



Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184



Joseph C. Sullivan
Mayor

Braintree Community Partnership on Substance Use

Meeting Minutes for Steering Committee

April 24, 2017 @ 3:00pm

Persons Present: Robyn Houston-Bean, Jen Fay, Shannon Hume, Mary Kelley, Jessica Koelsch, Robyn LaFrance, Kevin MacAleese, Jon Wilson.

Meeting Commenced: 3:00pm

Minutes

Agenda Item: Approval of Meeting Minutes

- SC meeting minutes from March 7th were approved, contingent upon the correction of Mary Kelley and Kevin MacAleese's last names
 - Partnership meeting minutes from March 22nd were reviewed and several edits were discussed:
 - Add "Persons Present"
 - Revise the notes under "Agenda Item: Speaker" – should we get consent from speakers to include information/stories they share about their experiences in the minutes?
Response: Yes.
 - Verify information regarding MA sober house rating system
- SC members agreed to submit their edits, using track changes, to Jessica.
- SC meeting minutes from April 4th were provided by Mary Kelley. Mary indicated that a few edits were needed and that she would update and resend.

Agenda Item: Upcoming Events

- Roundtable Discussions at Stonehill College – Jessica asked if anyone was planning on attending this event. SC members indicated that it would be an appropriate event to pass along to Officer Ed Woo.
- "Hidden in Plain Sight" – SC members indicated that planning for this event was all set and Melonie Bennett is the contact person.
- "Drug Story Theater" – Jessica asked if anyone was planning on attending the "Drug Story Theater" event in Quincy and if this was something the Partnership was considering bringing to Braintree.

Answer: No. Robyn H-B mentioned that she has attended this event before and feels that another event, titled “Four Legs to Stand On”, is a better production if we decided to host such an event.

- “Amazing Health Race” – Shannon and Mary indicated that they could use 1 more volunteer to help during this event. If no other Partnership member is available, Jessica indicated that she would be willing to help out.
- Jessica suggested establishing an Activities Committee in order to alleviate the SC from having to do all of the planning for the various Partnership events. It was agreed that the SC needs to take on the planning of such events for the time-being in order to boost member morale.
- Narcan Training for TOB employees – From previous SC meeting, conversation continued around the SC’s decision in favor of requiring Narcan training for all Town employees. Having a policy, similar to Police and Fire that requires all Town employees to be trained, was discussed. Shannon indicated that she had met with the Mayor about this particular topic. Jessica agreed to remind Mayor of this conversation and ask if she may bring this initiative to the Department Heads during Wednesday’s Dept. Head meeting. Kevin agreed to send Jessica info on the narcan training policies for Police and Fire.
- Prom – It was mentioned that Jr. prom is May 13th and Sr. prom is May 31st. Shannon Hume suggested there be a Partnership table at the pre-prom reception for parents to be able to access information. Shannon offered to gather materials for a table to be placed at the event. Doing a sticker shock campaign with pizza shops and liquor stores was also discussed. All agreed it would be a challenge to quickly perform the sticker shock campaign in time for prom season but we will do it. Robyn H-B agreed to gather some information and forward to the SC.
- 4th of July Parade – A Partnership presence during the 4th of July parade on July 1st was discussed. Shannon agreed to arrange for the Partnership to be able to March in the parade and carry a banner. Jessica agreed to speak with George (GP3 Creative) to see if we can have a banner designed before the event. The purchase of “Jelly Bands” as promotional items for the Partnership was also discussed. Jessica agreed to look into purchasing these, using DPH funds.
- Household Hazardous Waste Day-Medication Take Back – Concern that not enough promotion of the medication take back component of Household Hazardous Waste Day was raised. It was agreed that the event would be re-announced at the upcoming Partnership meeting and members will be encouraged to promote the medication take back. Shannon and Robyn H-B also agreed to promote on Social Media.
- Robyn H-B confirmed that the “If Only” event and Narcan training will take place on Oct. 3rd at Town Hall.

Agenda Item: Committee Updates

- Resource Centers - It was asked if we are ready to dissolve the Resource Centers Committee now that the information centers are established. Answer: Yes. Resource Centers Committee is dissolved.
- Data Committee – Jessica explained that she had started putting together a report of all relevant

data collected to-date for members of the Data Committee before she left on maternity leave. However, she was unable to finish. She agreed to update the Partnership at the next meeting.

