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Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184



Joseph C. Sullivan
Mayor

Braintree Community Partnership on Substance Use

Meeting Minutes for:

May 16, 2017

Steering Committee

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

Meeting Commenced: 1:00pm

Minutes

<p>Agenda Item: Mission Statement</p> <ul style="list-style-type: none"> Laurie Stillman presented the mission statement that developed from the working session one week earlier. <p><i>Through education, referrals, and advocacy, the Braintree Community Partnership unites all stakeholders to prevent and reduce fatal and non-fatal drug overdoses by helping the community at large lead healthy, supported and productive lives.</i></p> <ul style="list-style-type: none"> Feedback pro and con and discussion followed. Some edits were made and the final version will be sent to Jessica Koelsch.
<p>Agenda Item: Approval of Minutes</p> <ul style="list-style-type: none"> March 22 Partnership meeting -- After receive consent from parent speakers, minutes of the March 22 meeting will be approved (Jessica to get consent). April 4 Steering Committee -- Mary Kelly sending her edits April 24 Steering Committee – After minor edits (Jessica has edits), the minutes are approved. SC <u>voted</u> to require Narcan training for all TOB employees. Omit Shannon offered to set up a table at prom. April 26 Partnership meeting --- minutes were approved.
<p>Agenda Item: Action/Follow up items</p> <ul style="list-style-type: none"> From April 24 Steering Committee meeting: <ul style="list-style-type: none"> Discussion on how to proceed with employee narcan training. Jessica and Kevin will meet with the Health Department. Shannon will reach out to Mayor. Next steps for a sticker shock campaign are that the sticker will be designed by

Olivia Bean. Cost and amount to purchase was discussed. Kevin suggested that the “sticker” be printed on pizza boxes and the box printer is the company to contact.

- From April 26 Partnership meeting :
 - The feedback that was provided by Partnership members during April’s meeting was discussed. It was agreed that several of the suggestions would be incorporated moving forward, including:
 - Less agenda items with more time dedicated to each
 - Email agenda out to Partnership members in advance of meetings
 - Email updates, rather than include on agenda
 - Equal time dedicated towards education, discussion, and planning
- GP3 Design update – Jessica explained that she gave George Paul the brochure to work on.
- Shannon asked that we remind the entire Partnership that volunteers are needed to work on the Logo Committee. The Logo Committee has evolved to include all resources related.
- Robyn Houston Bean gave an update on jelly bands and the cost to purchase. She suggested the phrase “Being me substance free” be printed on them and suggested ordering 10,000.
- The parent survey was discussed and it was decided that grocery store gift cards should be purchased to be offered by way of a raffle of submitted survey participants.
- Jessica discussed employee naloxone training and purchasing with the Health Department.

Agenda Item: May 24 Partnership Agenda

The following agenda was discussed and agreed upon:

1. Welcome & Introductions
 - Introductions to include: who you are, where you’re from, why you’re here
2. Speaker
3. Presentation: National RX Summit & SAM Summit
4. Meeting guidelines
 - Jessica will present meeting guidelines for the purpose of the Guided Discussion, but will not elaborate.
5. Guided discussion
 - Partnership members will be asked to submit topics for discussion and the SC will decide which topic[s] will be discussed. Last meeting’s “Parking Lot” will also be reviewed for topic ideas.
6. Updates & Announcements

Meeting Adjourned: 3:00pm

Next Meeting: TBD

Note-Taker: Jessica Koelsch and Robyn LaFrance