

## **STOP Management Meeting 3-24-09 @ 10:00 a.m. CST**

Minutes prepared by Jill Thomas

**Members Present:** Katie Tone, Dr. Linda Doran, Dr. Gary Skolits, Dr. Jo Edwards, Joseph Sanders and Jill Thomas

### **Agenda:**

1. Assessment (Gary)
2. Summit (Katie and Jill)
3. End-of-year report
4. Other

### **1. Assessment – Dr. Gary Skolits**

1<sup>st</sup> site visits in the counties went well. The evaluation team got a real strong sense all coordinators are making progress toward the 5 core components. They have documentation and observation to support their work. The coordinators have all looked at and spent time reviewing pre-surveys, finding the needs and targeting their message based on what was in the pre-survey. STOP coordinators report a lot of support from school as well as communities. In almost all cases, they didn't feel alone, they were a part of a group with common interests. They have created school groups consistent with the manual. Biggest frustration - it's difficult to have access and time with students and putting together printed materials and flyers takes time. Even though there was a slow start to the project & learning curve to what they need to do, the site coordinators now feel like they know what to do and what they can do. The site coordinators gave a lot of credit to the regional coordinators, as well as the management team at THEC, for the support they have received. Most coordinators want to not only teach the high school students, but include the elementary students in the curriculum, as well. They feel lower grade intervention is important.

A concern is the post assessment survey; we need an 80% response rate. There is a very brief window between school tests and end of school year. This could be viewed as an unfavorable project if we get less than 80%. It's important to get the test done. Regional coordinators should work closely with the site coordinators on getting the post survey scheduled.

Katie and Dr. Rhoda and Dr. Doran were able to attend 8 of 9 meetings. It would it be helpful for Dr. Rhoda to write a letter thanking each county for everything and emphasize the importance having an 80% response rating.

Lake County still needs to have their meeting with THEC, they will try to reschedule soon.

### **2. Summit**

All forms are submitted to the appropriate departments at MTSU and we are just waiting for an index number. All food is ordered, there has been contact with parking services for bus parking and parking passes. Jill is working on getting a photographer as well as a person who can take a video of the event.

Linda Doran will take the lead on inviting Susan Cooper to MTSU campus. We will invite her to dinner so she can see the poster gallery. If she can't make it, then we could meet her in Nashville on Thursday, if she is available. We can work around her schedule, still inviting her to everything. Katie Tone will send Dr. Doran the wording for the letter from Dr. Rhoda.

Contracting: THEC still has one more step (non-compete clause) to complete before the contract can be processed and is final.

Last week, Katie and Wendy sent out letter and information sheet to be sent to parents, info sheet for site coordinator and students. Regional coordinators should:

1) Re-iterate we need documentation for school board approval so it can be considered a school trip.

2) Schedule the departure times so it's all coordinated

Any food or drink should remain on the bus for the trip home because all food and drink will be provided to the students while attending the summit. That also keeps the students from having to spend their own money.

Site coordinators are the key chaperones of the trip, they will be responsible for the students and make sure they're in their rooms at night. Site coordinators must stay on campus with the students in the dorms. We will rely on the site coordinator to be the point person. It's important for the program that all 9 counties participate. Tara was planning on taking care of the students from Cocke County. The site coordinator, Marshal Knight, should be there, if at all possible. There needs to be a 1) certified teacher from the school system or 2) school administrator or 3) school leader accompanying the students. Because this is a school sanctioned trip, the person really needs to be someone from the school system.

Regional coordinators need go over the sheets by Katie with site coordinators

### **3. End-of-year report**

End of year visits

Every county requested the STOP Program be renewed. We are lobbying TDOH to make the case to keep the program.

NOT Cessation programs – Five scholarships were sent out by Shannon Smith at the ALA. Wayne will give back \$500 to ALA and they will send \$500 to Johnson County that is being taught by Tara.

County Health Profiles

Need to go out to LEAs

3<sup>rd</sup> reiteration of collaboration with THEC and TDOH will be sent to legislative body this week by THEC with demographic/needs info. They will be available on the TNIPH website [www.state.tn.us/~tniph](http://www.state.tn.us/~tniph)

Dr. Doran will try to get up the stats by the end of this week or next week. There have been some slight changes in the profiles. We were not able to get approval to release the prevalence info in the counties. TDOH wants the post-survey results before anything is released. There is data available on BMI for each county. The reason this information is available is because of THEC's willingness to release these.

### **4. Other**

There is a possibility of a future training at MTSU before the summit. We will invite school leaders and site coordinators. Jill will secure a location for a Wednesday in April. We will discuss sustainability –whether the funding renews or doesn't renew, what kind of things can be continued in each of the counties.

Call adjourned at 10:50 am