



**Executive Committee Meeting
MINUTES
November 14, 2018
EHS, Room #104, 5:15-6:45 pm**



Topic/ Goal/ Strategies	Description/Action	Next Steps
<p>Welcome and Minutes Review</p>	<p><i>Present:</i> Laurie Loisel, Stephen Linsky, Cherry Sullivan, Albie Park, Ruth Ever, Corinne Briggs <i>Regrets:</i> Rick Rogalski, Tammy Kaleta, Julie Anne Levin, Shannon Hicks, Kendra Kuhn, Sue Welson, Kim O’Leary, Lois Levin <i>Minutes:</i> Corinne Briggs</p> <ol style="list-style-type: none"> 1. Gail Gramarossa from the Collaborative for Educational Services was invited to attend this meeting to offer her expertise on DFC grant submissions. 2. The October Executive Committee minutes will be reviewed and approved at the December meeting. 3. Volunteer logs were distributed and completed by EC members. 	<p>All: Oct. minutes will be voted on at Dec. meeting</p>
<p>Building Capacity & Preventing Underage Use</p>	<ol style="list-style-type: none"> 1. DFC GRANT SUMMARY REPORT <ol style="list-style-type: none"> a. Overall score <ol style="list-style-type: none"> i. The Coalition received an overall score of 84/100. Typically, a Coalition must receive a score in the mid-90s to be considered for DFC grant funding. ii. Although we received an “outstanding” rating in two areas (A.1: Coalition History & Coalition Sector Member Involvement; A.3: 12-Month Coalition Action Plan) we still lost 2-3 points in both these sections. b. Areas for improvement <ol style="list-style-type: none"> i. The feedback from the reviewers is clear and helpful. ii. When we resubmit the grant application in March, we will need to be more explicit in some areas and use key words they seem to be looking for. Everything outlined in the grant needs to connect to our action plan. iii. We need to more clearly articulate that we have helped to prevent major problems because of our good work, with youth opioid use for example, but we are still making a difference and we do still need our funding to continue as our state, city and schools are continually changing and presenting new challenges (legalization of marijuana, youth vaping and e-cigarettes use, etc.) This was stated in the grant, but we need to frame it differently and bring in new data. c. Next steps 	<p>Ruth/Cherry/Laurie: Prioritize other data collection methods</p>

	<ul style="list-style-type: none"> i. We can begin working on our submission now, but the grant application itself will come out at the end of January. ii. Being mindful of space limitations on the grant application, perhaps additional data tables can be added to explain the narrative. iii. We need to remember peer reviewers are evaluating the DFC grant submissions, so we should break down the data and other information. It is best to assume the reviewer does not know terminology and acronyms. It is also important to give descriptions for any charts, explain perceptions when looking at data, etc. <p>d. Suggestions for sections receiving rating of “Acceptable”</p> <p>Section A.2: Statement of the Problem</p> <ul style="list-style-type: none"> 1. Additional information/data we have and can easily include in Section A.2: <ul style="list-style-type: none"> a. SFP10-14 retrospective Caregiver and youth qualitative data collected by survey on the last day of the session. b. Cherry can likely provide ER data by March, we would just need to use a placeholder for now. If we are unable to get ER data, perhaps we can get a different quote from a nurse at CDH. 2. Other data collection worth pursuing for Section A.2: <ul style="list-style-type: none"> a. Hampshire HOPE has received a grant to create a regional opioid database for 16-24 year olds. Hampshire Hope may not have this data by March, but we can check back on this. b. The drug court in Holyoke may be able to provide us with data for Easthampton (number of people from Easthampton/percentage of which are parenting) c. Easthampton youth who are in diversion programs (number of people from Easthampton/percentage of which are parenting) d. The number of foster care placements by contacting the Greenfield office. e. The number of youth seeking mental health counseling. Jordana Willers is connected to treatment centers for Easthampton youth: BHN, CHD, CSO, Service Net, River Valley Counseling. f. Kristal Cleaver may be able to provide us with ACEs scores. g. SBIRT rates: the number of youth initially screened compared to the number of youth referred out. Talk to local pediatricians. h. Consider adding comparison data in chart form (not just including it in the narrative). This will most likely highlight recent spikes in e-cigarette use. i. We need to give more specific information on alcohol j. If our partners are not forthcoming with their data (or do not have relevant data), perhaps we can look at transitional data (18-24 year olds) as it relates to motor vehicle stops/accidents, ER visits, etc. We would need to be clear that this not the population we directly serve. If we condense the adult data, we may be able to show the social environment and that what is being modeled for our youth is of concern. By lowering adult/community rates, our youth rates may also lower. We should also look at subsets (ie. mental health) and see if what we are hearing from the professionals aligns with what we see on the PNAs data. 3. Other suggested amendments to section A.2. <ul style="list-style-type: none"> a. Conduct Key Informant Interviews <ul style="list-style-type: none"> i. Include the name and title of the participant ii. We should consider contacting participants from any House Parties that are hosted 	<p>Laurie: Connect Ruth with Liz from NWDA (diversion programs)</p> <p>Cherry: Look at ER data and regional opioid database & make an introduction for foster care data</p> <p>Ruth: Form subcommittee</p>
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- iii. We should reach out to some recent EHS graduates who can speak to what they saw/experienced as a student
- b. Run a Focus Group
 - i. Should be Executive Committee driven
 - ii. Hampshire HOPE may be able to lend us a UMass student intern to help conduct the interviews

