

Two Year Operational Plan (2021 and 2022)



Priority 1: Governance

Goal	Objective	Notes and Activities	Timeline	Responsible Party
Goal 1: Create Governance working group	1.1: Identify timeline and potential members of short-term Governance working group	Invite steering committee and additional individuals on case by case basis Establish brainstorming session Provide recommendations to general body	Q1 2021	Project Coordinator and Recovery-Oriented System of Care Coordinator at ADM
	1.2: Recruit members of Governance working group	Send introductory email with charge and bylaws	Q1 2021	Project Coordinator and Recovery-Oriented System of Care Coordinator at ADM
	1.3: Establish meeting schedule for working group	Establish brainstorming session and Doodle poll for availability	Q1 2021	Project Coordinator and Recovery-Oriented System of Care Coordinator at ADM
	1.4: Convene working group	Provide recommendations to the general body	Q2 2021	Project Coordinator and Recovery-Oriented System of Care Coordinator at ADM
Goal 2: Adopt bylaws	2.1: Review and complete draft bylaws		Q2 2021	Governance Working Group
	2.2: Establish process for adopting and modifying bylaws		Q2 2021	Governance Working Group
	2.3: Develop committee term limits and mechanism for leadership change		Q2 2021	Governance Working Group
	2.4: Adopt bylaws		Q3 2021	Governance Working Group
Goal 3: Establish a Governance Board	3.1: Establish Governance Board	Determine size and makeup of Governing Board Include Steering Committee representation on Governing Board	Q4 2021	Governance Working Group

	3.2 Establish Governance Board roles and responsibilities	Determine chair, executive committee, nominating committee, recruitment working group, etc.	Q4 2021	Governance Working Group
	3.3: Elect positions		Q4 2021	Governance Board
Goal 4: Review and codify backbone support	4.1: Review current role of ADM Board with the Task Force		Q1 2022	Governance Board
	4.2: Identify best practices from other coalitions		Q1 2022	Governance Board
	4.3: Determine and codify backbone needs		Q1 2022	Governance Board
Goal 5: Review Committee and Task Force Structure	5.1: Review current committees		Q1 2022	Governance Board
	5.2: Explore potential new committees		Q1 2022	Governance Board
	5.3: Affirm or revise committee structure		Q1 2022	Governance Board

Priority 2: Recruitment and Retention

Goal	Objective	Notes and Activities	Timeline	Responsible Party
Goal 1: Establish Recruitment and Retention Working Group	Objective 1.1: Seek volunteers to create short term working group to plan and implement		Q1 2021	Steering Committee with support of Project Coordinator
Goal 2: Develop recruitment strategies	Objective 2.1: Determine current demographics, sectors, organizations, and individuals regularly attending and identify gaps	In particular, explore inviting someone from media, more legislators and their representatives, businesses, school superintendents, etc.	Q1 2021	Recruitment and Retention Working Group
	Objective 2.2: Create outreach strategy	See appendix for list of potential groups to reach out to.	Q2 2021	Recruitment and Retention Working Group
Goal 3: Develop retention strategies	3.1: Engage a speaker for each quarterly meeting		Q1 2021	Project Coordinator and Recovery-Oriented System of Care Coordinator at ADM

	3.2: Create feedback form for meeting attendees		Q1 2021	Project Coordinator and Recovery-Oriented System of Care Coordinator at ADM
	3.3: Create Hospitality Ambassador initiative	Ambassador tasks may include: Welcoming people to meeting, asking what person is interested in including potential subcommittee membership, engage untapped businesses/organizations, and keep in touch with members in between meetings	Q3 2021	Recruitment and Retention Working Group with support of Project Coordinator
	3.4: Encourage Governance Board to explore new small committees	Recovery Committee (focused on wellness) Survivors Lived Experience Areas of addiction (AOD, gambling, gaming, other drugs...) Through Hospitality Ambassador initiative identify needed subcommittees for development	Q1 2022	Recruitment and Retention Working Group
Goal 4: Explore resource and communication strategies	4.1: Submit welcome messages via social media for new attendees		Q2 2021	Recruitment and Retention Working Group and Project Coordinator
	4.2: Update newsletter to feature upcoming speakers and programs		Q2 2021	Recruitment and Retention Working Group and Project Coordinator
	4.3: Determine mechanisms for using social media for more timely communication across subcommittees		Q3 2021	Recruitment and Retention Working Group and Project Coordinator

Priority 3: Resource Hub and Funding Landscape

Goal	Objective	Notes and Activities	Timeline	Responsible Party
Goal 1: Update and create new mechanism for sharing resources	1.1: Create mechanism for subcommittees to share resources during and in between quarterly meetings		Q1 2021	Project Coordinator
	1.2: Explore mechanism for identifying opportunities for implementing strategies in Summit County		Q2 2021	Steering Committee
	1.3: Create a more centralized web presence with improved navigation of resources		Q1 2022	Project Coordinator with ADM Board
Goal 2: Create Resource Hub	Objective 2.1: Develop activities and social media to broaden Task Force awareness in the County		Q2 2021	Steering Committee with support of Project Coordinator and ADM Board
	Objective 2.2: Develop criminal justice specific resources and connections		Q3 2021	Steering Committee with support of other committees
	Objective 2.3: Develop resources and connections relevant to adolescents		Q3 2021	Steering Committee with support of other committees
	Objective 2.4: Create mechanism for subcommittees to share resources with whole Task Force and the wider community		Q2 2022	Steering Committee with support of Project Coordinator and ADM Board
Goal 3: Identify projects or activities outside of current funding structure	3.1: Create process or identifying and documenting project and activities that may need additional funding		Q1 2022	Governance Board
Goal 4: Develop relationship with Opiate Abatement	4.1: Explore Creating an official Task Force liaison to the Opiate Abatement Advisory Council		Q2 2021	Governance Board

Advisory Council and other funders	4.2: Create Task Force process for exploring and vetting ideas to share with the Advisory Council and other funders		Q3 2021	Governance Board
Goal 5: Explore education and support for the crisis helpline and/or other programs	5.1: Encourage education and feedback around the crisis helpline and other programs identified by the Task Force		Q1 2022	Governance Board appointed workgroup
	5.2: Explore ways the Task Force can share feedback and support for the helpline and other programs		Q2 2022	Governance Board appointed workgroup