

MINUTE RECORD

| MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY (MDCH/ODCP) STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG) | |
|---|------------------------------------|
| WORKGROUP NAME: | State Epidemiology Workgroup (SEW) |
| CLUSTER NUMBER: | N/A |
| DATE: | Wednesday, November 19, 2008 |
| TIME: | 9:00 – 9:50 a.m. |
| LOCATION: | Conference Call |
| CO-LEADERS: | Brenda Stoneburner |
| RECORDER: | Brenda Stoneburner |

INTENDED MEETING OUTCOME

1. Updates on items, including ODCP Strategic Plan and Central Web-Based Repository
2. Approval of recommendation from Adult Logic Model Expansion Workgroup

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

THIS SECTION IS THE NARRATIVE OF YOUR MEETING. PLEASE DESCRIBE IN DETAIL WHAT HAPPENED DURING THE MEETING AND THE KEY POINTS ADDRESSED. REMEMBER, THESE NOTES ARE A COMMUNICATION TOOL. PLEASE MAKE SURE OTHERS NOT AT THE MEETING CAN GET A CLEAR SENSE OF WHAT OCCURRED.

Role call of participants on call and welcome. Minutes of the 10/17/08/08 meeting as well as the agenda for this meeting were approved, with change on top of page 3 noting motor vehicle crashes are down about 10% FROM (not FOR) 2007.

Update on Items from Previous Meeting

- Draft of ODCP five-year strategic plan was sent with meeting notice and briefly discussed. This has been shared with CA Directors in early September for feedback. Once initial round of feedback has been received, Strategic Plan will be disseminated further to other partners and key stakeholders for input and thoughts on specific strategies. Achilles asked about the Continuum of Care (COC) document, which accompanied a version of the Strategic Plan he received from his CA Director. It was noted the COC is a separate document from the Strategic Plan and is being distributed separately, but will go hand in hand with some of the initiatives. Question also raised regarding Prescription Drugs being one of the five priority areas identified. This was identified as part of the discussion in the process of being responsive to new and/or emerging issues, recognizing data is still limited.

Items New/Continuing:

- Logic Model Expansion

Joel, as facilitator of this group, was unable to be on the call however had sent information and communication to be covered. On November 11, 2008, he had forwarded the final revisions to the Adult Logic Model the group had completed, noting condensing items in the logic model progression and expansion of the Evaluation Measures Section of the talking points. He identified he had not received any comments/recommendations for changes from anyone in regards to that email. Joel

also referenced an email Achilles had sent prior to the group meeting with a suggestion regarding Cultural Competency, and noted the workgroup recommends a separate companion piece be developed in the future, which can include a broader spectrum of how to incorporate and address cultural competency issues in all areas of the SPF. It was noted this will require additional discussion by the SEW, and also recognition the upcoming CSAP training on Cultural Competency should prove useful in this endeavor. Review and discussion, noting items that had been identified at the last SEW meeting appear to have been incorporated. Achilles noted how his region has expanded on the Evaluation Measures section, however with the changes made following the last workgroup as well as comments outlined above from Joel on Cultural Competency, he thinks this document is effective and will provide guidance for local communities. Agreement from last meeting reiterated by group that this is being provided as a 'template,' and CAs/communities may expand on various areas to better met their needs. Question as to whether the CUAD, who is going to be working on a similar template for the Underage Drinking Logic Model, had seen this document. It has been shared, however no work has been initiated until after SAC approval of this template. The CUAD has discussed potential variances in what they would develop (specifically, identifying more specific strategies that relate to the consequence they have chosen: Riding with an Impaired Driver). Recognition that having two different types of model templates may be helpful for communities.

SEW recommends the SAC approve this model template for Adult Logic Model Expansion: *Connecting Priority Need to Strategies and Evaluation Measures*, with the understanding this is a living document and enhancements/modifications may continue to be made based on recommendations from the communities once they begin using the tool. In addition, the Talking Point components may also be enhanced as they are further developed.

The above recommendation will be taken to the SAC for approval at their November 21, 2008 meeting. Appreciation for and recognition of the time spent in developing this model template was given to the group that worked on this project—Joel (as facilitator), Achilles, Lisa, and Kori.

