

***Hampden-Wilbraham Partners for Youth***  
**United for Safe, Healthy, and Drug-Free Communities**

Friday, October 20, 2017 1:00 p.m. – 2:30 p.m.  
Wilbraham Police Station 2780 Boston Rd Wilbraham

10/20/2017 Meeting Minutes

- I. **Welcome and Introductions** were facilitated by Ruth DiCristoforo  
Attendees included the following people: Teri Brand, HWRSD Nurse Leader, Reverend Ralph Clark, Evangel Assembly of God Church, Ruth DiCristoforo, H-W Partners for Youth Coalition coordinator, Pete Dufresne, Wilbraham Middle School principal, Kathy Fuss, Wilbraham Junior Women's Club representative, Gail Gramarossa, Public Health consultant, Officer Billy Jacques, Hampden Police department, Marcy Julian, Learn to Cope , Gina Kahn, Director of H-W Partners for Youth coalition and HWRSD Safe Schools/Healthy Student program, HWRSD School Resource Officer Dan Menard, Wilbraham Police department, Cindy Milner, Pathways for Parents coordinator and Early Childhood liaison, Mike Roy, HWRSD Athletic director, Sebastian Karpinski, High School student, Isabela Ferraro, High School student, Karen Auerbach, Collaborative for Educational Services Data consultant , Melinda Moreno, DCF (Department of Children and Family services) Western Regional Substance Abuse coordinator, and Brittani Carmichael, DCF Intern
- II. **Current events was presented by** Ruth DiCristoforo
- A. "***Secret Lives of Teens program*** will be presented by Jon Mattleman at 6:30 p.m. - 8:30 p.m. on Tuesday, November 14th at Minnechaug Regional High School. **Flyers and social media/newsletter blurbs were distributed.**  
*See addendum 1: Social Media/Newsletter blurb; Go to HWP4Y.org to access Flyer*
- B. **Communications Coordinator/Youth Liaison**
1. **Chelsey Hahn's Resignation** was announced, effective October 11<sup>th</sup>, 2017, and her good-bye note was read to the Coalition.
  2. **The Communications Coordinator/Youth Liaison - Job Posting** was distributed.  
Members were asked to refer candidates to schoolspring.com or HWRSD website.
- C. **Adult and Youth Opportunity for CADCA Training**  
Members were given information about the upcoming CADCA Coalition training to be held on Sunday Feb 4<sup>th</sup> - Thursday Feb 8<sup>th</sup>, 2018 at the National Harbor, MD. Members who have gone to this training shared their highlights with the group. Additional information can be found at the CADCA website at <http://www.cadca.org/events/forum2018> Please contact Gina Kahn or Ruth DiCristoforo if you would like to attend.
- D. **The Upcoming Meeting Schedule and Locations were discussed and determined as follows.**  
*Members were reminded to go to the Coalition website: hwp4y.org for updated information.*
- 1 p.m. Friday, November 17<sup>th</sup> Wilbraham Middle School 466 Stony Hill Road Wilbraham
  - 1 p.m. Friday, December 15<sup>th</sup> Hampden Police Department 100 Allen St. Hampden (proposed)
  - 12:30 p.m. Friday January 19<sup>th</sup> - Light Lunch served prior to 1 p.m. meeting (optional)  
Evangel Assembly of God Church 348 Stony Hill Road Wilbraham  
*Please RSVP to Ruth for lunch count before Thursday, Jan. 11<sup>th</sup>*

*Please contact Ruth if you are interested in hosting a regular Coalition meeting.*

- 1 p.m. Friday, February 16<sup>th</sup>
- 1 p.m. Friday, March 23<sup>rd</sup>
- 1 p.m. Friday, April 27<sup>th</sup>
- 1 p.m. Friday, May 25<sup>th</sup>
- 1 p.m. Friday, June 15<sup>th</sup>

### **III. Follow-up from the Leadership Forum and implications for coalition restructuring were presented by Gina Kahn**

#### **A. Who are we and how do we work and why do we work that way?** *See Addendum 2: What Does a Coalition Steering Committee/Core Management Team Do?*

