



Youth Marijuana Prevention and Education Program Workgroup

Meeting Summary, 4/22/2016

On Friday, April 22, 2016, the Youth Marijuana Prevention and Education Program (YMPEP) Workgroup gathered via teleconference for a kickoff meeting to clarify roles and activities as the program gets started.

I. Welcome and Introductions

CHOICE staff facilitated the phone call, first introducing the YMPEP Program Manager, Matthew Shellhart. After all participants introduced themselves, Matthew explained that the purpose of the call was to kick off Year 1 of YMPEP activities and to make sure everyone was on the same page with starting the program.

II. Review Roles and Responsibilities

The group reviewed the Subcontractor Table document, which was compiled from information agreed upon in the work plan document submitted with the original application to the Washington State Department of Health (DOH), along with information from each subcontractor's contract with CHOICE.

III. Reporting and Invoicing

The group reviewed a template reporting tool, which CHOICE staff will customize for each subcontractor. These customized reporting tools will be due to CHOICE by the 5th of each month, in order to keep track of activity progress. The customized versions will be sent out to each subcontractor within the next week.

The workgroup also reviewed the Reimbursement Form, which will be due to CHOICE by the 20th of each month in order to receive payment for YMPEP program expenses. If subcontractors wish to submit for reimbursement less frequently, they should notify CHOICE staff of that preference. CHOICE staff clarified that this Reimbursement Form is separate from the Activity Report, and will only need basic expense descriptions. Subcontractors should maintain timesheets and financial records in house as backup documentation, but those items do not need to be submitted to CHOICE.

If partners have any questions about reporting or reimbursement, they should contact program manager Matthew Shellhart at shellhartm@crhn.org, or 360-539-7576 ext. 107.



IV. Upcoming Training Offerings

As part of Year 1 deliverables, multiple training programs are being offered, which the YMPEP partners are encouraged to attend. These trainings will also be open to the wider public, and more information will be distributed to partners and general public beginning next week.

The already established training dates are as follows:

- **The Art & Science of Community Organizing Training** -
Part 1: May 31, June 1 & June 2; **Part 2:** June 8 & June 9 in Tumwater.
- **Cultural Competency** – June 13th and 14th in Lacey.
- **High in Plain Sight** – June 17th in Tumwater.

Erin Riffe with CR-ESD 113 requested that the other partners consider hosting a High in Plain Sight training in their areas, and let her know, because the trainer is committed to providing a total of four training dates.

V. Review Regional Health Needs Assessment Template

Meagan from the Athena Group has been contracted to assist the workgroup with completing the needs assessment required by DOH for this contract. Meagan reviewed the initial draft of the Needs Assessment Tool with the group, and requested that participants help revise the survey so as not to duplicate work that may already have been done in each county. The group will continue to refine the questions at the next workgroup meeting on May 6th. Meagan will follow up with public health participants Sue Cameron, Michael O’Neill, and Chris Hawkins to get some specific feedback on the survey using their local expertise, and to help minimize duplication of efforts with previous needs assessment work done.

VI. Next Steps

- CHOICE staff will send out the Needs Assessment Tool initial draft to workgroup members to review. Meagan will continue to refine the draft Needs Assessment Tool.
- Partners should submit any outstanding contracts to CHOICE as soon as possible.
- The next workgroup meeting will be held on May 6, 2016 at 11:00AM, via teleconference.