

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- If you had one free hour each day, how would you use it? • Designate a Time Keeper and a Note Taker 	10 mins Cathy	
Discussion and Action	How are going to make group decisions?	10 mins Dana	
November Action Steps	<ul style="list-style-type: none"> • Review our Action Steps from our November meeting: <ol style="list-style-type: none"> 1. Loan forgiveness 2. College course offerings • What was accomplished and what is left to do 	25 mins Cathy	
Next Steps	<ul style="list-style-type: none"> • Develop a proposal including these answers: <ul style="list-style-type: none"> ✓ What do we want? ✓ What will it look like? ✓ What would it take to do it better? ✓ How could we measure it? ✓ What are we doing right now? ✓ Who has a role to play? ✓ What do we do now? 	60 mins Nicole	
CCOA Updates	Will share via meeting notes	Cathy	
Wrap-up, Key Action Steps	<ul style="list-style-type: none"> • Next meeting dates: Feb 22, 2017, Lund, 50 Joy Drive South Burlington, VT • Each person share one key take-away 	15 mins Dana	