

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
<b>Opening</b>	<ul style="list-style-type: none"> <li>• What's exciting; What's a challenge</li> <li>• Designate a Time Keeper and a Note Taker</li> </ul>	15 mins Cathy	
<b>Action Steps</b>	<p>Report out on Action Steps from March meeting:</p> <ul style="list-style-type: none"> <li>• <u>Nicole</u>- work with Cathy and Dana on the WD Charter</li> <li>• <u>Rachel</u>- write up all the acronyms &amp; share with group</li> <li>• <u>Tarah</u>- book room and talk with Barbara R</li> <li>• <u>Diane</u>- work with Annamarie and Patti and meet with OPR, share list of college course offerings</li> <li>• <u>Ryan</u>- ATTC- SA treatment providers/LADC</li> <li>• <u>Kirsten</u>-close the loop on the conversations she started with AHEC, etc.</li> <li>• <u>Dana</u>- continue on the WD Summit Team and meet with Colin about licensure and VAATP</li> <li>• <u>Kate</u>- review the CCOA website and support the discussion with OPR</li> <li>• <u>Curt</u>- talk with Pam and see if he can be the conduit for her as she is unable to come to the meetings</li> <li>• <u>Michael</u>- type up notes</li> <li>• <u>Cathy</u>- send out notes, reach out to Barbara and Heidi about AHEC</li> <li>• <u>Bill</u>- reach out to OPR and NAADC</li> </ul>	40 minutes Cathy	

<b>WD Charter</b>	Review Workplan/Charter: <ul style="list-style-type: none"> <li>• Aim</li> <li>• Problem Identified</li> <li>• Strategies</li> <li>• Action Plan</li> <li>• Outcomes</li> <li>• What's Missing</li> </ul>	25 mins Nicole	
<b>Wrap-up, Key Action Steps</b>	<ul style="list-style-type: none"> <li>• Find a new meeting day b/c of school break- Wed, April 26, 2017 – Lund, 50 Joy Drive, S Burlington</li> <li>• Dana's letter to the OPR- what do we as a Team- add to the agenda for next meeting?</li> <li>• Each person share one key action step</li> </ul>	15 mins Nicole	
<b>Narcan Training</b>	Safe Recovery Narcan Administration Training	25 mins Grace	
<b>CCOA Updates</b>	<ul style="list-style-type: none"> <li>• WD State Summit</li> <li>• Exec and Steering Committee Meetings</li> <li>• Other CCOA Action Teams</li> <li>• Community Engagement Update</li> </ul>	15 mins Cathy	Will share in the meeting notes