



Community Coalitions of Idaho
 P.O. Box 65
 Viola, Idaho 83872
 509.330.0576
 communitycoalitionsofidoaho@gmail.com

CCI Board Retreat Minutes October 1, 2018

Attendance: Penny Jones, Tammy Rubino, Kendall Naggy, Sylvia Ryan, Sharon Infanger, Rose Cheff, Debi Dockins, Molly Levkiv, and guest appearance by Kay Bennett.

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| 8:30 a.m. | Welcome, Chair Rose Cheff Roundtable introductions with questions | Discussion |
| 9:00-10:00 | Introduction of Consensus Activity – Debi & Sylvia | <ul style="list-style-type: none"> • Welcome to our Executive Board retreat, happy to see everyone. Motion to approve the August minutes made by Kendall, seconded by Tammy. <i>August minutes approved.</i> • Expense report: The end of September is the end of the previous funding for CCI, Spf-Sig, except one check for \$60 made out to Debi for website fees. The bank would not let Debi get the signature cards changed over to approve the budget. \$17,495, we will have about \$15,000 left from the previous funding in our account before we start the DFC. This was so crucial to maintain CCI during the past few months of no funding, great job CCI staff and members of the past who ensured CCI could sustain itself in the interim of waiting for the DFC. It would be good to have a finance committee with the DFC. We would like to approve the final reports. • Motion to approve the budget made by Kendall, seconded by Penny. <i>Budget approved.</i> |

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| | | <ul style="list-style-type: none"> • Any other questions? • Can we talk about the reps from each region? We want to address the skills and other resources we can bring to the table. Where ever each rep and board member feel they can fit in best, speak up and we can include you on that action item. |
| 10:00 | Break | <ul style="list-style-type: none"> • CCI accomplishments and brainstorming: • The first funding was EUDL which only covered CCI trainings. The total funding since CCI inception are as follows, SPF-SIG, Millennium, EUDL, Idaho State Liquor Division. • What CCI has done that is most useful: Relationships, resources, trainings, activities, John-B training, networking, help to support/bring prevention to communities in Idaho. • Note: Idaho Transportation Department has funding we need to get in contact with to see if any can go towards prevention. • CCI has a project manager assigned directly from the federal office for the DFC. • It would be great to have a united message with all the campaigns going around the state. Perhaps contacting ITD for the marijuana billboards. We need a united front as a strong board and state-wide organization. • What other groups are you apart of? • Sharon: New connection with Central District Health, St.Lukes HERSA. Penny: Behavioral Health Board for Region 3. • Kendall: Treasure Valley Partnership Opioid Planning Committee, St.Lukes. Rose: Rural Healthcare, Sylvia: Valley County Health. • It would be great to have a rep. from the IDOP to sit on our board or at least provide updates. Marianne would be a great person to advocate and connect with. |

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| | | <ul style="list-style-type: none"> • Debi is a part of the committee Group 1 of Idaho Opioid Misuse & Overdose Workgroup. This workgroup puts together education medication campaigns, expand awareness on take-back programs, continue an adult focused media campaign, increased access to Idaho data across stakeholders. • The Behavioral Health boards have been given “Prevention” money, that CCI needs to stay/get in contact over. |
| 10:30 – 11:30 | Conclusion, Consensus Activity | <ul style="list-style-type: none"> • Moving forward we want to look at the DFC Action Plan. What strategies should we focus on to cultivate and strengthen supportive community partnerships that A. Foster the mental wellbeing B.) Youth C.) Families. • <u>TOP Exercise:</u> • GAPS AND NEEDS: Create map of Idaho prevention efforts (what is looks like now), Gap analysis, identify black holes, coalition survey, identify drug take-back for rural areas, listening sessions. • LEGISLATIVE ADVOCACY: Advocacy committee development, Sector reps, Educate legislatures • NETWORKING OUTREACH: Help coalitions share successes, networking • EDUCATIONAL RESOURCES: Provide tool-kits templates, one elevator speech • KEY PLAYERS & PARTNERSHIPS: Form workgroups to build relationships, build stronger partnerships, Invite OPD to CCI, Re-recruit board, sector reps, • TRAININGS: Identify trainings needs, add behavioral health to Law enforcement, • We want to focus in SMART objectives and not take on more than we can handle as we start moving into our first year. We will use this TOP brainstorm as a way for us to set timelines for strategies on our action plan. |

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| 11:30-12:30 | Lunch | <ul style="list-style-type: none"> • The CCI Executive Board met to discuss DFC staffing while CCI Staff ate lunch sperate. |
| 12:30 – 2:30 | Action Plan Review direction for CCI | <ul style="list-style-type: none"> • Going through CCI’s DFC Action Plan as a group: • Coalition survey is important we need to get an idea of what coalitions are doing and make a comparison. We have a new evaluator potential but need to nail down salary. We need to have a staff evaluation procedure, created by evaluator. • We need to work on our MOU’s we submitted with the DFC to make sure we have updated and new MOU’s with groups who are interested. • During the CCI EB and GM meetings, Debi will provide updates on the Idaho Opioid Misuse & Overdose Workgroup. • Dissuasion on adding the media campaigns and tool-kits on the website that are not already there. Also, we need to survey rural communities to ensure the state-wide messaging of IODP’s campaigns or if they will be needing a campaign more tailored to their communities. • Youth is a new component for CCI and is a requirement of the DFC. How can we engage them? Some ideas include, youth advisory board, getting a newsletter for youth, pledge to be drug free, some platform for youth to communicate. We need to hire a youth coordinator/leader. Debi through Rotary has three youth retreat with RYLA and can use her connections to combine efforts. We also don’t want to duplicate efforts of iDFY. It would be also best if our efforts include on slight trainings for youth as opposed to one retreat. • *Note: There are new ABC officers accorss the state, we need to reach out and make contact with them. • Fact sheets, positional papers all tools need to be added to the CCI website. We need to scour for resources that are free and already exist. |

