

STEERING COMMITTEE AGENDA

9 a.m., Thursday, Jan. 26, 2007
Scottsdale City Hall, Kiva Conference Room
3939 N. Drinkwater Blvd.
Scottsdale, AZ 85251

Gina Durbin
Tom Ellis
Stephanie Kreiling
Diane McMillan
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Leslie Reeves
Phil Riccio
Donald Santeo
MaryEllen Tinsley
Kate Zanon

Karen Kurtz, Facilitator
Brent Stockwell, Staff

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- 1. Review of Coalition Mission and Vision**
Activity – Based on your best understanding of the Coalition’s efforts to date, prepare and give us a 30-second “elevator speech” on what the Coalition is about.
 - **Our Vision:** We are inspired and working toward a meth-free community.
 - **Our Mission:** The Northeast Valley Coalition Against Methamphetamine will empower and engage the community to become meth-free through education, awareness and by providing access to resources.
 - 2. Discussion on Coalition Structure: Meetings, Membership, Subcommittees, etc.**
 - 3. Discussion on future Meeting Times, Dates, Topics**
 - 4. Selection of Steering Committee Leadership (Chair, Vice Chair, Recorder)**
 - 5. Discussion on Strategic Planning Process for Community Workshops on Feb. 1, 15 and Steering Committee Meeting in February.**
 - 7. Coalition Financial Update**
Governor’s Office Phase I - \$20,000 - \$10,690.35 spent to date, with \$9,309.65 remaining. To date we have spent: Conference Fees, \$475; Meeting Supplies \$823.50; Facilitation Fees \$2,446.25; Staff Time/Mileage Reimbursement \$6,945.60.

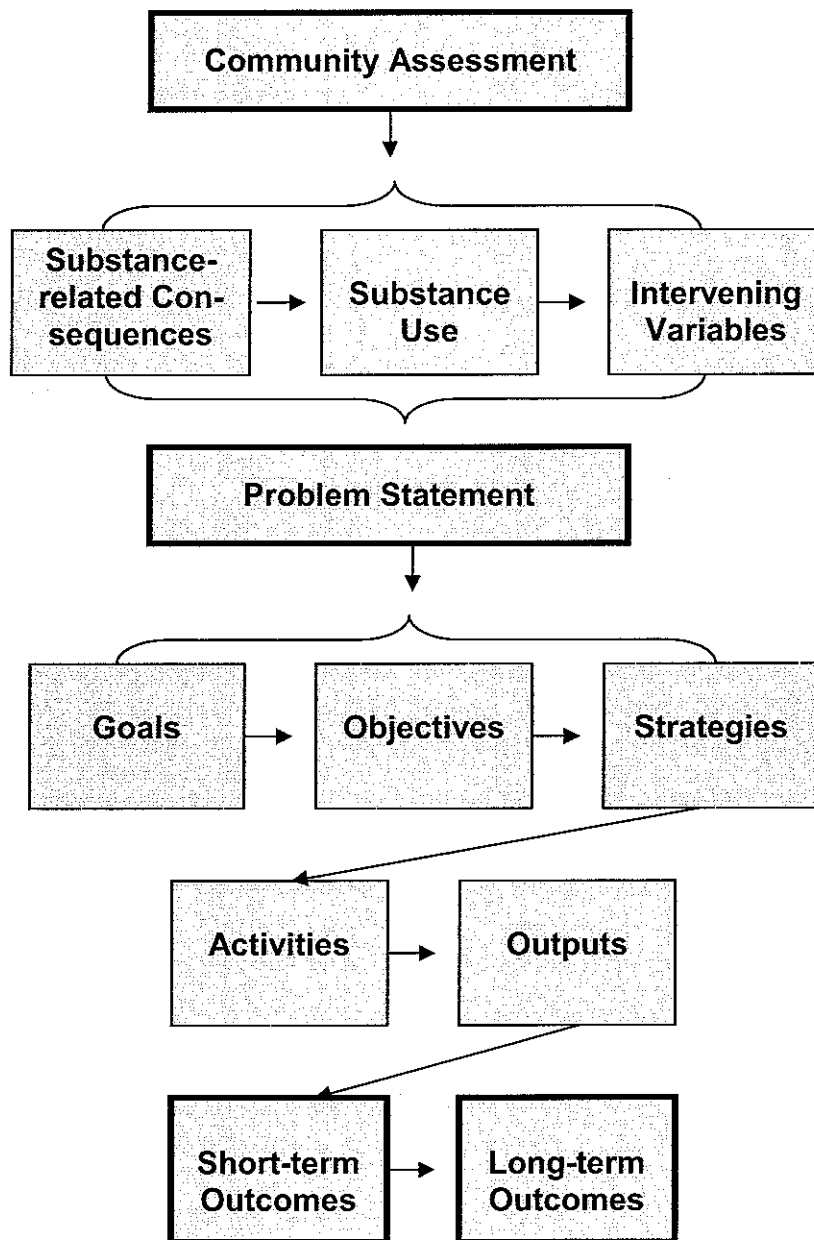
SRPMIC - \$25,000 - No funds encumbered to date. Grant ends Sept. 30, 2007
 - 8. Discussion of Governor’s Strategic Action Planning Summit held Jan. 10-11.**