Gina described the framework of roles and responsibilities that guide Coalitions who receive DFC (Drug-free Communities) and STOP Act funding. Coalitions are typically comprised of representatives from 12 community sectors (Parents, Youth, Schools, Businesses, Media, Healthcare, Law Enforcement, Faith-based organizations, Civic/Volunteer groups, State/Local/Federal Government, Youth-Serving organizations, and Other Organizations with expertise in substance misuse prevention). We use evidence-based strategic frameworks, and implement strategies that support prevention and reduction of substances among youth. Decisions and action-plans are based on data (such as our Youth Risk Behavior Surveys, police and emergency medical response annual reports, etc.) and used to help identify the local conditions in the communities of Hampden and Wilbraham. A Coalition Steering Committee or Management Team typically drives Coalition decision making, supported by Coalition staff. Gina noted that while our Coalition has been generally organized around these key features, at this point in our DFC-grant life-cycle we are expected to formalize our leadership structure within this framework to the best of our ability in order to work towards a sustainable model that can continue after grant funding.

#### **B. What are our buckets?** – *see Addendum 3: HW-Partners for Youth – An Organizational Schematic*

Recognizing that we have increased our capacity with strong and diversified membership, our Coalition is ready for some restructuring! Gina and Gail explained that another attribute of high-functioning coalitions involved creating work-groups or task-forces that would focus on certain types of activities. Although some Coalitions choose to follow a substance-specific workgroup focus (i.e., marijuana, alcohol, prescription drugs), after analyzing the input from our recent leadership forum we realized that there were many activities common to all three target areas, and that it would likely be more effective to be organized around functions rather than substances. **Members were asked to think about the identified Work buckets:** Data, Communications and Marketing, Parenting Engagement, Community and other Sector Engagement, Policies and Systems, and Youth Leadership, as well as the umbrella Steering/Leadership Team. Going forward, we would hope that each person could identify and become connected to the area(s) that are most closely aligned to their current roles, interests and available time.

**C. How do we fill our buckets? – Activity**

*See Addendum 4: **Work Bucket Summary of Existing and Proposed Activities***

Working in groups of three, members looked at action items generated from the September 15th Partners in Prevention Leadership forum, as well as the existing activities already taking place, and were asked to assign each item to the appropriate “bucket” (piece of chart paper) hanging around the room. This activity produced a visual perspective of these activities can work into Coalition structure, as well as highlighting some of the areas that might need some additional attention in order to reach prevention goals (i.e. Youth Engagement). Karen Auerbach suggested how any cross-pollination between buckets of the same activity may suggest a level of importance to this activity.

**D. How many holes do our buckets have? Filters to Evaluate Prioritized Activities are written below.**

Several members observed that while we were already doing many positive things, there would be no possible way that a Coalition would have the resources to could accomplish all the activities that had been generated. Gina and Gail noted that this was a perfect illustration of the importance of organized “work groups” or sub-committees that could apply a standard method of assessing and selecting key activities.

*Although this section was not presented at the meeting due to lack of available time, some examples of “Filters” can be found at the end of the Addendum 4, after the Work Bucket Summary of Existing and Proposed Activities*

**E. How do we carry our buckets now?**

As we concluded our discussion, there were a few examples given from the group of ways that ideas generated in meetings could be then considered more carefully by the appropriate work group and decisions could be made about moving forward. The meeting concluded with a spirit to *remain engaged in the on-going discussion about the restructuring and work of the Coalition.*

**Addendum 1 - Social Media/Newsletter blurb**

*Secret Lives of Teens* will be presented by Jon Mattleman at 6:30 p.m. - 8:30 p.m. Tuesday, November 14th at MRHS. The talk is geared toward adults raising kids ages 11 - 18, but appropriate for adults raising younger children, as well. Jon will deliver a high-energy talk about communicating with pre-teens and teens with confidence, courage and a new language! He will provide strategies that the audience can immediately implement! Doors open at 6:30 p.m. for a walk-through Community Expo to meet people from local organizations and pick up resources about what is being offered to keep kids safe, healthy, and drug-free in our area. There will also be a door prize registration. The talk begins promptly at 7:00 p.m. This program is brought to you by the Hampden-Wilbraham Partners for Youth coalition. For more information email Ruth at [RDicristoforo@hwrsd.org](mailto:RDicristoforo@hwrsd.org) or go to [HWP4Y.org](http://HWP4Y.org).

