

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:	Friday, November 21, 2008
TIME:	9:30 a.m. – 3:00 p.m.
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CHAIRPERSON	Donald L. Allen, ODCP Director & SPF/SIG Chairman
CO-FACILITATOR	Larry P. Scott, Prevention Manager & Project Director
RECORDER	Carolyn Foxall, Project Coordinator

INTENDED MEETING OUTCOME

1. Workgroup Reporting and SAC Action Items - Workgroup *Action* Item Reporting (Action items refer to priority or completed deliverables or reports that require SAC voting approval and/or will be advanced to ODCP for feedback.)
2. Evaluation Annual Report Summary
3. Learning Community – “Indicators for Cultural Competency in SPF/SIG Process”

SUMMARY OF KEY POINTS

Administrative Items - The SPF/SIG Advisory Committee (SAC) convened for a monthly meeting on Friday, November 21, 2008.

- Larry Scott, Project Director, welcomed the participants.
- Minutes of the October 17, 2008 meeting were silently reviewed and unanimously approved.

Inter-Governmental Workgroup (IG) – The IG meeting for this date was cancelled. The Environmental Scan (ES) document is being revised by the Department of Information Technology and will be submitted to members electronically for review, wordsmithing and preliminary approval prior to the February meeting. No SAC voting action was required.

State Epidemiology Workgroup (SEW) – The SEW forwarded a revised Adult Logic Model template entitled *Connecting Priority Need to Strategies and Evaluation Measures*, for SAC approval. The SAC action included a motion from Dianne Perukel; Second Laeki Hester; Unanimous approval. It was stated that this is a living document, and enhancements/modifications may continue to be made based on recommendations from the communities after they begin using the tool. In addition, the Talking Point components may also be enhanced as plans are further developed.

Coalition Workgroup (CW) – The CW and CUAD reported working collaboratively to revise the initial survey that was sent to community coalitions seeking input regarding priorities and needs. Specifically questions about CUAD activities were added. It was also noted that a List Serv website had been established and would be finalized for SAC approval within the second quarter (January – March 2009).

Childhood & Underage Drinking Workgroup (CUAD) – This workgroup expressed a desire for updates that would clarify Proposal 1 which related to legalizing medical marijuana. It was requested that the ODCP director make a presentation to SPF stakeholders. The CUAD submitted a revised workgroup profile for SAC approval. Motion to accept, Dana Gire; Second Ann Comiskey; Unanimously approved.

Annual Evaluation Report

David Currey, Ph. D., presented the Pacific Institute of Research & Evaluation (PIRE) evaluation report that covered issues relevant to state implementation of the 5-step strategic prevention framework. Some points of emphasis were:

- Report covers activities primarily related to start up and planning from July 2007 through June 2008. The historical nature of the report period means that some issues have already been or are being addressed.
- The report highlights a summary of findings related to baseline *alcohol-related traffic crash deaths*
- Communication between the state and communities has sometimes been delayed or unclear. To begin to address this, ODCP has established a website to post minutes, handouts and resources. Question and answer opportunities are a consistent feature of SAC meetings. ODCP will attend MASACA meetings upon request. It was also noted that a future challenge will be effective communication between the evolving state and community partners.
- 15 CAs submitted strategic plans and 14 submitted implementation plans. The next report will address prevention evaluation and implementation that has occurred post June 2008.
- The problem of limited local data led to the SEW developing recommendations for a Central Data Repository(CDR). The CDR is scheduled for start up during FY 2009.

The entire annual report accompanies these minutes.

Learning Community

Marcus Bouligny and Albert Gay co-facilitated a Learning Community (LC) entitled “Indicators for Cultural Competency in the SPF/SIG Process”. Some teaching points were:

- Cultural Competency (CC) must be integrated throughout all steps. This inclusiveness is especially important during assessment, planning and implementation
- Identify key stakeholders and secure their “buy-in”
- Utilize stakeholders to present information (i.e. use their site or resources)
- Recognize levels of resources and readiness when building capacity
- Know when you do not have tools or talent to meet target audiences
- Make sure you are articulating needs/desires of target audience
- Sometimes process must be bottom up not top down
- Create a feedback loop for communicating efforts and successes
- Ensure data collection tools reflect community culture
- Use culturally competent staffing and evaluators

A copy of the CC PowerPoint accompanies these minutes.

There being no further business, the meeting was adjourned.

ACTION			
ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS

