

August 18, 2014

Franklin Regional Hospital

## Franklin Mayor's Drug Task Force Leadership Retreat

**Attendees:** Melissa Rizzo, Jason Vezina, Sara Tracy, Angela Lynch, Sgt. Rick Frost, Deb Naro, Mayor Merrifield, City Manager Dragon, Chief Goldstein, Bob Lucas, Becky Grinavic, Andrea Costanzo, Lauren Pearsall, Traci Fowler, Joe Giunta.

**Welcome and Introduction :** *welcome to the 4<sup>th</sup> Annual Leadership Retreat!*

**Leadership Team "At A Glance":** Group was founded in 2009, Leadership Team meetings once/month to focus on strategies, goals, and the overall health of the coalition.

**Regional Overview and update:** Traci briefly described the Regional Public Health Network system and her role within that system; focus on Substance Misuse Prevention and Suicide Prevention. Important to note that there is a statewide system focusing on substance misuse prevention – we are working together. **Handouts: 1)** Regional Map **2)** NH's Prevention System **3)** Peer Support Groups for Parents of Children, Teens and Young Adults with Substance Use Issues **4)** National Suicide Prevention Lifeline resources

**Year 5 Timeline/Planning for the future:** Planning for a successful application for a Year 6-10 of the Drug Free Communities (DFC) Grant. We have 7 months to plan for the re-application.

- Adolescent Substance Use – America's #1 Public Health Problem
- In regard to the recent news of NH's State of Emergency: in Franklin, use of synthetics is higher than state average. With these substances now being pulled from shelves, reports of withdrawals are coming out of Poison Control and Emergency Rooms.
- DFC Narrative: 10 questions, 30 pages. This application process changes from year to year – so while we don't know for certain what they will be, we can get a good head start. Sgt. Frost is a DFC Grant reviewer (not for any East Coast applicants) and can provide some very useful insight.
- DFC does not expect any coalition to be ready to stand on its own in 5 years – BUT they are not going to give this grant to coalitions that have not demonstrated their commitment to utilizing the data, to responding to community needs, to engaging 12 community sectors, to building coalition capacity, etc.
- This DFC Grant is START-UP capital – important to keep in mind. This money is not meant to sustain a coalition – it is meant to help build capacity and get the coalition off to a solid start.
- Mini YRBS – the Youth Risk Behavior Survey (YRBS) is conducted every two years at the High School. Technically this was an "off-year", so the Task Force paid to have it conducted at the High School as well as at the Middle School. This data will be instrumental in the re-application.
- First order of business is to establish Strategic Planning and Sustainability Subcommittee (SPSS) – the more work the committee can handle, less will be needed from Grant Writer.
- Funding for the Grant Writer – the group can consider an Annual Appeal.

**Action Plan Review:** Creating a "roadmap" for the work. **Handouts: 1)** CADCA's Defining the Seven Strategies for Community Change

- These "seven strategies" should be integrated throughout the Action Plan, specifically under Goal 2.
- Action Plan should have:

August 18, 2014

Franklin Regional Hospital

### Franklin Mayor's Drug Task Force Leadership Retreat

- Objectives – must include the amount of desired change, include a specific date that is within one year, include a target audience, and address a specific substance as identified in the narrative.
- Strategies – describe at least three of the environmental strategies that will be followed in order to affect the objective.
- Activities – should be specific enough for volunteers to implement.

**Logic Models:** Although SAMHSA does not require a Logic Model to be included with the application, going through the process of completing/updating our Logic Model will be critical in understanding our community needs.

- **Problem-Statement** – Clarifying what the substance use problems are in the community.
- **Root Cause – “But Why”** These are the risk factors.
- **Local Conditions – “But Why Here”** Identifying a specific condition that the coalition can try to change. This is the work that the coalition will do on a daily basis.
- **How does the coalition prioritize the work?** Important to make it a simple process. Most **important to gather community voice**. This may include gathering the community together for a workshop/forum, adding a question on the community survey, etc.
- **Convert the Local Condition to an Objective** – Make sure this objective is “actionable”, and then include multiple strategies (choosing one of the seven) to address each condition.
- **Goals 1 and 2 are both important to highlight in the Action Plan.**
- **Important to highlight the fact that the City and Mayor are engaged** – having the ability to change policies makes it easier to do that when City Leadership is involved, **BUT** the key is to also include the community voice. Cannot just be from the “top-down”, but must also include the grassroots.

*IDEA:* Handing out the Action Plan at each meeting. Highlighting the section that is being discussed at each meeting. This helps give a new person a frame of reference.

### DFC Site Visit:

- Scheduled for August 26<sup>th</sup>, Cydne Kimbrough is our SAMHSA Project Officer - See meeting agenda
- Key Staff Member Meeting at 10:00am at City Hall
- Lunch at Pizza Chef with F.Y.I Youth
- Visit to the Police Station/to see Permanent Drop Box
- Leadership Team Members are asked to attend from 1pm – 2pm at the Bessie Rowell Community Center , Sarah Short will recap the mini YRBS and Leadership Team members can discuss other data collection efforts
- CADY, Inc. will attend at 3pm to discuss collaboration on Grant Administration/COMET, etc.
- Elizabeth will confirm with Cydne on the specifics of the visit and what is needed from Leadership Team

### RECOMMENDED ACTION STEPS:

- 1) Conduct community meetings/gatherings to help update our Logic Model. These meetings can be conducted in a ‘Town Hall’ style. Possibly two meetings?
  - **Problem Statement**
  - **Root Cause Analysis**

August 18, 2014

Franklin Regional Hospital

### **Franklin Mayor's Drug Task Force Leadership Retreat**

- 2) Establish a Sustainability Subcommittee – but how to do this without adding an additional meeting? Might make sense to reserve ½ of the Leadership Team meeting for subcommittee meetings OR include the topic as an ongoing agenda item. Sustainability can be thought of in regard to every event or activity that is done by the coalition. (ASK-SHARE-EARN-CHARGE)
  - a. Update sustainability plan
  - b. An Annual Appeal
  
- 3) **Subcommittees** – the structure of how these groups meet is irrelevant BUT the expertise that each committee would represent needs to be included in conversations. How can we make sure that this happens?
  
- 4) **An Annual Event -**
  - a. **Leadership Awards** – a great strategy to include under Goal 1, an incentive
  - b. Could we expand on our 'Annual Year in Review'?
  - c. Would we want to host a Prevention Summit?
  
- 5) **Can we enact a POLICY this year?**
  - a. Would we be able to enact a policy for a Pre-Prom Workshop?
  - b. Student Handbook for the HS is being re-written this year: an overhaul is happening starting in the late fall/winter
  
- 6) **Life of an Athlete** – scheduled to start implementation in the next school year. There is a new Athletic Director. If the School Board is on board, it may be something to write into a Year 6 Action Plan – what a great way to show collaboration b/w the City and School!
  - a. **Important to note that Life of an Athlete is not just one strategy** – it is multiple strategies that can fit into the Action Plan
  
- 7) **Make sure to take LOTS of pictures!!!**