

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	Discussion	Action Steps
Opening	One thing you learned from your action steps between meetings	<p><u>Nicole</u>- learned that at VABIR b/c of all the strategies they are a tight/well working group</p> <p><u>Patti</u>- FQHC's</p> <p><u>Michael</u>-volunteering 2x in a row-noble but not good at taking notes</p> <p><u>Tarah</u>- the State is so interested and that is a state-wide issue; losing staff person b/c her work hours do not align</p> <p><u>Bill</u>- H.133 is moving on- raising pay for mental health clinicians-D.A.'s</p> <p><u>Kirsten</u>- like having someone overseeing the whole picture</p> <p><u>Christine</u>- not just pay - very deep</p>
Data Discussion	How do we measure our success?	<ul style="list-style-type: none"> • Reviewed CCOA Scorecard- live on the website • Identify metrics that we want to track to determine how we are doing toward our goals: <ul style="list-style-type: none"> ★ Turnover/Retention ★ Vacancy rates ★ Time to fill ★ Unemployment rate • Who are the other org's we want to work with to develop a complete data set • Longitudinal data- back to 2013 • Track it uniformly across agencies • Net Promoter Score- would you recommend someone to work at this agency? • UVMHC/Blueprint Spokes, Howard Center, CHCB-Sam to talk to Naya and Cathy and Sam to talk with UVM MC to see if they are on board

WD Summit	Sharing- Lessons Learned	<ul style="list-style-type: none"> • There were 3 panels: higher education/OPR; government; students and agencies • CCOA meeting with the State to decide what they are doing and what are doing and make sure we are not duplicating • When switched from ADAP to OPR regulations became more complicated/cumbersome • Dana suggested that the Higher Ed group of WD group- works on this outside of the WD group and they report back to the CCOA; they will work with State; 4 months to develop action plan
Group Work	<p>Groups get back to get together and work where they left off- Take the work you did in between meetings & how does that translate into us accomplishing our overall goal- attract and retain workforce</p> <p>Report out on Action Steps from March meeting:</p> <ul style="list-style-type: none"> • <u>Nicole</u>- Best employment practices at VABIR • <u>Rachel</u>- Turnover rate at VR and VABIR; acronym paper edited • <u>Kirsten</u>- next steps with AHEC- what questions do we want to ask Liz Cote and when should she come to a meeting • <u>Dana</u>- continue on the WD Summit Team and meet with Colin about licensure and VAATP- report out • <u>Kate</u>- look for CCV “why do you stay” paper • <u>Michael</u>- type up notes • <u>Cathy</u>- send out notes • <u>Bill</u>- talk with Peter Espenshade about H293; collect UVMMC survey results • <u>Annamarie</u>- Set a date with OPR for April, retention survey • <u>Patti</u>- research FQHC’s, loan repayment program, military loan program 	<ul style="list-style-type: none"> • Last meeting we broke out into 2 focus areas: loan forgiveness and pay parity; knowing that there is a group currently working on OPR regulations. We did not review action step homework as we readjusted our discussion based on the State’s work. • We should have representation on the State WD Committee and reps should work in conjunction with the State to be more effective and not duplicate; and report out to the CCOA WD Action Team • This group just focuses on Chittenden County so what can we do at this level. So we brainstormed ideas on things we can refocus our work on and we will all vote on to work on together next time we meet: <ol style="list-style-type: none"> 1. Hiring people in recovery 2. Be a resource for organizations- staff retention (Kate’s articles and Christine’s) 3. Increase trainings 4. Complexities of “renewing” license- OPR 5. Needs assessment in Chittenden County versus the State- it will help focus our work; help us advocate; germane to Chitt Cty; needs to be addressed 6. Outreach to students and professionals- increase public awareness
CCOA Update	<ul style="list-style-type: none"> • Action Teams • May 16th- hold the entire day and take off May 15th, 4-8pm 	
Wrap-up	<ul style="list-style-type: none"> • Next meeting date- Wed, May 24, 2017- CCV-address 	
Narcan Training	Safe Recovery Narcan Administration Training	4-4:30pm- Thanks Grace!

Attended	First Name	Last Name	Organization	Title
Yes	Patti	Aldredge	Champlain College	Social Work Program Director
Yes	Michael	Casarico	Burlington Labs	
Absent	Anna Marie	Cioffari	SNHU	Director, SNHU Graduate Program in Clinical Mental Health Counseling (PCMH)
Yes	Nicole (co-chair)	Clements	Vocational Rehabilitation	Business Account Manager, Creative Workforce Solutions
Yes	Kirsten	Grieshbar	Howard Center	Manager of Talent Strategy
Yes	Bill	Keithcart	Day One Program, UVM Medical Center	Director of Medication Assisted Treatment Programs
Absent	Ryan	Lane	ADAP	MS LADC- Regional Partnership Program Coordinator
Absent	Katherine	Maynard	CCV	Coordinator of Academic Services
Yes	Dana (co-chair)	Poverman	Howard Center	Director of Medication Assisted Treatment Programs
Yes	Curtis	Randall	MAT LADC	UVMMC
Yes	Christine	Sheldon	VDOL	
Absent	Rachel	St. Hilaire	Employment Consultant	VABIR
Yes	Tarah	Woolgar	Lund	Regional Partnership Program Coordinator - Substance Abuse Supervisor at Lund Family Center