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Portland Steering Committee Meeting Minutes
Wednesday, October 20th, 3:00-4:30
Conference Room B
Cumberland County Courthouse*

***Note: ALL FUTURE MEETINGS WILL BE HELD AT DEERING HIGH, ROOM 166 (BRUCE KOHARIAN'S OFFICE)**

Present:

Officer Ray Ruby, Portland Police Department
Jim Bourque, Vice President, Nappi Distributors
Leslie LaFrance, Education Program Manager, SARSSM
Sergeant Charles Libby, Portland Police Department
Bruce Koharian, Teacher, Deering HS
Tom Handel, Executive Director, Community Television Network
Caroline Raymond, Program Manager, Day One
Suzanne DiBella-Olson, Mentoring Project Coordinator, 21 Reasons
Jo Morrissey, Assistant Project Director, 21 Reasons

Absent:

Sister Patricia Pora, Director, Hispanic Outreach – Diocese of Portland
Joanne West, Assistant Program Manager, Day One
Sergeant Charles Libby, Portland Police Department
Lauren Groud, Project Coordinator, Real Life Real Talk
Leslie Lennig, Director of Juvenile Corrections, Learning Works
Tezita Negussie, Minority Health Promotion Specialist, Minority Health Program
Christine Thibeault, Assistant District Attorney, Chief, Juvenile Division
Stephanie Duggan, Coordinator of Diversion and Rehabilitation Programs, District Attorney's Office
Mary Greenvall, Program Director, Boys and Girls Club Southern ME
Amanda Edgar, Community Health Promotion Specialist, Portland Health and Human Services
Simon Thompson, student, Portland High School
Abby Hudson, student, Portland High School
Will Nelligan, Community member
Sue Steele, Safe and Drug Free School Coordinator, Portland Public Schools

1) Opening – Caroline went over the ground rules put into place last year and reviewed the agenda. Attendees introduced themselves and gave updates on any happenings over the last month.

- Caroline attended the Chalk it Up to Prevention event on October 8th. In addition, the Natural Helpers Fall Retreat is going on now for those students elected to be Natural Helpers

- Bruce is in the midst of Alcohol Awareness Week at Deering High School. He is doing a unit with his health classes including some videos. He also has open conversations with his students and incorporates their suggestions and feedback into future lesson plans.
- Leslie is working closely with USM on their campus safety program. Much of her work both with USM and in doing presentations to schools is to incorporate how alcohol affects sexual assault in her presentations. In addition, she is updating a handout that will likely need to have alcohol related data updated.
- Jim reported that Nappi Distributors recently did another Seller-Server Training with Frank Lyons. They are also sponsoring Julia Clukey, who is an Olympic luger. Julia speaks at schools about her experiences and ties in the message that you don't need to use alcohol.
 - Jim also gave a brief overview on Bill 5034. Currently, there is a three tier system in place in alcohol sales that includes the supplier, the wholesaler, and the retailer. This brings stability and regulation to the marketplace. There have been many attacks on this system, leading to H.R. 5034, which clarifies that states have the right to regulate alcohol.
- Chuck reported that on September 25th, the PPD organized the National Take Back initiative sponsored by the DEA.
 - Though other "take backs" have been done, this one was done at the national level, and it was the first time that the DEA had gotten involved. The Take Back lasted for 4 hours, and had 3 collection points in Portland.
 - In total, 125 pounds of unused medications were collected in Portland. This included everything from painkillers to aspirin. By weight collected, Maine was the second highest state in New England. Maine collected 7,820 pounds while Massachusetts collected 8,550.
 - The DEA has said that they will do this again in the spring.
 - On a separate note, the uniform crime reporting system with past year's data was released and it includes arrests by agency. This includes data on alcohol arrests and summonses as well as drunk driving. This data is available on the state public safety website.
- Tom did a story on the Chalk it Up to Prevention event, which is available on www.ctn5.org. In addition, Tom is working on a TV series on parenting. This will include short videos on different scenarios, along with the opportunity for people to discuss and comment on these scenarios. In addition, community partners like 21 Reasons are being asked to film responses to these scenarios as well.

2) Governance

- Bruce Koharian has graciously offered his office in Room 116 at Deering High School for all future meetings. Many thanks, Bruce.
- There are some staffing changes going on at 21 Reasons. The majority of our Healthy Maine Partnership funding was cut as of June 30th. 21 Reasons was able to maintain full staffing through the summer, but with the start of the new funding cycle, we had to cut a full position.
 - As a result, the STOP Coordinator position was cut and unfortunately, Jen Hodsdon was let go. Her position will not be filled, however, the work on the STOP work plan will continue.
 - Suzanne DiBella-Olson was going to take on this work in addition to her work as the Mentoring Project Coordinator working with the Gray-New Gloucester Coalition;

however, she has decided to return to school to get her Masters in Museum Studies. Her last day will be October 29th.