Section A.5 Youth Engagement in the DFC Grant

- 1. We need to talk more about how we are still developing the role youth play in the Coalition.
- 2. Hampshire HOPE has received a county-wide OJJDP grant that will be piloted in a number of towns (Easthampton could be one of these sites) that focuses on “youth mapping” which is a youth driven project/prevention tool. It provides an opportunity to engage youth with an empowerment model. Youth Catalytics will provide ideas and guidelines as to how to get youth interested, who to approach and how to retain youth. The first meeting is expected to be in December.
- 3. Community Action/SPIFFY has done youth recruitment for the Coalition with the quarterly youth summits. We need to look at how youth are reporting back to the Coalition and explicitly link this recruitment/engagement to the Coalition. We should show how this reflects our action plan and how youth are taking the lead on part of our action plan.
- 4. There are a number of groups at EHS where we may show a connection to the Coalition (SADD, Student Advisory Group, etc.)
- 5. We should include how we recruit students for “Parents Who Host, Lose The Most” pizza box stickers (SADD Jr.), the relationships the Coalition has formed with teachers to help with recruitment, how we call upon youth to recruit to the SFP10-14 program and how we engage youth in healthier lifestyles. Relationships with our youth population are being established through our programming.

2. Updated budget

- a. The modified budget will be reviewed at the December meeting.

3. UPDATES

a. House Parties

- i. Kim and Albie have been planning the first Coalition House Party which will likely take place the first week of December at Kim’s house with 5-10 parents/guardians. Coalition staff will not attend the first party, but will provide a sign-in sheet and resources.
- ii. The format of the party is unknown at this point, but this will be flushed out during this party. Each party will likely require some flexibility in the best format, but a standard approach will be helpful. The goal is to build relationships while also getting community feedback on issues of importance to parents and others.
- iii. The hope is that additional house parties will stem from this initial party with one or more of Kim’s guests scheduling a party of their own.
 - 1. We can look at other places parents/caregivers congregate and encourage casual conversations about youth drug-use and other related concerns in our community.

to create 4-5 questions and strategize more about Key Informant Interviews & Focus Groups

Cherry:
Follow-up with EC on OJJDP grant

All: we need to invest time in youth development

	<p>iv. We can use the House Parties as our focus groups and/or approach these parents/caregivers to see if they would be interested in participating in key informant interviews.</p> <ol style="list-style-type: none"> 1. Focus groups are currently written into our budget 2. The Coalition should use the key informant interviews as a way to further connect to our community partners 3. Gail shared that in one nearby community, a Coalition has partnered with the local football team/announcer to open the floor to conversations about local youth drug use. The announcer will ask all attendees at a game a multiple choice question and patrons will stand up to show their answer. This has helped enlighten the community about social norm issues. <p>v. House Parties are a great opportunity for additional parent engagement and perhaps even the formation of a Parenting Committee.</p> <ol style="list-style-type: none"> 1. This also may present an opportunity for SFP10-14 recruitment. <p>b. The next session SFP10-14 is November 28-January 16 (skip 12/26) **Note this session has been postponed one week and will now run December 5 – January 23**</p> <ol style="list-style-type: none"> i. Fliers were distributed and EC members were asked to help with recruitment <p>c. The Easthampton Planning Board is meeting to discuss a proposed marijuana retail shop off Northampton Street: December 4 at 6pm at Payson</p>	<p>Staff: Provide materials for house parties</p>
<p>Next meetings</p>	<p>**Meeting time and location change for December and January due to an overlap with the next cohort of SFP10-14**</p> <ul style="list-style-type: none"> • Wednesday, Dec. 12 at 5pm in Guidance area at <u>White Brook Middle School</u> • Wednesday, Jan. 9 at 5pm in Guidance area at <u>White Brook Middle School</u> <p>**[note: current proposal is to skip Dec. 12 meeting and focus on subcommittee/data collection work]**</p>	<p>All: update calendars with new time and location</p>