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| | | <ul style="list-style-type: none"> • It would be great is a fact sheet or brochure for Chronic State could be designed and handed out at viewings. • Is it possible to out up billboards on border crossing in Idaho where there may be none? Kendall will investigate this. • The West ADA Drug Policy is a great example. We will reach out to inquire if we can link to our website. • As we head into the legislative session we may need to create a document to share among elected official and coalitions. |
| 2:30 | Working break | <ul style="list-style-type: none"> • Budgets: • Mandatory trainings for traveling to CADCA have been included in the DFC budget. • Page 25 office supplies, promotional items, copies. • Page 26 5k prescription cards, PMP rack cards, take-back posters, giveaways, dry erase magnet swag calendar. This would be helpful in the rural communities, to provide raffle items for generating interest. • Pag 27 The evaluation. ICADD, CCI trainings we must come up with other funding resources to put on CCI trainings as this was not included in the budget. • Go through home health and hospice for lock boxes to re-use within a community. *Foster parents need to have lock boxes, to get them out to the community. We could reallocate drop boxes funds to lock boxes. • We may be sending coalitions to mid-year or taking kids to CADCA Leadership forum not this year, but next. |
| 2:30 – 4:30 | Continue with action planning and direction for CCI | <p>Block Grants</p> <ul style="list-style-type: none"> • CCC • Teresa • Owyhee County • 7-B • BYDC |

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| | | <ul style="list-style-type: none"> • Orofino <p>ISLD Mini-grant</p> <ul style="list-style-type: none"> • Rose • Kendall • Toni <p>HRSA</p> <ul style="list-style-type: none"> • Sylvia X 3 • Begins 10.1.18 • We will be putting together an offer for our new evaluator, recommended by Chris. Her name is Pam Thompson. • Discussion over CCI mission, vision and website “About” section. There is strong opinion that CCI needs to include a section on youth in its statement. We will need to readdress these concerns at a later meeting. • Committees: • What are the committees and who can we have head those? • Rose: Working on the Gaps and needs analysis, outreach. • Tammy: Behavioral Health Boards outreach, help with the trainings up north • Kendall: IODP connection, increase capacity and awareness of CCI, billboards marketing, Chronis state tri-fold • Sharon: Safe and Drug Free connection, advocacy • Sylvia: Connections, resources, program development • Penny: Working with Behavioral Health Boards, Providers in the school dist. connections, Block Grant Resources and advocate/education in schools. • Advocacy Committee: Sharon, Kendall, Molly, Kavi • Outreach: Rose, Tammy Kay • Behavioral Health: Penny, Sharon • Development: Sylvia, Debi, Molly |
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| | | <ul style="list-style-type: none">• Youth Development: Lisa• Regional reps. 1, 2, 6 will be needing replacing in the coming year.• How engaged are the sectors? Not very beyond MOU.• Debi will be sending out a thank you and a list of areas they can support. Bullet point what they could be useful and let them pick where they want to show support.• People loose volunteers when they don't feel like they had a specific task/purpose. Communication, need to keep them educated and informed, we can do this as perhaps a quarterly report so that they can have talking points and make them become advocates. We need to create an advocacy packet.• Dede Phillips would be a great person to help with advocacy.• Kendall would really like to see the promotional materials. Minimal edits and changes to the rack card so that is can be added and updated without having it become outdated right away.• Committee reports will be important to convey and make sure all the action plan is covered under the tasks list.• What are we missing?• Rose: Appreciates Sylvia's time she has put into this and Debi. She will reach out and start the ball rolling on this.• Kendall: We are missing time-lines• Debi will have a meeting with Charlotte Olsen; our DFC rep. will be in contact to discuss the grant on October 15th. By that time the committees should have outlined a timeline.• Get dates set by committees, so we can develop this by the end of October to get some timelines and a plan that we can take back.• We need to get the CCI documents on Google Drive or Drop Box so EB members have access for committee work. |
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| | | <ul style="list-style-type: none"> • October 31st, we need to have the committees fleshed out and identify the elements of the action plan that correlate with each committee. • Our next meeting will be OCTOBER 29TH 10am PST. |
| 4:30 | Adjourn! Thank you for attending! | <ul style="list-style-type: none"> • Motion to adjourn made by Tammy. Seconded by Kendall. <i>Meeting Adjourned at 3:59pm MST.</i> |

Next CCI Executive Board Meeting: **OCTOBER 29TH 10am PST.**

***Note: If you have questions or would like pictures from all the brainstorming sessions contact Debi at, communitycoalitionsofidaho@gmail.com**