

Middletown Substance Abuse Prevention Task Force

Meeting Minutes October 28, 2010

Meeting was called to order at 6:05 p.m.

1. Welcome – Introductions.

• Attending: Carmela Geer, Rick Lombardi, Susan Schenk, Chris Epperson, Bruce Long, Lori Verderosa – MSAPTF Coordinator, Sue Winsor, Wendy Lord Harvey, Jennifer Barrera

2. Approval of Minutes – Corrections: Section 3 – Insert CDBG ; Section 4 spelling Fredlin; Section 1 Correction Fredlin, Winsor, Page 2 – HX to History (two times); Remove “I” from SPIF to make SPF 2 times; Communication from Shawn Brown AUGUST 26TH; Final Paragraph – Correct DFC must be notified in advance of any changes and those changes must be approved.

• Wendy reports that she is concerned that the plan adopted at the last meeting does not include a community piece. Discussion

• Susan moved to approve the minutes with correction, Rick seconded. All in favor. None opposed.

3. Financial Report: Bruce presents the financial report. He reports that Lori continues to be full time. RISAPA budget appears that spending is accelerated as a result of Lori’s personnel costs. Bruce reports that we should meet to address having some ownership of budget.

• Wendy asks on status of 501 (c) 3. Bruce reports that the Town cannot pay the filing fee for the 501 (c) 3.

• Discussion of 501 (c) 3 process, purpose, funding. Discussion about Town Administrator needing to sign off on RISAPA and DFC

awards, both must be put before the Town Council. Administrator requested that Lori provide him with more information. Susan asked if there was a time frame. Both Lori and then Lori with Carmela met with the Town Administrator. Lori reports on the DFC project officers simply want us to be successful. Bruce reports that the true conflict is that the Coordinator is unsure of how to proceed.

- Rick moves to accept the financial report, Chris seconded. All in favor, none opposed.

4. Committee Reports: There are no committee reports.

5. Coordinator's Report

- Lori presents her coordinators report.

- Accomplishments: She reports that there were several grant awards bringing our total FY 11 budget to \$163,886.00. The first SHO Educational Intervention Program was facilitated.

- Activities: There were several community activities within the last month. There are still some slots open within the Twelve Sector Membership slots. Lori began meeting to plan some of the youth pieces of the DFC grant.

- Lori reports that she would like to respectfully report that she feels that the plan approved at the last meeting was premature. She reports that she feels that we've had difficulty with engaging people in the MSAPTF and that some of the work plan does not coincide with what has been approved by DFC and RISAPA and that some of these things are already in place.

- Carmela reports that the Town of Middletown handbook reports that instances that the staff disagrees with the committee - the staff member is advised to report her disagreement in writing to their supervisor. Lori reports that she verbally reported that to Town Administrator and will put her disagreement in writing. Carmela reports that she will wait for guidance from the Town Administrator.
- Discussion on work plan. Susan asked who are the staff are for the grant. Bruce reports that the administration has not decided. Bruce requests a workshop to discuss the DFC grant.
- Lori reports that she received clarification from the Town regarding budget and clarifying roles and responsibilities. Discussion of budget roles and communication.
- Bruce requests that the Town Administrator attend the next meeting. He was not available today.
- Jenn Barrera moves to submit an extension for the evaluation report to DFC. Lori reports that she will look into it. Bruce seconded. All in favor none opposed.
- Discussion about DFC, DFC approval.
- Lori returns to coordinators report – she discusses being chosen to sit on the building state capacity grant advisory committee. Middletown was also invited to participate in a statewide DATA training as a result of the

6. Old Business:

- Carmela presents on Infrastructure. How do we balance Advisory

role (Town of Middletown) with Working Teams (MSAPTF)? Advisory typically works slower and Working Team has deliverables and typically works much quicker. In the meeting with own Administrator, Shawn Brown that was attended by Carmela and Shawn, it was recommended that we have two committees – an Advisory Function (Town MSAPTF Committee) and a Working Team (MSAPTF Committee). The role of the coordinator would be the liaison between the two “teams.” The working team is the one who is engaged in the twelve sectors, events, programming, and community relations.

- Wendy asks if this is a hierarchy. Carmela reports that the working team would not require a quorum. Discussion on infrastructure, attendance, timeline, who would be on each “team.”**

- Lori reports that the Town Administrator Reports that the advisory committee would be made up of the current Chair, Vice Chair and Secretary.**

- More discussion of advisory and working team. Discussion about complication, amount of layers, volunteer recruitment, transparency, frustration about lack of work being accomplished, town council/MSAPTF relationship. Discussion about Town Council – do they receive minutes, can we begin sending the council the minutes. Discussion of one 16 hour position coordinator staffing**

- Discussion of history of task force, evolution of roles, funding etc. Discussion of funding for Middletown Town Departments – for example – Police. DFC has money in grant allocated for Police ‘Best Practices.’ Discussion of continuing the subcommittee model that was utilized with the SPF/SIG committees.**

7. New Business:

Adjourn: Meeting adjourned at 7:50.

8. Next Regularly Scheduled Meeting will be cancelled due to Thanksgiving Holiday. To a meeting time that is scheduled in accordance with the Town of Middletown Town Administrator's schedule availability.

Attached: Agenda, MSAPTF September 30th Minutes, MSAPTF Monthly Status Report, MSAPTF Sector Member Table, DFC Work Plan & Capacity Building Strategies, MSAPTF Budget Request Narrative Fiscal Year 2011,