**Flyer can be accessed at [HWP4Y.org](http://HWP4Y.org)**

## ***Addendum 2: What Does a Coalition Steering Committee/Core Management Team Do?***

### **What Does a Coalition Steering Committee/ Core Management Team Do?**

Grants come and go... but Coalitions have staying power!! DFC Grantees are strongly encouraged to follow an organizational structure that promotes leadership from within, at the community level, with clear ties to the 12 sectors identified as vital to sustainability and lasting change. Our H-W Partners for Youth has maintained a schematic that is generally consistent with this model, but at this point in our organizational development it is time to formalize this framework. In doing so, we maintain our commitment to ensuring that those who are most closely connected to Coalition work are able to do this in a way that is consistent with their existing roles, interests and “passions for prevention!”

The Steering Committee/ Management Team develops a set of operating guidelines or by-laws that, at the core, maintains a commitment to the Coalition’s mission, guards against stigma and disparities, and recognizes the need to be objective, inclusive and relevant to the culture and needs of the community and the students we serve.

The following provides an overview of the roles and responsibilities typically undertaken by Coalition Steering Committees, in partnership with Coalition Staff.

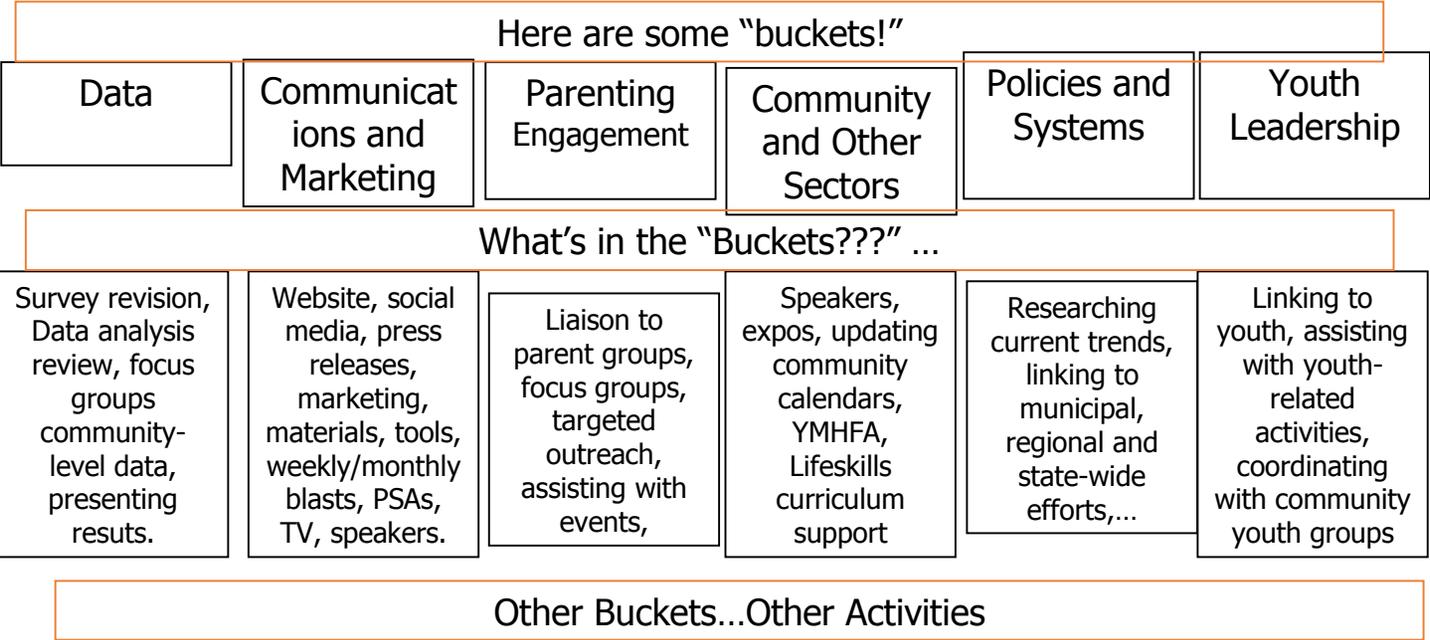
- Advises to achieve compliance with DFC/StopAct grant expectations
  - Review and approval of budget allocations, budget submissions, budget changes
  - Assistance with report submissions
  - Review of evaluation tools and evaluation data
  - Reviews “Local Matching” resources
- Ensures appropriate training for Coalition members, to educate on the Strategic Prevention Framework and the Environmental Strategies associated with evidence-based practices.
- Provides the lens to evaluate coalition activities to ensure that they reflect best practice.
- Assists in Resource Development, Sustainability Planning, and identification of Local Matching
- Engages in decision-making related to any staffing changes (interviewing, hiring) and provides input for staff evaluation
- Updates Coalition Involvement Agreements with each sector on an annual basis
- Serves as liaisons to the identified work groups
- Engages in team-building, team maintenance and quality assurance.
- Acts as “ambassadors” of the Coalition message within their existing roles in the community, and actively seeks linkages that strengthen both individual and collective efforts.

