



Fairfield CARES Community Coalition
Special Leadership Meeting
Minutes
March 18, 2021 at 9:00 am

LEADERSHIP AGENDA

Call the Meeting to Order: Cristin called the meeting to order at 9:00am – convened to address the DCF grant application.

Attendance: Reini Knorr, Emily Melnick, Cristin McCarthy Vahey, Phil Dwyer, Wendy Bentivenga, Cathy Hazlett, Margaret Watt, Leonora Campbell, Mike Cummings

Drug Free Communities Grant:

Will be discussing the NFO = Notice of Funding Opportunity for the Coalition to apply for the Drug Free Communities Grant which is a 5-year grant and is sponsored through the Center for Disease Control (CDC) and will be discussing and reviewing the various attachments and overall application.

Important that leadership have a full set of the documents and be prepared with what needs to be done and dividing up responsibilities.

Applicant – We need to be clear if the school district can legally be the applicant or if it needs to be the town. Mr. Cummings will e-mail the First Selectwoman and Town Attorney to confirm and get guidance.

March 25th is the CDC webinar for applicants – 3:30 – 5:00pm

<https://tvworldwide.com/events/ondcp/2021/dfc/210325/> - Cathy, Mike, Phil, and Wendy will try and check to see if she can attend, Cristin will join if possible.

Discussion if Emily Melnick – Evaluator should attend the webinar due to her level of work she does for the coalition and is an intricate member to assist with the process and overall funding. Emily agreed and will be attending.

Will have input from members on the coalition, as well as an SRO & local package store owner, among others.

Grant Goals – will be addressing:

1) To establish and strengthen collaboration among communities, public and private, non-profit agencies as well as federal, state, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance misuse among youth.

2) To reduce substance misuse among youth and over time reduce substance misuse among adults by addressing risk and protective factors.

We will be using Smart objectives – identify strategies using the 7 strategies that SAMSA and CADCA will provide which will also identify the activities for those strategies and through the activity will identify the person who will coordinate.

Activities will address individuals, families, and communities.

\$125,000 match is required – Bernadette, our Treasurer, will lead this. This is part of the budget, not one of the attachments. Will need to coordinate and look at what options are available to meet the match and information.

Request that Leadership take on the attachments for the grant application, each attachment will have a lead for completing the sections:

1 – Reini - Cristin will support.
2,3,5,6,7,11 – Leonora - Phil will support.
4 – Cristin with Mike Cummings
8, 9 – Phil
10 – Cathy

The rest of the grant – will be coordinated with other folks from the two committees. The work plan is for one year and the project is for 5 years.

Format – Times New Roman, Single Space, 12 pt. font, 1 inch margin

Cristin suggest that we consider having someone who is involved in writing grants and has had expertise could be very helpful and instrumental in assuring the grant is seen from a few different sets of eyes. Everyone agrees that this would be extremely helpful.

Cathy suggested someone she knows John Gavion has had great experience he would need to be paid and is willing to help. Emily supported John and she shared his track record with this grant has had great experience with this grant.

Grant Due Date – May 10th and Cathy would like to submit the grant early if possible and work toward a date that works.

We have established Thursday-am weekly meetings starting Thursday, March 25th – 8:00am. Cathy will notice a series of special meetings to be noticed with the town and send to the clerk!

Adjournment: Meeting was adjourned at 10:00am.