

The Workforce Development Action Team will assess the current workforce capacity of all relevant agencies to identify the gaps, overlaps and barriers in providing and supporting substance abuse prevention, treatment services and recovery. This Action Team will not only assess, but, will also offer immediate, mid-term and long-term recommendations and strategies to increase partner organizations' staff capacity.

Topics	Notes	Time	Action Steps
Opening	<ul style="list-style-type: none"> • Introductions- share one <i>highlight</i> that happened at work this week • Designate a Time Keeper • Designate a Note Taker • Sign-in Sheet-add telephone # please 	15 mins	Nicole will be the note taker this week.
CCOA Updates	<ul style="list-style-type: none"> • CCOA Action Teams Update • GE Delta Dental Grant- ideas needed • Collective Impact Conference- handout 	5 mins	
Ideas Generated	<ul style="list-style-type: none"> • Review our meeting notes from last time we met- Two areas that rose to the top- loan forgiveness and pay increase • Do any teams need to report out-something we missed last time and need more time • How do we make decisions 	60 mins	
Quick Win Strategy	<ul style="list-style-type: none"> • Answer the 7 questions: <ul style="list-style-type: none"> ✓ What do we want? ✓ What will it look like? ✓ How could we measure it? ✓ What are we doing right now? ✓ Who has a role to play? ✓ What works? What would it take to do better? ✓ What do we do now? • Next steps 	30 mins	
Wrap-up, Key Action Steps	<ul style="list-style-type: none"> • Next meeting dates: Jan 25, 2017, 110 Cherry Street, Voc Rehab • Each person share one key take-away 	10 mins	