- 21 Reasons will now be hiring for Suzanne's position. A job ad has been sent out. If you know of anyone who would be interested, please pass the posting along.
See end of minutes for posting.
- Kelsie Johnston, our Project Assistant, will be staying on at 21 Reasons.

3) Operations – The group looked at a list of initiatives that are going on, and decided whether further steps for each initiative should be sent out to the Public Education Action Team or the Policy/Enforcement Action Team. *Note however, that when you review the draft workplans for each action team, some items appear on both lists. This is due to certain initiatives have different needs at different stages.*

- **National Take Back – Public Education**
- **Chalk it Up – Public Education**
 - The Chalk it Up event had great coverage from Channel 6 as well as Maine Today. The chalk was still visible in Monument Square a week later!
- **Landlord Initiative – Policy/Enforcement**
 - Involves providing resources to landlords to help them to build policies and providing resources to help reduce high risk and underage drinking at these properties.
- **Non-Profit Initiative – Public Education**
 - Raising awareness about Non-Profits' responsibilities around serving alcohol at events
- **Seller-Server Trainings – Public Education**
- **Table Talks – Public Education**
 - Update: There is a Table Talk being held next Tuesday! This is still on our workplan, so if anyone knows of any interested parents, please put them in contact with Jo.
- **Parent Phone Survey Results – Public Education**
 - A handout with some of the data from the survey was handed out. Moving forward, ETHOS Marketing has been retained to help build a campaign for 21 Reasons based largely on the 2010 Phone Survey Results.
- **Liquor License policy issues – Policy/Enforcement**
 - At the most recent NLOC meeting, Chem-free nights at bars was brought up. There is clarification needed regarding Class A lounges and Class 2 lounges and whether they can be holding chem.-free nights. Moving forward, the City of Portland may submit legislation to clarify some of the loopholes surrounding holding chem.-free nights.
 - The Policy/Enforcement team would work to determine what 21 Reasons' place should be and what actions 21 Reasons should take in this issue.

Attendees signed up for participation in the following Action Teams:

- Public Education:
 - Ray Ruby
 - Bruce Koharian
 - Jim Bourque
 - Tom Handel
 - Leslie LaFrance
- Policy/Enforcement – Melissa Boyd will be coming in to do a training around educating policy makers

- Caroline Raymond
 - Chuck Libby
 - Ray Ruby (?)
- Executive Committee – This group will meet to determine meeting agendas and big picture items.
 - Jo Morrissey
 - Caroline Raymond (Chair)
 - Sue Steele (Co-Chair)
- A handout with 21 Reasons’ target outcomes for the next 5 years was also handed out. The charts are blank at this time. Baseline data will be filled in from the 2009 MIYHS survey.
- A handout with quotes from respondents of the 2010 Coalition Member Survey was also distributed.

FUTURE Meeting Dates for 2010-2011. All meetings held on Wednesdays, 3:00-4:30

September 15	February 16
October 20	March 23
November 17	April 27
December 15	May 25
January 26	June 22

NOW ACCEPTING APPLICATIONS:

Public Health Professional, Level II

Medical Care Development, Inc.

Portland, Maine office

Medical Care Development's Division of Health Improvement is accepting applications for an anticipated **public health project management position** to coordinate implementation of SAMHSA-funded initiatives for 21 Reasons (www.21reasons.org).

- Responsibilities include project planning and implementation, grant administration, process and outcome evaluation and reporting, and working with diverse community members and organizational partners to achieve grant deliverables.
- Requires a Bachelor's degree in a field linked to public health; Master's in public health degree preferred.
- Must have experience in implementation of grant-funded programs, including grants administration, budgeting, reporting, and contract renewal.
- Must have exceptional writing and interpersonal communication skills, including good group process, facilitation, negotiation and presentation skills.
- Strong analytical skills are required, including competence in using both qualitative and quantitative data to assess community needs and evaluate project success.
- Knowledge of all current Microsoft Office software programs required. Must be able to utilize Excel for the development of budgets, analysis of data and trends, and reporting to both the state and federal level.
- Experience in implementing policy and environmental change strategies, specifically in the area of substance abuse prevention, strongly desired.
- Experience in direct staff supervision preferred.
- Competencies among successful candidates are expected to be consistent with those identified by the Public Health Foundation Council on Linkages as Level II.
- This position requires some evening, weekend, and early morning work, as well as regular travel throughout the greater Portland area. Must have Maine driver's license and reliable transportation. Must be available to travel to out-of-state trainings.

Interested applicants must email resume/ CV, two writing samples, and cover letter indicating the position being applied for and salary requirements. The subject line of the applicant's email must read "Project Manager – 21 Reasons." The application materials should be sent by email to barbarak@mcd.org no later than **November 10, 2010**.

Interviews will begin as soon as we have identified an initial pool of qualified candidates. Incomplete applications will not be considered. No phone calls please.

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