Coalition Organization

Group	Steering Committee	Subcommittees	Full Coalition
Purpose/ Area of Responsibility	Oversight of the process. Staying on course with the mission, vision, goals and objectives. Plan, organize and facilitate the full coalition meetings.	Data collection Distribution networks for data Best ways to present data Inventory of existing resources	Act as a liaison back to the community/organization represented, Follow the mission/vision, Provide volunteers, Input, Attend all meetings or send a designee
Who should be on?	Create a matrix to select members that represent these characteristics: geographic communities in the coalition, each of the subcommittees, various disciplines (treatment, law enforcement etc.), and people who are in leadership roles or have the capacity to influence change.	Coalition members who are knowledgeable in the topical areas of the subcommittees or have a passion for that area. Including law enforcement, education, treatment, health care, media etc.	Any volunteer who wants to be a part of it.
How often to meet?	Monthly, just before the full coalition meetings whenever possible as long as the schedule doesn't get too long.	As determined by the needs of each subcommittee.	Monthly during the planning process, less frequently once implementation begins.
What positions/tasks needed?	Chairperson, Recorder, Spokesperson (may be the Chair, but does not have to be). Tasks: set agenda, keep meeting minutes, arrange meeting logistics (space, food, equipment, supplies), communications (notices etc.)	Chairperson, Recorder, Spokesperson (may be the Chair, but does not have to be). Tasks: set agenda, keep meeting minutes, arrange meeting logistics (space, food, equipment, supplies), communications (notices etc.)	Full coalition meetings will be organized and facilitated by the steering committee. Positions and functions are the same as the steering committee.
How will it relate to other committees?	Monitor the progress of the coalition on the plan. Compile progress reports from the subcommittees.	Provide progress reports to the steering committee. Participate in the full coalition meetings.	Participate on the subcommittees.
How will decisions be made?	Make decisions by consensus as a first choice. Use majority rules as a fallback if really get stuck. Have to be present to decide	Make decisions by consensus as a first choice. Use majority rules as a fallback if really get stuck. Have to be present to decide.	Make decisions by consensus as a first choice. Use majority rules as a fallback if really get stuck. Have to be present to decide.
What is needed to sustain it?	Money, leadership, a definite timeline so people know what is expected in terms of a commitment. Communication. Staying concrete in what we are trying to accomplish. Make sure we are accomplishing tangible things. Create a scorecard of some kind to document progress. Recognition, celebrate successes, food.	Same as steering committee.	Same as steering committee.

Combining the Strategic Prevention Framework Logic Model into a Strategic Planning Model

Below is a diagram of a complete strategic planning process which incorporates a community assessment as part of the Strategic Prevention Framework. This is the substance abuse prevention strategic planning model that is described in more detail in this guidebook.



Taking One Example

Below is a table that takes only one of a variety of possible community examples from the beginning of the Strategic Planning Logic Model to the end—from Community Assessment through Long-term Outcomes. In your community, many more possible examples will likely be available. Consider other possible examples to fill into the table below. These examples are further developed in Module 2.

