



# Office of the Mayor

One JFK Memorial Drive  
Braintree, Massachusetts 02184

Joseph C. Sullivan  
Mayor

781-794-8100

**Braintree Community Partnership on Substance Use  
Meeting Minutes  
January 25, 2017**

**Present:**

Anita Young  
Annie Tran  
Brian Leary  
Chris Angell  
Chuck Kokoros  
Dan Clifford  
Dave Morgan  
Don Harrington  
Father Clifford  
Jean O'Leary  
Jennifer Fay  
Jessica Koelsch  
Jessica Matzkin  
Jim Burke  
John Griffin  
John McGahan  
Jon Wilson  
Julie Jacobs  
Kathi Wood  
Laura Crowley  
Laurie Melchionda  
Lee Dingee  
Lyn Frano  
Marci McDonough  
Marianne Barrett  
Marybeth McGrath  
Melonie Bennett

Michael Baumgartner  
 Michael Owens  
 Peter Gillis  
 Peter Thompson  
 Robyn Houston Bean  
 Roger Mederios  
 Sandra Stamos  
 Shannon Hume  
 Terri Murphy  
 Therese Wilson  
 Tom Bowes  
 Vicky Ruvido  
 Vitalii Korzuh

**Meeting Commenced:** 6:30pm

## Minutes

<b>Agenda Item:</b> Welcome & Introductions
<ul style="list-style-type: none"> <li>• Mike Owens (Interim Chair) welcomed everyone and introductions were done.</li> <li>• Mike thanked Jessica Koelsch for the new meeting tables.</li> </ul>
<b>Agenda Item:</b> Approval of Minutes
N/A
<b>Agenda Item:</b> Executive Order
<ul style="list-style-type: none"> <li>• Mayor Sullivan explained the reasoning for the Executive Order which was needed due to funding and the obligations that go with funding, also the addition of a full time substance abuse professional coordinator on staff in the Mayor’s office (Jessica Koelsch).</li> <li>• Mayor explained that it was his expectation that this would empower the Partnership and create a “bubble up, or bottom up” effect and would not be a “directive down” approach. Mayor will be supportive of the Steering Committee, and the 15 stakeholders, and expressed his commitment to the Partnership.</li> <li>• Mayor noted that he is in regular communication with all mayors throughout the state on this issue.</li> <li>• The Executive Order is still in draft form and will be provided to the Partnership at a later date.</li> <li>• Mike Owens explained and discussed the changes in the Executive Order as compared to what was previously planned with the Operating Principles. He discussed the Partnership re-launch (June 2016), the town funding, private donations, legalities, ethics laws and the process for those who will have to comply with the online ethics training.</li> <li>• A handout was provided to members that explains the structure and membership of the Partnership under the Executive Order. Notable changes are that the Chair of the Partnership will be the Substance Abuse Prevention Coordinator, Jessica Koelsch, from Mayor’s staff and that the appointment of the lead stakeholders will be confirmed by the Mayor. Lead stakeholders will also be required to take the State online ethics training.</li> <li>• A sign-up sheet was passed around for the 15 lead stakeholders to leave contact information for following up on the formal appointment by Mayor. The 15 lead stakeholders will be</li> </ul>

confirmed by email.

- Nominating and voting for Steering Committee positions will take place at the next meeting, February 22.
- Jessica explained the reason for canceling the December meeting. She noted that she has consulted with other coalition leaders throughout the state who operate under municipal bodies.
- Mike and Jessica are confident that the new Executive Order will maximize efficiency. It was explained that managing the Partnership is a full time responsibility and being in Town Hall allows for a normal routine and accessibility to the town solicitor to be sure work is done in compliance with state laws.
- Peter Thompson expressed his thoughts on the process of the Partnership and the role of the Mayor to lead the effort. Peter explained his personal story of losing his son to an overdose and the heartbreak that remains for his family.
- Councilor Dan Clifford expressed the importance of selecting and electing members for the new Steering Committee who possess skills and expertise to move the Partnership forward.

