

## MINUTE RECORD

<b>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)</b>	
WORKGROUP NAME:	SPF/SIG Advisory Committee (SAC)
DATE:	January 18, 2008
TIME:	11:00 a.m. – 3:00 p.m.
LOCATION:	State Of Michigan General Office Building 7150 Harris Dr. Dimondale, MI 48821
CO-LEADER(S):	Larry P. Scott, Project Director Donald L. Allen, ODCP Director – SPF/SIG Chairman
GUEST SPEAKER	David Currey, PIRE Lead Evaluator
RECORDER:	Carolyn Foxall, Project Coordinator

### INTENDED MEETING OUTCOME

1. Administrative and workgroup reporting
2. SPF/SIG Learning Community – Part III: SPF/SIG Implementation at the Community Level

### KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)

The SAC convened for its regular monthly meeting on Friday, January 18, 2007. Larry Scott, Project Director, welcomed the participants.

#### **Administrative Activities:**

- Larry Scott reminded CAs that unless they had received a written extension, deliverables were technically due by August 31, 2007. If extensions are needed, a written request is required.
- In response to questions regarding turn-around between submission of deliverables and ODCP responses, he stated that the goal was 30 days. He also acknowledged that there have been several adjustments due to delayed submissions, state reviews and required terms and conditions revisions. Every effort is being made to keep the process on track.
- One CA noted that their Phase II Implementation Plan would be slightly delayed due to a desire to get greater community buy-in. Such concerns should be noted in Implementation Status Reports. [Note: Implementation Plans are officially due January 30, 2008, or within 30 days of approval of deliverables.]
- Per Scott's request, a Michigan Department of Education (MDE) representative will provide a 15 minute update on the Michigan Profile for Healthy Youth Survey (MiPHY) at the start of the February 15<sup>th</sup>, Evaluation Learning Community.

SAC minutes were silently reviewed and unanimously approved as recorded. [Motion Dana Gire; Second Bob Higgins]

#### **Workgroup Reports were given as follows:**

##### **State Epidemiological Workgroup (SEW) [Reported by Kori White-Bissot]:**

The larger SEW did not convene during January, however, a designated Core Team met to discuss an outline of what to include in a data matrix. They will continue to meet and expect to have an initial product for SAC consideration during March 2008.

##### **Inter-Governmental Workgroup (IG) [Reported by Bob Higgins]:**

Higgins reported that the IG met with Marguerite Grabarek, Associate Evaluator for PIRE, to review a draft of the Environmental Scan (ES). There will be a trial use of the interview protocol with a designated State

agency prior to submitting the document to the SAC. Following the interview, the IG will meet via conference call to debrief, revise and accept the document. Depending on the results of the mock interview, the IG expects to have an initial product for SAC consideration during February or March.

**Coalition Workgroup (CW) [Reported by Ann Comiskey]:**

How to inform and/or merge the state process with coalition infrastructure goals (Developing an Action Plan) will be the focus of the January 23, 2008 CW conference call meeting. A minute submission will be electronically forwarded to all workgroups.

**Childhood and Underage Drinking (CUAD) [Chairperson, Dianne Perukel]:**

The CUAD met on January 15, 2008. A written report will be offered for approval during the February 15, 2008 SAC meeting. A meeting calendar was electronically distributed during January 2008 and accompanies these minutes

Following administrative and workgroup reporting, the meeting transitioned into a Learning Community (L.C.). Tracy Johnson, Project Director for CSAP's Central CAPT, introduced Tasha Wilkerson, Illinois CAPT Associate and Albert Gaye, Indiana CAPT Associate as co-facilitators of the L.C. Ms. Wilkerson has worked extensively with prevention and strategic models and Mr. Gaye has been very involved with the national Substance Abuse Prevention Specialist Training (SAPST), Illinois' statewide "Afternoons Rock" after-school initiative, and training on the implementation of model curriculums. He noted that Implementation III was a continuation of a training series developed by Carol Oliver, Northeast CAPT and previously presented by herself and Lisa Miller, Central CAPT Associate. The learning objective for the day was to use a series to determine where communities are in the process and to allow experiential peer-learning. The format of the L.C. was a method called "open-space" technology allowing participants to "bumble bee" (contribute to an issue and move on) or "butter fly" (contribute and stay with a group for in-depth discussion). The expectation was that learning would be fluid and appropriate to a participant's current interest or level of activity. The workshop included:

