i>	

### Additional Collaborating Partners (expect to participate in Action Teams)

Agency of Education (AOE)	Jeffords Institute
Area Health Education Center (AHEC)	Maple Leaf
Blueprint for Health	Partnership of Prevention Coalitions
Boys & Girls Club of Burlington	Social Work Association?
Chittenden County School Superintendents	Turning Point
Committee on Temporary Shelter (COTS)	UVM School of Medicine
Community Health Center of Burlington (CHCB)	UVM School of Nursing
Health First	UVM School of Social Work