



ARIZONA SUBSTANCE ABUSE EPIDEMIOLOGY WORKGROUP (EPI)
Thursday, March 8, 2018, 1:00 PM
Governor’s Office of Youth, Faith, and Family Conference Room B
1700 E. Washington Street, Phoenix, AZ 85007

Pursuant to ARS 38-431.02 (A) (2), the Arizona Substance Abuse Epidemiology Work Group can vote to go into Executive Session for the purpose of discussion or considering documents exempt by law from public inspection and/or discussion or consultation for legal advice with its attorney. Members of the Arizona Substance Abuse Epidemiology Work Group may attend either in person or by telephone, video or internet conferencing.

Pursuant to A.R.S. § 38-431.01 (H), the Arizona Substance Abuse Epidemiology Work Group may obtain public comment pertaining to any of the listed agenda items if it so desires. A formal call to the public will take place at the end of the meeting.

**REVISED
MEETING AGENDA**

	<u>Agenda Item</u>		<u>Anticipated Action</u>
A.	Call to Order*	Catie Clark, Chair	Discussion/Action
B.	Welcome/Introductions *	All	Discussion
C.	Review of Packet and Agenda*	Catie Clark, Chair	Discussion
D.	Approval of Minutes From the Meeting Held on January 17, 2018	Catie Clark, Chair	Discussion/Action
E.	American Indian Substance Abuse Policy Presentation	Christina Haswood, ASU	Discussion
F.	EPI Charter Revisions	Catie Clark, Chair	Discussion/Action
G.	Future Direction of Epi	Catie Clark, Chair	Discussion/Action
H.	Changes to Voting and Membership	Catie Clark, Chair	Discussion/Action
I.	Using Data to Empower Arizona Communities Training Update	Wendy Wolfersteig, Ph.D.	Discussion
J.	2018 Meeting Schedule* <ul style="list-style-type: none"> • Update May and November dates 	All	Discussion/Action
K.	Call to the Public*	Catie Clark, Chair	Action
L.	Adjourn *	Catie Clark, Chair	Action

* Standing agenda item.

The next meeting of the Substance Abuse Epidemiology Work Group meeting will be held at the Governor’s Office of Youth, Faith and Family in May, 2018 (exact date to be determined).



SUBSTANCE ABUSE EPIDEMIOLOGY WORK GROUP

January 17, 2018

1:00 p.m.

**Governor's Office of Youth, Faith & Family
1700 West Washington St. Phoenix, AZ 85007**

A general meeting of the Substance Abuse Epidemiology Work Group (Epi Work Group) was held on January 17, 2018 at the Governor's Office of Youth, Faith & Family (GOYFF), 1700 West Washington St. Phoenix, AZ 85007, notice having been duly given. Present and absent were the following members of the Substance Abuse Epidemiology Work Group:

Members Present (6)	
Catie Clark, Chair, Statistical Analysis Center, Arizona Criminal Justice Commission	
Daniel Greenleaf, AHCCCS	
Douglas K. Kramer, Treatment Assessment Screening Center, Inc. (via phone)	
Linda Jewell, Department of Child Safety (via phone)	
Peggy Glider, Ph.D., The University of Arizona (via phone)	
Wendy Wolfersteig, Ph.D., Southwest Interdisciplinary Research Center, ASU	
Staff/Guests Present (3)	Members Absent (5)
Wendy Boyle, Arizona Criminal Justice Commission	S. Robert Bailey, Arizona Department of Health Services, Public Health Statistics
Alexandra O'Hannon, Governor's Office of Youth Faith & Family	Anne van Duijnhoven, Inter Tribal Council/Tribal Epidemiology Center
Grant Yoder, Southwest Interdisciplinary Research Center	Deborah Kurth, Ph.D., Administrative Office of the Courts, Juvenile Justice Division
	James Riggs, Arizona Department of Corrections
	John Vivian, Ph.D., Arizona Department of Juvenile Corrections



Call to Order

- **Ms. Clark** called the meeting to order at 1:04 pm with six members and three staff/guests present.

Welcome/Introductions*

- **Ms. Clark** thanked participants for electing her chair.
- **Ms. Clark** asked each member and guest to introduce him/herself.

Review of Packet and Agenda*

- **Ms. Clark** did a review of the packet of meeting materials with members and guests.

Approval of November Minutes*

- **Ms. Clark** requested a review of the meeting minutes from November 15, 2017.
 - **Dr. Wolfersteig** moved to accept the minutes. **Mr. Greenleaf** seconded.
- The motion passed with no dissenting votes.

Election of Vice Chairperson

- **Ms. Clark** brought forward the charter and the necessity to elect a Vice Chair.
- **Ms. Clark** proposed inviting a volunteer to serve as the Vice Chair as opposed to holding an election at the first meeting.
- **Ms. Clark** requested an email from those members interested in serving as Vice Chair.
- **Dr. Wolfersteig** suggested sending an email be sent to all members, even those who were not present to nominate themselves or volunteer.
- It was agreed that **Ms. O'Hannon** will email out information about volunteering or nominating a Vice Chair.

