

HLV Steering Team Agenda
21 November, 2019 11:00-12:30

Location: Laraway Youth and Family Services, Morrisville Location (by CCV)

Mission: HLV is a coalition of community organizations and individuals working collaboratively to reduce youth substance misuse and encourage youth to make substance free healthy choices. Ongoing Focus: ACEs as a risk factor for substance abuse.

Present:	Catherine, Jessica, Em, Michelle, Suzanne, Amy, Kelly, Daniel, Brian, Dave, Floyd
Welcome	Welcome Amy and Dave, and introductions from all
Approve Reallocation Request	Jessica made a reallocation request to take the FY19 pass forward funds for the <i>Primer for Prevention</i> update, approx.. \$5,000, and shift it into regular staffing. The update of the Primer is delayed because we're waiting for data from the next YRBS. Formal Motion: Dave. Second Motion: Daniel. Unanimous approval by voting members present.
DFC Grant	<p>Review of DFC and timeline. HLV has received a DFC grant, Jessica will be the Program Manager and Em will be the Project Coordinator. We'll also be hiring a 30hr/week Youth Coordinator. Jessica is working on a job description and will need feedback on it, LFC salary schedule will apply. Jessica asking for 1-2 volunteers for reviewing applications and interviewing, one youth will also be involved. Michelle, Floyd, and Kelley volunteer to be on the hiring committee.</p> <p>Going forward there will be DFC trainings: a webinar series for core staff, and 3 one week trainings with the Coalition Academy. Jessica will attend all three weeks, need one more person to sign up, could be one person each week. Dates TBA at this point. Suzanne volunteered to do a week if needed. Jessica will keep us posted on further details and registration. Suzanne: new requirements, like capacity issues, always come up at these trainings, just bring items like these to the Steering Team and we'll problem-solve it.</p>
Coalition Meeting Planning	We'll use the next Steering Team meeting on 12/19/19 as an opportunity to invite the community and because of the tight schedule that everyone has in December. Michelle will do a data presentation on why we choose Alcohol and Marijuana for the DFC grant. Brian (HLV intern) will present on youth work, then we'll talk about what DFC means to the community.
CADCA Youth Attendance	We have funds for 4 youth and 2 adults to attend the CADCA conference. Jessica brought this opportunity to the Youth Council. All four council members were interested and submitted essays. Jessica asked the Steering Team to review and provide development feedback for them, pick out 1-2 things to comment on for each. Brian will compile feedback.
One Pager Update	Em presents draft update of the HLV One Pager, following up on last month's meeting discussion over the need for a data story. Discussion among group over possible improvements in telling the story, a small graphic, making the data points read in a similar way, comparing Lamoille County to State or State to U.S. Discussion over making it clearer who we are, could say "We are the prevention arms of the Lamoille Family Center working to reduce and prevent youth substance use." Michelle will work on drafting a contextual paragraph to accompany the data.
Youth Involvement	Brian is working on how to use social media with youth - positive vs. scare tactics. We also have youth on the Council who are working with Elisa Clancy on the Council's new logo.
Marijuana Forum	Update: March/April Marijuana Forum – Catherine and Michelle reviewed possible speakers, looking into bringing in Brad Roberts. He'll have to frame his presentation with

	<p>local data. Just need to schedule and look at dates to avoid, such as National Coalition Academy -TBA and school break April 13-17. Also have something for medical providers and 1-2 community/parent evenings depending on his availability. Discussion about logistics of offering credit to medical providers which would increase attendance.</p>
<p>Board Development CADCA Capacity Primer Discussion</p>	<p>Discussion led by Catherine, following last month's homework. Read Chapters 2 and 3 and be prepared to discuss:</p> <ol style="list-style-type: none"> 1. Where do you see your value to the Steering Team? 2. Is there a sector of the community that you represent well? 3. Is there a sector missing from our Steering Team membership and do you know of someone we could consider recruiting? <p><u>Steering Team members say what their sector is and answer question one</u> Catherine: represents Parent sector, involved in schools but mostly as a parent. Michelle: represents State Agency sector, valuable for best practices. Amy: Youth Serving Org sector? Brings early childhood expertise. Floyd: Youth Serving Org sector, has deep contacts with legislators. Daniel: Other Orgs Involved in Substance Use sector, tries to articulate how prevention and recovery fit together. Dave: Youth Serving Org sector, brings local reputation and outreach, particularly with youth-serving organizations. Kelly: School sector, working in schools and a parent, always aware of inclusive language.</p> <p>Discussion around what sectors need to be added to the Steering Team. Media would be an asset, we could also add that sector in through the Media Workgroup that's going to be formed as a Steering Team subcommittee. Jessica suggests volunteer Steve Roberts, retired ad person, is going to be meeting with him soon. What about law enforcement? Technically we have an SRO on the team already (Katie Palmer) but the meeting time has been impossible for her so far. Really need law enforcement and medical community. Jessica and Daniel both know doctors who are interested. Need to consider cultural considerations as well, reflect the community we serve, bring diverse backgrounds and viewpoints. If we met at a better time for school staff, we might be able to bring in principals or school counselors. We have two SAPs whose names have come up, but the meeting time wouldn't work for them (Jess Dambauch, Diane Lepiko).</p> <p>Next steps: Steering Team members should identify a gap and recommend somebody, a member with a connection to that person should onboard them. Need to choose people who are on the same page with us.</p>
<p>Changing meeting time</p>	<p>Difficult to get school staff and students to attend Steering Team meetings because of the time of day. Discussion and agreement to meet on the third Wednesday starting in January, 3:00pm in the Laraway Conference Room, with the Capstone meeting room as a backup location.</p>
<p>Kim Friedman</p>	<p>Consultant Kim Friedman will begin working with us on strategic planning in January, this covers strategic planning for RPP and DFC grants. Two processes: 1. Steering Team development work, group norms, 2. Strategic Plan. Discussion over how to handle the two processes.</p>