**Agenda Item:** Overview of Partnership Budgets

- Jessica explained that the Partnership has 4 different accounts: DPH (state funds), Opioid Education & Prevention (town funds), CHNA20, and Gifts/Donations
- DPH: Jessica explained that the DPH funding began November 14, 2016 and ends on June 30, 2017, allotting 7 ½ months for \$150,000 to be spent incrementally within pre-determined line item categories provided by DPH (e.g., staff salary, staff training, program supplies/materials, meals)
- She explained purchases that she has already made for office supplies and materials, including 12 new meeting tables for regular Partnership meetings and events, 2 folding travel tables, and multiple brochure holders for the Substance Use Resource Centers.
- She explained plans for future spending, including food and incentives (i.e., gift cards) for youth focus groups, a subscription to Survey Monkey for a community survey, and registration and travel to send several individuals to the annual RX & Heroin Summit being held in Atlanta, GA in April 2017.
- A “suggestion box” for members to submit ideas for spending was mentioned. For now, members who would like to submit ideas may contact Jessica.
- Jessica also explained that, as part of DPH funding acceptance, the Partnership was required to contract with one “Supplier Diversity Program” designated business. From the list of businesses that were provided, only one offered services that were relevant to the Partnership at this point in time. That business is GP3 Creative, which offers logo design, marketing and branding services.
- Jessica presented a list of services that GP3 Creative is contracted to provide the Partnership by June 30, 2017: logo design, stationary, brochure, pocket resource guide, informational pamphlet, infographic, booth/mobile display, social media cover images, and website.
- Jessica presented 2 logo designs developed by GP3 Creative. In order to make timely decisions and keep the Partnership on track so that all contracted materials are developed within the timeline provided (by June 30<sup>th</sup>), Jessica suggested that the previously established “Logo Contest Group” take the lead on completing this work. No objections were made. Jessica agreed to email those members who are part of the “Logo Contest Group”, as well as other interested members (to email Jessica asap), in order to schedule a committee meeting and move forward with selecting a logo.
- CHNA20: This money should be spent and CHNA20 expects a report of how the money was

used.
<b>Agenda Item:</b> Updates/Announcements
<ul style="list-style-type: none"> <li>• Vice chair Shannon Hume made announcements re: Dr. Ruth Potee speaking on February 2.</li> <li>• Commented on the success of the Other Talk presentation.</li> <li>• Melonie Bennett announced the Amazing Healthy Race and asked that anyone who wants to participate by setting up a station should contact her. Date: May 11 at South School, after school hours.</li> <li>• Jessica explained that the preliminary findings of her key stakeholder interviews, which are part of the needs assessment, show top issues of concern are: <ol style="list-style-type: none"> <li>1. Opioid use among adults and young adults</li> <li>2. Youth Alcohol use</li> <li>3. Youth Marijuana use</li> </ol> </li> </ul>
<b>Agenda Item:</b> Speaker – Robyn Houston-Bean
<ul style="list-style-type: none"> <li>• Robyn Houston Bean introduced herself and discussed her personal story about the loss of her 20 year old son Nicholas in 2015. She discussed how this happened, and discussed the importance of her work with developing The Sun Will Rise foundation and her grief support group. She discussed the Beanstock concert event in the planning process again for July 15, 2017 at French’s Common</li> </ul>

### **Action/Follow-up Items**

<b>Task</b>	<b>Person(s) Responsible</b>	<b>Due</b>
Provide Partnership membership with a copy of the Executive Order	Mayor’s Office	By next Partnership meeting
Confirm Lead Stakeholder members	Mayor’s Office	Within two weeks
Elect Steering Committee members	Lead Stakeholder members	At next Partnership meeting
Email “Logo Contest Group” to schedule a committee meeting	Jessica	Before next Partnership meeting

**Next Meeting:** February 22, 2017 at 6:30pm, Town Hall Auditorium

**Meeting Adjourned:** 8:50 pm

**Note-taker:** Robyn LaFrance