Substance-related Consequence	High rate of youth (ages 12-18) arrested for crimes related to meth use or production. (Sources: law enforcement crime data, school reports)
Substance Use	High rates of meth use among 8th, 10th, and 12th graders. (Sources: Arizona Youth Survey, focus groups, interviews, other data sources)
Intervening Variable	Meth is easily available in our community. (Our county has a great deal of local meth production and high levels of meth trafficking from Mexico to other locations. (Sources: law enforcement crime data, focus groups, interviews, other data sources)
Problem Statement	Too many young meth users are committing crimes in our community.
Goal	Goal 1: To reduce the availability of meth to young people in our county.
Objective	Objective 1.1: By June 30, 2008, reduce the number of meth production facilities in our county by 50%.
Strategy	Reduce availability of meth to youth in our community.
Activity	Activity 1.1.1: County sheriff's department conducts 5-10 additional sweeps of suspected meth houses.
Output	Meth houses are identified and neutralized.
Short-term Outcome	Fewer meth production facilities in the county.
Long-term Outcome	Fewer youth use meth.

STRATEGIC PLANNING FACT SHEET

What will coalitions be expected to include in a strategic plan as part of a Phase 2 application for the Arizona SPF SIG or Arizona Meth Initiative projects?

The following information will be required as part of each coalition's Phase 2 application. Coalitions will be required to include a description of the data used, data sources, and methods used to gather and assess the data. Relevant formats will be provided to all coalitions with Phase 2 funding applications.

1. Describe the geographic setting of the community
 - What are the geographic boundaries that define this community?
 - What are the socio-economic issues relevant to the community?
 - What are the rural, urban, rural-urban characteristics of the community?
2. Describe the coalition
 - What is the history and makeup of the coalition?
 - Which community stakeholders have been involved in the coalition's current efforts?
 - What are the coalition's vision and mission statements?
3. Describe the population of the targeted community
 - What epidemiological data were used to help decide the targeting of this population?
4. Describe the consequences of substance use in the community

These may include:

 - Injuries
 - Illnesses
 - Accidents
 - Crimes
 - School problems
 - Work problems
 - Other consequences of substance use relevant to the community
5. Describe the substance use issues in the community
 - What substance(s) is/are used?
 - By whom?
 - Where?
 - When?
 - Other descriptions of substance use relevant to the community
6. Describe the intervening variables/causal factors of substance use in the community
 - Why?
 - Why here?
 - Why now?
7. Describe the current community resources available to address the targeted substance use issues in the community
 - What are the results of the community resource assessment?

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8. Describe the environmental strategies and other strategies to be used to address the targeted substance use issues in the community

- How are the selected strategies appropriate?
- How will the selected strategies address the consequences, substance use, and intervening variables identified?
- How are the strategies evidence-based?

Some environmental strategies include

- Policy strategies
- Enforcement strategies
- Educational strategies
- Communication strategies
- Collaborative strategies

9. Describe the community's readiness to address the identified issue(s) and strategies

- How has the community's readiness been assessed?
- What are the results of this assessment?

10. Describe examples of prior community experience, successes, and barriers with this issue

- What has been tried before?
- What has worked?
- What have been the struggles?
- What is different now?

11. Describe the coalition's goals, objectives, activities, and timeline specific to the coalition's project

12. Describe the associated short-term and long-term outcomes expected

- Short-term outcomes are the outcomes expected in 1-2 years
- Long-term outcomes are the outcomes expected in 3-5 years

13. Describe how the project will enhance the community's prevention infrastructure
How does it create or improve upon:

- Coordinated efforts
- Organizational structures
- Planning
- Data systems (access/availability, collection, coordination, reporting)
- Workforce development
- Evidence-based practices
- Cultural competence
- Evaluation and monitoring
- Sustainability

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14. Describe how the project will ensure that planned activities and processes are culturally competent

- What steps and procedures will be implemented?
- How will cultural competency be assessed?

15. Describe how the coalition will evaluate the activities and outcomes of this project

- Process evaluation
- Short-term and long-term evaluation
- Data sources for the evaluation

Please address any questions regarding this fact sheet to:

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