

EXECUTIVE COMMITTEE ATTENDANCE

Partner	Primary member	
City of Burlington	✓ Brian Lowe	<i>Chief of Staff</i>
City of Burlington Police Department	Brandon del Pozo	<i>Chief of Police</i>
Howard Center	Bob Bick	<i>Executive Director</i>
United Way, NW VT	✓ Amy Carmola	<i>Director of Community Impact</i>
UVM Medical Center	✓ Eileen Whalen	<i>President & Chief Operating Officer</i>
VT Department of Health	✓ Harry Chen	<i>Commissioner</i>
CCRPC	✓ Charlie Baker	<i>Executive Director</i>
UVM Medical Center	Stephen Leffler	<i>Chief Medical Officer</i>
CCOA	✓ Sam Francis-Fath	<i>Data Manager</i>

MEETING NOTES

Topic	Discussion	Notes/Action Steps
CCOA Structure and Role Expectations	<ul style="list-style-type: none"> ▪ CCOA Structure ▪ Next Steps 	<p>We spent a good amount of time discussing an idea to add a new layer to the CCOA – an Operations Committee- to try and get some more accountability and engagement at the Action Team level. It was decided that the Executive Committee needs to be more involved, engaged and provide some support to Action Teams. Each Action Team was asked to share their latest workplan/charter so we can review at our next Exec Committee meeting. We also discussed Exec Committee members attending Action Team meetings so they can see first-hand how they operate and what they are currently working on. See separate Organizational Chart.</p> <ul style="list-style-type: none"> • <u>Prevention Action Team</u> Friday, March 10th, 8:30-10am, VDH, 108 Cherry St, Friday, April 7th, 8:30-10am, Burl Police Department, 1 North Ave, Burlington • <u>Treatment Access and Recovery Supports</u> Friday, March 17th, 8:30-10:30am, Turning Point Center, 191 Bank St, Burlington Friday, April 21st, 8:30-10:30am, Turning Point Center, 191 Bank St, Burlington • <u>Workforce Development</u> Wed, March 22nd, 2:30-4:30pm, Howard Center, 208 Flynn Ave, Burlington Wed, April 26th, 2:30-4:30pm, Lund, 50 Joy Drive, South Burlington • <u>CommStat</u> Thursday, March 30, 8:30-10:30am, Contois Auditorium, City Hall

Budget- FY 17 & 18	<ul style="list-style-type: none"> ▪ Review Budget and Projected Expenses ▪ Approve FY17 Budget 	<p>Budget was approved. See separate FY17 and FY18 budget.</p>
Adding a Project Assistant (.5 FTE)	<ul style="list-style-type: none"> ▪ Review Job Description ▪ Expected Costs 	<p>Adding a part-time Administrative and Communications Coordinator was approved.</p>
Community Engagement Kick-off Details	<ul style="list-style-type: none"> ▪ Date- Mon, May 15th & Tues May 16th Details (location, sponsor, importance) ▪ Review Drafts: <ul style="list-style-type: none"> ✓ Invitation letter- the 4 “signers” ✓ CCOA marketing materials ✓ Meeting agenda 	<p>We did not have time to review all the documents about the event. See separate May event documents.</p>
Discussion	<p>Top 100 Partner List Exercise- Additions/Brainstorm</p>	<p>All agreed, in between meetings, to provide Cathy with a list of at least 5 people from the business, lived experience, non-profit and government sectors, that each person knows/ recommends as someone who cares about the opioid issue and has the power and willingness to help create change.</p>
Closing	<p>Next Steps</p>	<p>Cathy will:</p> <ul style="list-style-type: none"> • Work with Forest from CCRPC to finalize the budget based on recommendations. • Advertise for the Admin/Marketing Coordinator position. • Send out the information needed for Exec Team members to share their ideas for the May event invitees. • Work with the Action Teams to update their charters/workplans. • Share Action Team meeting dates for March and April for potentially visits by Exec Committee members <p>Exec Team will: Send Cathy a list of invitees from 4 sectors- business, government, non-profit and lived experience that they think would be good to invite to the May Community Engagement Kick-off event</p>