

## 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 Leadership Team
DATE:	January 16, 2009
TIME:	11:30 a.m. – 2:00 p.m.
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CHAIRPERSON	N/A
FACILITATOR	Larry Scott, Project Director
RECORDER	Carolyn Foxall,

### INTENDED MEETING OUTCOME

- An administrative review of the SPF/SIG project

### SUMMARY OF KEY POINTS

The SPF/SIG Leadership Team convened for status reporting on Friday, January 16, 2009. Larry Scott, SPF/SIG Project Director, welcomed the participants. He reiterated that the goal of the Leadership Team was to foster collaboration around issues of mutual interest. He added that it was also a way to keep the project on track. For clarification, it was noted that the Leadership Team consists of the SAC Members and Workgroup Chairpersons.

An agenda was provided to frame the talking points, however, a brief synopsis of the meeting follows:

- Each chairperson was allowed a 10 minute window to update the SAC (see attached memo)
- The SEW ODCP liaison provided a summary stakeholder analysis
- The CUAD liaison provided a sample worksheet analysis
- Each workgroup liaison will be asked to contact their respective chairs to discuss these membership and goals over the next report quarter ending June 30, 2009
- The Training Cadre (TC) reported that Central CAPT would provide a Train for Trainers 3-day workshop on February 17, 18, 19. The TOT would provide an overview of the facilitator's role using the SAPST Training 2 ½ -day commitment (minimum of two).
- Discussion regarding membership status, meaningful engagement of all leaders, attendance concerns and possible barriers to participation. The group brainstormed ways to collaboratively sustain data collection and substance abuse planning this conversation will be more structured at the next regular Leadership Meeting. Project Director provided administrative updates. No formal policies were framed for action. The tentative date for the next leaders meeting is April 17th.

There being no further business, the meeting was adjourned.