- Logo Committee - Logo Committee update is that the website is underway. There was discussion re: finalizing the Partnership brochure that Shannon designed a few months ago. Why didn't we move forward and print that? It was discussed that the Partnership URL and logo should be added to it, and a suggestion was made to omit the blurb about the Partnership to free up the space to add more resource information. Jessica agreed to bring the brochure to George and ask that we move its production to the forefront of the Logo Committee's work. Shannon will send a copy of the brochure to Jessica via email.

Agenda Item: Parent Survey

- Review and administration of the Parent Survey (used by Milton and Norwood, among other Towns) was discussed. It was suggested that we coordinate its administration with that of the 2017 YRBS. Jennifer suggested that we send the survey to Dr. Hackett asap for approval. Jessica agreed to send.
- Jessica and Robyn mentioned an effort by the MOAPC and SAPC to coordinate data collection across all cities/towns involved with grants. Jessica mentioned that the Stoughton SAPC had created a list of core questions for the towns in their cluster to ask on all of their student surveys. Jessica agreed to send this list to Jennifer so that we may begin planning for the upcoming YRBS.

Agenda Item: DPH Budget Report

- Jessica supplied SC members with a DPH Budget Report handout for reference. She then explained the various line items into which the \$150,000 was broken down and how much money was left within each line item. She also explained that there was a previous agreement made with the schools to use DPH funds to purchase magnets for the 2nd grade Medication Safety presentations. Jennifer Fay then showed the group the magnet design and provided an update on production. Jessica indicated that Jennifer or Laurie Melchionda should contact Jessica as soon as the magnets are ready.
- Shannon posed the question: what substance use prevention education is being provided to which grade levels within the schools and when/time of year? Jennifer indicated that the presentation that Dr. Hackett and Melonie Bennett gave at a previous Partnership meeting on the YRBS included this information. Jessica also mentioned that the report put together by the Committee involved in developing the mandated school Substance Use Prevention policy/plan included this information, as well. Jennifer and Jessica agreed to send this information.
- Overall, approximately \$66,000 is left to spend in the DPH Budget by June 30th. Jessica asked for additional suggestions on how to spend the money. Suggestions included:
 - Having a facilitator come and help develop the Partnership's mission statement. Jessica mentioned that Laurie Stillman, a Consultant and member of the Milton Coalition, helped Milton develop their mission statement and that she would be willing to help Braintree, as well. The group agreed to have a facilitator help with mission statement development. Jessica agreed to contact Laurie and set a date for her to facilitate the process with the SC.

<ul style="list-style-type: none"> ○ “Jelly Bands” as promotional material for the 4th of July parade. ○ Incentives for Parent Survey participation.
Agenda Item: SBIRT
<ul style="list-style-type: none"> ● Jennifer confirmed that Dr. Hackett will be attending the next Partnership meeting to give a brief update on the results of the SBIRT screenings.
Agenda Item: Partnership meeting room setup
<ul style="list-style-type: none"> ● It was asked that a microphone be available for Partnership meetings and additional tables. Jessica mentioned that 2 additional tables were recently purchased using DPH funds so there should be enough room for everyone to sit at a table. A microphone will be set up for next Partnership meeting.
Agenda Item: April 26th Partnership Agenda
<ul style="list-style-type: none"> ● Guest speakers are confirmed. ● Shannon and Robyn H-B asked that the presentations on the RX drug & heroin summit be pushed back to May’s Partnership meeting so that all members who attended could coordinate and plan together. They will also have access to the summit’s powerpoint presentations by that time. It was agreed that these presentations would be held off until May. ● Shannon mentioned that she would like to inform the Partnership that the Town is moving forward with a Marijuana “Opt Out” referendum and more information will be forthcoming. ● Setting Meeting Guidelines was also discussed. Jessica mentioned that she has a list of meeting guidelines that are commonly used to establish order during meetings. She agreed to send this list to the SC before Partnership meeting. ● Jessica agreed to put together a draft agenda and send to SC before Wednesday’s meeting.

Meeting Adjourned: 5:00pm

Next Meeting: TBD

Note-Taker: Jessica Koelsch and Robyn LaFrance