

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:	February 15, 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 SPEAKER	Alan Stein-Seroussi, Co-Lead Evaluator – PIRE Marguerite Grabarek, Evaluation Associate - PIRE
RECORDER:	Carolyn Foxall, Project Coordinator

INTENDED MEETING OUTCOME

1. Leadership Workgroup Reporting
2. PIRE Learning Community – MI SPF/SIG Community Level Evaluation

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

The SAC convened for its regular monthly meeting on Friday, February 15, 2008. Larry Scott, Project Director, welcomed the participants.

Minutes were silently reviewed and unanimously approved as recorded.

Scott reported on behalf of the Leadership Workgroup recapping the following:

- The roles of the IG, SEW, CUAD and CW are distinct, however, they are involved in assignments that sometimes overlap.
- The purpose of the leadership meeting was to ensure that the overlapping leads to complimentary dovetailing as opposed to redundancy.
- As each workgroup chairperson discussed their goals, they were able to identify mutual resources and issues and began to uncover ways that they could work more collaboratively.
- Their task for the next meeting is to review the written description and tasks of the respective groups and identify specific ways they can work together.
- The group will meet quarterly preceding SPF/SIG meetings. Chairpersons will adjust their workgroup meetings accordingly. (If meetings are warranted between quarters, they will likely be scheduled as conference calls.)

The balance of the SPF/SIG session was devoted to a Learning Community (L.C.) entitled, Michigan SPF/SIG Community Level Evaluation. Alan Stein-Seroussi, Co-Lead Evaluator and Marguerite Grabarek, Associate Evaluator co-facilitated the training. The purpose of this L.C. was to ensure that Cas and/or their designees understood both the purpose and the reporting procedures for a community level process and outcome evaluation. Highlights of the L.C. included:

1. National Cross-Site Evaluation (Objectives, Research Questions, Relation to State Evaluation)
2. Overview of MI SPF SIG Evaluation Plan
3. Fidelity to the five SPF Steps and to Program/Projects
4. Community-Level Outcome Data

5. Process for Creating Evaluation Plan
6. Elements of the Evaluation Plan
7. Review of a schedule of evaluation-related activities, deliverables and CA and PIRE'S respective responsibility

A copy of PIRE's PowerPoint and the accompanying agenda which calendars item 7 (above), is attached for reference. Contact information is tagged at the end of the PowerPoint. CAs are free to contact ODCP, Marguerite or AI directly with questions.

The next meeting is scheduled for **March 28, 2008**. This was a post-meeting decision made due to the impending Easter holiday and spring breaks.

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
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 28, 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?

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			