- Review of the Implementation process from CSAP (Carol Oliver previous presentation)
- Breakout into 3 groups to consider questions previously submitted by CAs. The goal was that the questions inform the implementation process for the SPF/SIG and that participants would join groups at similar stages of readiness. Questions considered were:
  - Are you able to relate to the causal factors or intervening variables in the logic model?
  - Have you identified the intervening variables in your region?
  - Can you describe in six steps your logic model process and where you are in the process?
  - Have you or will you use data to assess the risk factors in your area? If not how are you substantiating the problem?
  - What strategies have you selected to impact the intervening variables and why?
  - What challenges can you identify, if any, for implementing the strategies?
  - List up to three areas of training or technical assistance that you would like the state to provide.

This peer-help analysis was followed by a year-to-date summary of "lessons learned". A compilation of comments from the 3 groups will be aggregated by Central CAPT and distributed to the field via ODCP.

Post session comments were that the "open-space" format was a positive learning experience. Foxall was asked to send clarification regarding whether administration amounts in the FY 08 allocations were in addition to or included in SPF/SIG awards. CAs also asked for a recapping of stratification levels for

allocations. Both requests will be addressed prior to the February 15<sup>th</sup>, L.C.

Closing Comments were given by Project Director, Larry Scott. The next SAC meetings are scheduled for February 15, 2008. The day will uniquely cater to two somewhat exclusive audiences in **two separate timeframes** as follows:

1. **9:00 – 10:50 a.m.** will be a Leadership Team Meeting for all workgroup chairpersons and/or their designees only. It's purpose will be to allow leaders to discuss SPF project status, current workgroup activities, future priorities and ways they might collaborate on overlapping issues. Don Allen, ODCP Director, and Felix Sharpe, ODCP Prevention Administrator, are expected to be present for this meeting.
2. **11:00 a.m. – 3:00 p.m.** will be an Evaluation Learning Community specifically for CAs and /or their designees, who will be responsible for inputting SPF/SIG data. SAC members and workgroup chairs are invited to observe this training to help them better understand the process, however, it is not open to everyone like a typical Learning Community. PIRE Co-Lead Evaluator, Alan Stein-Seroussi and Associate Evaluator, Marguerite Grabarek will facilitate the training. We have attached PIRE's preliminary agenda for reference.

The respective meetings will convene at the Michigan General Office Building (GOB), 7150 Harris Drive, Dimondale, MI 48821. Questions may be directed to Carolyn Foxall, SPF/SIG Project Coordinator at [foxallc@michigan.gov](mailto:foxallc@michigan.gov). The regular meeting format will resume during March.2008. Please watch for a March meeting announcement.

There being no further business, the meeting was adjourned.

<b>ACTION</b>			
<p>■ THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.</p>			
ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
N/A			
<b>WORKGROUP OVERLAP</b>			
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL EFFECT ANY OTHER WORKGROUP OR CLUSTER.</p>			
<p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p>			
<p>■ RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>			
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP	
N/A			

**RESEARCH & TECHNICAL ASSISTANCE REQUESTS**

- PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE “NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS.” THE ACTION ITEM WOULD BE “GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS.” ANOTHER ACTION ITEMS MAY BE “JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY DHS.”
- NOTE THE REQUEST FOR RESEARCH IN THE “REQUEST FIELD.” NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE “TO WHOM” FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE “ACTION TAKEN” FIELD.
- PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.

REQUEST	TO WHOM	ACTION TAKEN
N/A		

**NEXT MEETING**

DATE:	March 21, 2008
TIME:	11:00 A.M. – 3:00 P.M.
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821

**ANY ADDITIONAL COMMENTS?**

<b>ATTENDANCE</b>			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
MEMBERS’ AND GUESTS’ NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Attendance Roster on File with ODCP			