

MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)	
WORKGROUP NAME:	SPF/SIG Advisory Committee (SAC)
DATE:	May 16, 2008
TIME:	11:00 a.m. – 3:00 p.m.
LOCATION:	State Of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CO-LEADER(S):	Larry P. Scott, Project Director Donald L. Allen, ODCP Director – SPF/SIG Chairman
GUEST SPEAKERS	John Underwood, Executive Director American Athletic Institute (AAI)
RECORDER:	Carolyn Foxall, Project Coordinator
	Tine Laux, CSAP Prevention Fellow

INTENDED MEETING OUTCOME

1. Administrative Update
2. Workgroup Updates
 - a. State Epidemiological Workgroup (SEW)
 - b. Inter-Governmental Workgroup (IG)
 - c. Childhood and Underage Drinking Workgroup (CUAD)
 - d. Coalition Workgroup (CW)
3. Learning Community – “Life of an Athlete” (LOA)

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

The SPF/SIG Advisory Committee (SAC) convened for a monthly meeting on Friday, May 16, 2008.

Larry Scott, Project Director, welcomed the participants. Special acknowledgement was given to:

1. Karen Salem, Center for Substance Abuse Prevention (CSAP) – Federal Project Officer
2. Tracy Johnson, Central Center for the Application of Prevention Technology (CCAPT) – Project Director (Minnesota)
3. Tasha Wilkerson, CCAPT Associate

Minutes of the March 28, 2008 were silently reviewed and unanimously approved with a motion from Dana Gire and a second from Beverly Ward. Administrative proceedings included workgroup updates:

Inter-Governmental Workgroup (IG) – Linda Nordeen reported as Environmental Scan (ES) team leader. She advised that pilot interviews would be conducted with Michigan Department of Education (MDE) and the History, Arts and Library departments prior to the June 20th meeting. She also noted that with the involvement of Don Allen, ODCP Director, a letter was drafted asking state inter-agencies to support the ES. Other IG activities are recorded in the attached minutes.

State Epidemiology Workgroup (SEW) – The SEW has begun a quarterly meeting schedule and had no new activities to report.

Childhood & Underage Drinking Workgroup (CUAD) – Dianne Perukel reported as Chairperson. This group has spent most of the first quarter developing a Resource Kit for Town Hall Meetings. As the CUAD moves ahead, they are deciding on the priorities for their committee in the context of SPF/SIG underage priorities.

Coalition Workgroup (CW) – Ann Comiskey reported as Chairperson. The CW has issued a survey that will allow them to report the number of coalitions, their current trends, and make recommendations to ODCP regarding their future needs. The initial response was limited possibly due to technological glitches. The questionnaire will be transmitted a second time with a June 3, 2008 response deadline. The goal is to be able to discuss the results at the June meeting. She also noted that the CW would be working with the Michigan Department Education and ODCP to facilitate the expanded use of the Michigan Profile for Healthy Youth (MiPHY). Other CW activities are recorded in the attached minutes.

The balance of the SPF/SIG session was devoted to a Learning Community (L.C.) entitled, the Life of an Athlete (LOA). John Underwood, Executive Director of the American Athletic Institute facilitated the training. The purpose of this L.C. was to introduce CAs and SPF/SIG partners to a multi-strategic project that involves athletes, parents, coaches and non athletic student members to an environmental substance abuse prevention program. Larry Scott, explained that it was a program of interest to the state and encouraged participant feedback. No decisions have been made regarding LOA implementation.

The next meeting is scheduled for **June 20, 2008**.

There being no further business, the meeting was adjourned.

ACTION

■ THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.

ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
N/A			

WORKGROUP OVERLAP

- PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL EFFECT ANY OTHER WORKGROUP OR CLUSTER.
- LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.
- RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.

OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP
CW and SEW	Increasing School District involvement with MiPHY surveys. MDE and ODCP shared data information.	Initial discussion between ODCP and MDE, followed by engagement of CW.

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:	FRIDAY, JUNE 20, 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?
N/A

ATTENDANCE			
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			