

## 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 Inter-Governmental Workgroup
DATE:	October 17, 2008
TIME:	8:30 – 10:20 a.m..
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CHAIRPERSON	Bob Higgins
CO-FACILITATOR	
RECORDER:	Carolyn Foxall

### INTENDED MEETING OUTCOME

1. Approval of Minutes
2. Review and revision of Environmental Scan (ES)
3. Presentation regarding web-based ES survey
4. Next steps

### SUMMARY OF KEY POINTS

The meeting was called to order by Chairperson, Bob Higgins. Attendance was acknowledged through roundtable introductions. An attendance roster is attached.

1. September 19, 2008 minutes were unanimously approved.
2. Doug Sheldon gave an update regarding the Environmental Scan (ES):
  - He noted that data had been entered per the History Arts and Libraries (HAL) and the Michigan Department of Education (MDE) scans. Unfortunately a technological glitch did not allow the examples to be seen. As a solution, he involved those present in a pilot of the instrument. This allowed him to show how the tool would be used.
  - Grabarek reiterated that she would need to see how the responses could be aggregated to determine if they would adequately inform the state. Again, a key issue will be making sure that the survey asks the right questions in order to generate useful responses. (Foxall will review and discuss with ODCP managers, Sheldon and Grabarek..)
2. Correspondence invitational to state-level agencies was reviewed and by consensus accepted by the IG. Sheldon reported that the designated facility for the orientation and a computer lab experience would be the Chandler Building, in Lansing.
3. Next steps will involve a review and if necessary revisions to the ES format by ODCP, Sheldon and Grabarek. The goal is to present a completed survey document to the IG for approval on November 21, 2008. Protocol dictates that it then go to the SAC for ratification or revision and then on to ODCP, Senior Management.

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
Type minutes	Carolyn Foxall	Within 10 working days of mtg	Friday, November 14, 2008

ODCP approval of letter to State Inter-Agency Comm	Foxall (ultimately Don Allen)	November 21, 2008	
Final draft of Web ES	Douglas Sheldon, Marguerite Grabarek	November 21, 2008 (goal)	Foxall, Sheldon and Grabarek met on November 12, 2008. Web scan was reformatted based on ODCP concern about level of response. Sheldon will make changes for IG submission on November 21, 2008.

**RESEARCH & TECHNICAL ASSISTANCE REQUESTS**

■ ODCP ED SECTION – WEBSITE

REQUEST	TO WHOM	ACTION TAKEN
NA		

**NEXT MEETING**

DATE:	FEBRUARY 20, 2009 <i>Note: There will be no scheduled meetings during December 2008 and January 2009, however, the IG may be polled electronically to finalize details for the inter-agency forum.</i>
TIME:	8:30 – 10:00 A.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
Marguerite Grabarek	PIRE	SPF Project Evaluator	Yes
Kari Galvas	RCA	Guest	No
Ann Comiskey	Troy Coalition	Member	No
Ann Covert	Connexion, Inc	Member	No
Beverly Ward	MCRUD	Member	No
Robert Higgins	DOE	IG Chair	Yes
Carolyn Foxall	ODCP	ODCP Staff Liaison (attended CW meeting on same day)	No
Achiles Malta	MASACA	Member	No
Deborah J. Hollis	ODCP	ODCP Management	Yes
Dianne Perukel	OHSP	Member	No
Donald Allen	ODCP, Director	Honorary Member	No
Douglas Sheldon	ODCP/Education	Guest	Yes
Felix Sharpe	ODCP, Admin. Mgr.	Member	Yes
Homer Smith	MADD	Member	No
Jason Hamblen	OHSP	OHSP Alternate for Perukel	No
Jocelyn Vanda	DHS	Member	Yes
Karen Salem	CSAP, Project Officer	Guest	No
Larry P. Scott	ODCP	SPF/SIG Project Director	Yes
Leisa Gallagher	DOE	Member	No
Linda Nordeen	MDCH/Tobacco Section	Member	Yes

Luanne Beaudry	PN	PN Alternate	No
Mary Ludtke	MPCC	Member	No
Michael Langford	CENTRAL CAPT	CCAPT Alternate for T. Johnson	No
Nancy Becker-Bennett	ODCP/Law Enf. Section	Member	Yes
Tine Laux	ODCP/CSAP	Prevention Fellow/guest	Yes
Tracy Johnson	CENTRAL CAPT	CCAPT Technical Assistance	No
Tasha Wilkerson	CENTRAL CAPT	CCAPT Associate	No