Most important, the Coalition Steering Committee/ Core Management Team continue to evolve with the needs of the Coalition and the community!

**Addendum 3: HW-Partners for Youth – An Organizational Schematic**

**HW-Partners for Youth – An Organizational Schematic**

**Steering Committee– Core Management Team– “Executive Leadership”**  
 Parents, Youth, Schools, Business Community, Media, Healthcare, Law Enforcement, Faith-based, Civic/Volunteer, State/Local Government, Youth Serving Organizations, Other Organizations with Expertise in Substance Misuse Prevention  
 At least one representative from each of the above Sectors, capable of decision-making and overall oversight of the Coalition’s work, outreach to the work-groups, evaluating activities and progress, planning for sustainability.



## **Addendum 4 – Work Bucket Summary of Existing and Proposed Activities**

### **Summary of Flip Chart Work Bucket Activity**

#### **COALITION: Hampden-Wilbraham Partners for Youth**

**Existing:** Presently in year 4 of 5 year Drug-free Communities grant, and Year 2 of Stop Act Funding

**Proposed:** Reapply for year 6 – 10 Drug-free communities grant funding, continue Stop Act grant funding through year 5

#### **COALITION FISCAL AGENT: Hampden-Wilbraham Regional School District**

#### **STEERING COMMITTEE: Sector Representatives**

**Existing:** Parents, Youth, Schools, Business Community, Media, Healthcare, Law Enforcement, Faith-based, Civic/Volunteer, State/Local /Federal Government, Youth Serving Organizations, Other Organizations with Expertise in Substance Misuse Prevention

**Proposed:** Updated List, Identified Work Bucket interests, Updated CIAs, Additional CADCA-type training, Coalition Self-assessment

#### **DATA Bucket: Activities**

**Existing:** Parent Perspectives Survey, Annual Data Snapshot, Focus Group, YRBS Annual Survey

**Proposed:** Collection of Partners Data (Ex: Police & EMR data)

#### **POLICY AND SYSTEM Bucket: Activities**

**Existing:** Rx Medication Drop-off Bins, Legislative outreach as requested

**Proposed:** Alcohol License Training – TIPS for Restaurants and MASS PACK for Retail sales, Increase patrols on cul-de-sacs and field areas, Health Provider Prescriber Training, Sponsor Annual Take Back Event, (Community, also), Mandatory Drug Education programs for students when caught with alcohol or drugs, Support Selectman By-Law Review Committee to craft a more effective higher impact fine for Underage MJ Use. Will need to pass at Town meeting, be approved by the Attorney General, Put up physical barriers in public gathering places, Increase penalties with local Social Host law with increased consequences, fines, mandatory Parent classes, (Parent engagement, also), Mandatory Drug and Health Education in every HWRSD Grade level

#### **PARENT ENGAGEMENT Bucket: Activities**

**Existing:** Youth Mental Health First Aid training, (Community, also), Get Ready, Set Go Grade 8 transition night (Youth leadership, also), Know before They Go 12<sup>th</sup> Grade Transition/planning stages (Youth Alumni Leadership, also)

