

Chittenden County Opiate Alliance

Steering Committee Meeting Minutes

Date: 3/16/2016
Location and Time: 10 – 11:00 AM; 108 Cherry St. Conference Room 3B
Meeting Facilitator & note taker: Harry Chen & Heidi Gortakowski (VDH)
Date, Time, and Location of Next Meeting: TBD via doodle poll; 4-6 weeks

STEERING COMMITTEE MEMBERS & ATTENDANCE

Partner	Primary member	Additional members	Notes
Agency of Human Services	<input checked="" type="checkbox"/> Hal Cohen <i>Secretary</i>		
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	- TJ Donovan <i>State's Attorney</i>	<input checked="" type="checkbox"/> Bram Kranichfeld <i>Chief Deputy State's Attorney</i>	
City of Burlington	<input checked="" type="checkbox"/> Miro Weinberger <i>Mayor</i>	<input checked="" 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>		
Department for Children & Families	<input checked="" type="checkbox"/> Ken Schatz <i>Commissioner</i>	- TBD <i>Director of Policy & Planning</i>	Phone
Department of Corrections	<input checked="" type="checkbox"/> Lisa Menard <i>Commissioner</i>	- Cheryl Elovirta <i>Deputy Commissioner</i>	
Department of Mental Health	- Emily Hawes <i>Care Management Director</i>		
Green Mountain Care Board	- Al Gobeille <i>Chair</i>	- Ena Backus <i>Deputy Executive Director</i>	Last minute testimony
Howard Center	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Eileen Whalen <i>President & Chief Operating Officer</i>	<input checked="" type="checkbox"/> Stephen Leffler <i>Chief Medical Officer</i>	
Vermont Department of Health	<input checked="" type="checkbox"/> Harry Chen <i>Commissioner</i>	<input checked="" type="checkbox"/> Barbara Cimaglio <i>Deputy Commissioner</i>	

Burlington Labs	<input checked="" type="checkbox"/>	Michael Casarico	<i>Executive Director</i>		
KidSafe	<input checked="" type="checkbox"/>	Sally Borden	<i>Executive Director</i>		
Turning Point Center	<input checked="" type="checkbox"/>	Gary DeCarolis	<i>Executive Director</i>		
Lake Champlain Regional Chamber of Commerce	<input checked="" type="checkbox"/>	Tom Torti	<i>President</i>		
US Department of Justice	-	Eric Miller	<i>US Attorney</i>	<input checked="" type="checkbox"/> Tim Doherty	<i>AUSA</i>
Senator Leahy's Office	<input checked="" type="checkbox"/>	Diane Derby	<i>Field Representative</i>		Special guest

KEY DECISIONS NEEDED:

- What is the name of the alliance?
- Are we ready to hire the backbone staff? Hiring teams?
- OK executive group within steering committee

OUTCOME:

- Chittenden County Opiate Alliance
- Almost; Heidi G. and Charlie Baker to follow-up w/ Brian Lowe, Chief del Pozo
- Yes; Dr. Chen, Martha Maksym, someone from UVMCC, and the City/police

MEETING AGENDA

Agenda Item	Discussion	Next Steps
Review list of data leads (page 4)	We made some adjustments/additions on the spot; this led to a discussion about data governance and the known challenges facing data sharing. All agreed this was a necessary first step but there is need for a data governance conversation that includes partners' legal department input.	<ul style="list-style-type: none"> • All: send any final adjustments to Heidi by March 25. Heidi will prepare some background overview material for the data leads to prime the governance conversation • AHS will prepare to share its progress on integrated eligibility and info system change
Finalize SC membership; member raised an issue whether a legislator should be on the SC (page 3)	Discussed the value of having policy makers bought in from the beginning if we expect policy ramifications; also that it may be too early. Discussed the potential to include the judiciary. All agreed that Judge Grearson should be invited.	<ul style="list-style-type: none"> • All: send names of possible House and Senate legislators to Heidi G. • Harry will invite Judge Brian Grearson to join the Steering Committee

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<p>Finalize name of initiative/alliance; begin discussing how SC members are communicating about this work (page 1)</p>	<p>All agreed that Chittenden County Opiate Alliance was an appropriate and straightforward name for this collaborative.</p> <p>We discussed the size of the SC and, as proposed by Dr. Chen, agreed that a group of 4-5 members representing VDH, United Way, the City/BPD, and UVMMC will convene as an executive steering committee.</p>	<ul style="list-style-type: none"> • All: please consistently refer to this work as Chittenden County Opiate Alliance to build public and partner awareness • Heidi & Harry will convene the small steering committee group by March 31 • Martha will draft 1-pager of talking points
<p>Discuss draft backbone position description, answer questions (page 12)</p>	<p>In discussing the draft project director position description, all agreed to add project management certification (or the ability to demonstrate this skill) as a preferred skill.</p> <p>In discussing the draft data analyst position prepared by the City/BPD, many members raised questions about data ownership and reporting structure. This discussion reinforced the need to clarify data governance plans and the day-to-day vision for each position.</p>	<ul style="list-style-type: none"> • Small SC will finalize the reporting structure, time allocation for both positions • Post both positions in March/early April • With the guidance of the small SC, Heidi will convene the hiring teams
<p>Discuss draft Action Team charters (pages 5-11)</p>	<p>Most charters are in draft form and require additional input to be finalized.</p> <p>We discussed the two pronged vision for the Workforce Action Team and identified several potential members (Christine Johnson, AHS; Michael Casarico; Chamber of Commerce member).</p>	<ul style="list-style-type: none"> • Heidi will convene co-chairs of Action Teams to provide orientation • Charlie & Martha will initiate process to bring in Collective Impact consultant to provide training and technical assistance to Action Teams • Hal & Tom will connect with their staff and update Heidi as appropriate.
<p>Begin to discuss process for Action teams to raise system issues to the SC (page 2)</p>	<p>This related to Action Team chairs and is a key item to address with the Collective Impact consultant and the small SC.</p>	
<p>Other Business</p>	<p>Diane Derby encouraged the Alliance to prepare to present at a future Governor's Opiate Cabinet</p> <p>We discussed the value of having materials in advance.</p>	<ul style="list-style-type: none"> • Reminder: April 4th Opiate Summit – registration ends today (3/18) • Heidi will develop a protocol for sharing materials & updates within and outside SC