Additional Items/Next Steps:

- An update was given on the Central Web-Based Data Repository progress, which has been identified as the #1 gap as part of the SEW process. Discussions are continuing within ODCP and with other partners on how to develop/sustain such a website for the state of Michigan. This past week, a meeting was held with St. Clair CA, and a system they have developed was reviewed. Participants at the meeting were impressed with their system, and plans are being made to have them present at the February SAC meeting. It was hoped in the meantime SEW members would be able to visit the site to review, and the link was to be placed in the minutes. {Following the meeting, clarification was received from the CA that once the site is fully up and running, it will be 'open,' however they are fine-tuning some items and that is not yet the case.}
- Corrine noted she will be attending a CDC meeting in Atlanta in December on behalf of the Council of State and Territorial Epidemiologists with a focus on legal issues related to prescription drug abuse. She will update the SEW, and depending on the nature of the meeting and information presented, it may be worthwhile to have her

present to the entire SAC at the February meeting as well in preparation for the March 27, 2009 Prescription Drug Summit which ODCP will be hosting.

| ACTION | | | |
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| <ul style="list-style-type: none"> ■ THE ACTION ITEMS ARE SIMILAR TO YOUR TASKS. ALL ACTION ITEMS MUST BE IN LINE WITH THE TPCI MODEL. ■ IN THE FIELD "ACTION ITEM" PLEASE DESCRIBE FROM YOUR MEETING WHAT ACTION WILL BE TAKEN. IN THE FIELD "RESPONSIBLE," PLEASE INDICATE WHO IS RESPONSIBLE FOR THAT ACTION. IN THE "DEADLINE" FIELD, PLEASE LIST THE DEADLINE FOR THE ACTION TO BE COMPLETED. IN THE "PROGRESS AND FOLLOW-UP ACTIONS" COLUMN, PLEASE TRACK THESE ACTION ITEMS OVER TIME. ■ FOR EACH ITEM YOU LIST, YOU SHOULD DESCRIBE WHAT SHOULD HAPPEN (IN THE "ACTION ITEM" FIELD), & WHAT ACTUALLY HAPPENED, (IN THE "PROGRESS AND FOLLOW-UP" FIELD). ALSO, INDICATE WHEN YOU COMPLETE THE ACTION ITEM. | | | |
| ACTION ITEM | RESPONSIBLE | DEADLINE | PROGRESS AND FOLLOW-UP ACTIONS |
| 1. CW/SEW Workgroup on MiPHY collaboration | Kim, Jill, Kori and Joel will represent SEW on this workgroup | On-going | Next meeting 12/11/08 11:00 a.m. |
| 2. Logic Model Expansion Workgroup. Final fleshing out of evaluation components and Talking Points | Joel will continue to facilitate this workgroup (with Lisa, Kori, and Achilles) | Recommend. for approval to SAC on 11/21/08 | |
| 3. Update SEW contact information spreadsheet | Brenda has compiled and will send to SEW members | | |
| 4. Continue to work with group developing web based data repository; keep SEW informed of progress | Brenda | On-going | |

WORKGROUP OVERLAP

- PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.
- LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.
- RECORDS 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 |
|--|---|--|
| I.G. | Need for Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connections with CEW activity | Brenda will re-identify need to Carolyn and Larry |
| CW | MiPHY Marketing / PR Plan workgroup | Byron Doty, DOE will be asked to cc Carolyn and Brenda on correspondence |

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 FIA." THE ACTION ITEM WOULD BE "GATHERING RESEARCH ON RISK ASSESSMENT FROM FIA." ANOTHER ACTION ITEMS MAY BE "JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY FIA."
- 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 |
|---------|---------|--------------|
| | | |

NEXT MEETING

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| DATE: | FEBRUARY 20, 2009 (ANTICIPATED NEXT MEETING DATE) |
| TIME: | 9:00 A.M. |
| LOCATION: | GOB; DIMONDALE, MI |

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 |
|---|---|---------------------------|-----------------|
| Amy Murawski/Kristy Bitterman/Jean Wagerly/ | Saginaw Co. Dept. of Public Health (P.H.) | Member | No |
| Phil Chvojka | ODCP | Member | No |
| Jill Worden | Riverhaven CA | Member | No |
| | Prevention Network | Member | No |
| Merrilee Keller | Pathways | Member | No |
| Achilles Malta | Kalamazoo CMH | Member | Yes |
| Corinne Miller | MDCH- EPI | Member- Chair | Yes |
| Marci Scalera | Livingston-Washtenaw CA | Member | No |
| Larry Scott | ODCP | Member- Co-Chair | No |
| Joel Hoepfner | Mid South | Member | No |
| Brenda Stoneburner | ODCP | Member-ODCP Staff Liaison | Yes |
| Theresa Webster | SEMCA | Member | No |
| Herb Winfrey | Connexion, Inc | Member | No |
| Kori White-Bissot | Lakeshore CA | Member | No |
| Eva Petosky/Linda Woods | Inter Tribal Council | Member | No |
| Kim Kovalchick | Dept. of Ed. | Member | No |
| Jim O'Neil | Madonna College MDOE | Member | No |
| Lisa Faulkner | Oakland County Health Div. | Member | No |
| Tine Laux | Prevention Fellow | Member | Yes |
| Pietro Semifero | OHSP | Member | Yes |
| Lisa Coleman | Genesee | Guest | No |
| Lori Cameron | DCH EPI | Guest | Yes |
| Denise Herbert | Network 180 | Guest | No |