**Proposed:** Teach parents how to teach refusal skills to kids, Provide flyers for mandatory events (Sports, Club Meeting that parents must attend),

### **COMMUNITY AND OTHER SECTOR ENGAGEMENT Work Bucket: Activities**

- Existing:** Community Educations programs with Community involvement (Substance prevention and misuse reduction education, Teen Brain Science, Parenting skills, Leadership Skills)
- Proposed:** Utilize IHR for community trainings, Engage adjacent communities who are supporting MJ growers and retail sales of recreational MJ, and pro- MJ groups to explore how we can all work together to manage expected consequences, reduce youth risk factors, increase protective factors in our community, Lunchtime Brown-bag meetings

### **COMMUNICATION AND MARKETING Work Bucket: Activities**

- Existing:** HWP4Y.org website, Coalition Marketing materials (Brochure, HELP Booklet, New Member packet, Newsletters, Local Media articles, photos, Local Times Column/planning stages, Times Ads/planning stages) Logo Development, Positive Community Norm Messaging Campaign/in progress on Website, Minnechaug Home Coming with plans to launch wider campaign to the community, Link website to HWRSD website and school website/in progress
- Proposed:** Billboards with progress report of what the Coalition is doing in the Community, Insert PCN messages into town mailings (for taxes, dog licenses, trash) and into local retail bags (grocers, liquor stores, etc) (Community and other sector engagement, also), Generate a handout flyer e-version of Key Substances info on today's drugs, Expand social media presence to FB, Get prevention info out to Drs, Dentists, Hair dressers, Retail stores, Real Estate groups, Funeral homes (Community and other Sector Engagement, also), Link website to Town website, Publicize log information around youth activity (Youth Leadership, also), Increase community awareness of Social Host Liability Law ( Policy, also)

### **YOUTH Bucket: Activities**

- Existing:** Support promotion of healthy lifestyles/Substance-free Community events (Hampden Night Out, Ultimate Party, Wilbraham Peach Festival, HWRSD Open House (Community and other Sector Engagement, also), Support Above the Influence, (Community and other Sector engagement, also) support Hamdpen County District Attorney Youth Advisory Board(Community and other Sector engagement, also)
- Proposed:** Involve more teens and middle school students on the Coalition, Increase Family and Youth friendly activities (Parent Engagement, Community and other Sector Engagement, also), Support peer to peer education about prevention of drug and alcohol use, Expand Youth Self-Esteem Community programs (Community and other Sector Engagement, also), Launch See Something, Say Something Campaign (Community and other Sector Engagement, Parent Engagement, Communication and Marketing, also), Support medication safety curriculum in school (Community and other Sector Engagement, Parent Engagement, also), Environmental Changes: lighting, barriers, cameras, signage (Community and other Sector Engagement, Policy & System, Parent Engagement, also)

**Please note:** Many of the proposed activities in each bucket were taken from the input gathered from participants of the September 15<sup>th</sup>, 2017 Community Partners in Prevention Leadership forum. The Coalition Steering committee and membership will have the responsibility to prioritize all proposed activities according to the filters described below:

## **How many holes do our buckets have? Filters to Evaluate Prioritized Activities**

### ***What's the Goal of the Activity?***

- *What is its connection to the Logic Model*
- *What is its connection to one or more data points, and*
- *How would implementation impact that data point (increase in... decrease in...)*
- *What is the correspondence to one or more of the 7 strategies, and does it address any of the gaps we've identified in our use of those strategies?*
- *Do we have a clear outcome in mind that is based on above... and what have we learned through evaluation of similar activities that will increase the chances of success?*

### ***Resources***

- *Do we have the time? Do we have appropriate funds in the approved budget? Do we have the human resources (Coalition-supported in addition to our paid staff roles)?*
- *Should the Coalition take the lead on this? Or support another organization that is better suited to coordinating this activity, event, strategy?*

### ***Pathways to Community Involvement***

- *Does it represent objectivity and relevance to broad perspectives in the community?*
- *Does it decrease stigma/ bias?*
- *Does it permit flexibility on level of involvement among coalition members and partners?*