Epi Work Group Charter Revision Committee

- **Ms. Clark** proposed selecting an Ad Hoc working group to go through and advise on the revision of the charter and bring suggestions back to the Work Group for discussion.
- **Ms. Clark** pointed out that the charter has not been updated in 4 to 5 years, and that the name Governor's Office of Youth, Faith & Family is not used in the document.
- **Ms. Clark** also pointed out more substantive changes like to voting rights, rules about quorum, and proxy designation need to be addressed.
- **Ms. Clark** recommended **Dr. Wolfersteig** to be a part of the committee.
- It was agreed that **Ms. O'Hannon** will send out an email to volunteer or nominate others to serve as a group to conduct revisions to the charter.
- **Dr. Glider** inquired about the timeframe for completing the revisions. **Ms. O'Hannon** suggested that the revisions should be done prior to the ASAP meeting, with a goal of mid-February or March. The end of February was also proposed as a completion date to ensure that the revisions could be sent out for review before the meeting on March 8th.
- **Ms. O'Hannon** recommended an aggressive approach to completion of the revisions to ensure that they are done in a timely manner before they are forgotten. **Ms. O'Hannon** additionally suggested utilizing a table format to facilitate the review of revisions, and agreed to send a copy of the table to those on the committee.
- **Ms. O'Hannon** suggested that 45 minutes at the next meeting be designated for discussion about the revisions.



Using Data to Empower Arizona Communities Training Update

- **Dr. Wolfersteig** provided an update about the Using Data Trainings. **Dr. Wolfersteig** requested that **Mr. Yoder** provide an update about the most recent training in Pinetop, AZ. **Mr. Yoder** explained that the training was attended by members of the Nexus Coalition, and utilized a modified version of the three module training.
- **Dr. Wolfersteig** further explained that she is in communication with six different groups to hold the Using Data Training including the HEAAL Coalition, but is working to solidify the dates. Additionally, there were plans to update the manual, and a TOT was to be conducted with SIRC staff to facilitate future trainings.
- **Ms. Clark** inquired about any issues in the rollout of the AYS data, and none were reported. **Ms. Clark** emphasized that should anyone notice any issues to inform her so steps can be taken to resolve any problems. **Ms. Clark** also updated that the website was still in development and steps were being taken to make it as user friendly as possible.
- **Ms. Clark** requested a meeting with SIRC to review the training and manual needs.
- It was also suggested by **Dr. Wolfersteig** that the final revised curriculum be brought back to the Work Group for comments.

Results of 2018 Epi Schedule survey

- **Ms. Boyle** had previously sent out a survey to Work Group members about changing the meeting schedule. Survey participants indicated that they wanted to meet every other month, and change the meeting date to the second Thursday of every month.
- **Ms. Clark** shared that this schedule may be revisited further down the line based on feedback.
- The meeting time will remain 1:00 pm.
- **Ms. Boyle** will send out meeting reminders to everyone so they can set the time aside.

Review and Approval of 2018 Meeting Schedule

- **Ms. O'Hannon** requested 30 minutes in the next meeting to review the needs expressed by HIDA, DCS, and AHCCCS.
- **Ms. O'Hannon** also shared that **Mr. Kinlacheeny** would no longer be a part of the Epi Work Group due to time constraints, and suggested a review of participants to determine if any additional outreach is necessary.
- It was also explained that **Dr. Maria Aguilar-Amaya** would no longer be a member of the Work Group, and **Dr. Wolfersteig** expressed concern about determining quorum.
- **Ms. Clark** pointed out that charter has defined review criteria and agencies who can have a representative appointed to the Work Group.
- **Dr. Wolfersteig** explained that it was previously deemed beneficial to have a smaller Work Group. **Ms. Clark** clarified that she was suggesting having a conversation about who to invite, not necessarily inviting representatives from all nine eligible organizations.
- **Ms. O'Hannon** agreed to meet with the new director of the Governor's Office of Youth, Faith & Family to discuss the preferred size of the Work Group, and requested five minutes at the next meeting to share.
- **Ms. Clark** shared that **Dr. Dustin Pardini** at ASU was interested in joining the group, and has a background in neuropsychology. **Dr. Wolfersteig** indicated that if a different member from ASU was to be added she would be willing to step down, having served on the Work Group for an extended period.
- **Ms. Clark** pointed out that as the Work Group was funded through SAMSHA, which ends on September 29th, new funding sources need to be examined, as well as possibly updating the strategic plan.
- **Ms. Clark** also shared the need to have a meeting with **Ms. Fuentes** and **Mr. Montgomery** to have discussions about the future direction of the Epi Work Group.



Updates from Work Group Members

- **Mr. Greenleaf** shared about an upcoming statewide needs assessment AHCCCS will be conducting. It is in the early stages of development but will want to work with other partners to ensure program success.
- No updates from call in participants
- **Ms. Clark** provided an update about AYS recruitment for survey administration. She requested help with locating contacts in several counties including Cochise and Navajo. ACJC has been doing significant recruitment with mailings, emails, phone calls, and promotional video, but would appreciate any insights. **Ms. Clark** will send out a reminder.

Call to the Public

- No responses from the public.

Adjournment

- **Mr. Greenleaf** motioned to adjourn, seconded by **Dr. Wolfersteig**. No objections.
- **Ms. Clark** adjourned the group at 1:45pm.

Dated the 17th of January 2018 Substance Abuse Epidemiology Work Group
Respectfully Submitted By:
SIRC
On behalf of the Governor's Office of Youth, Faith and Family