# Sample PHAST Monthly Partner Meeting Agenda

**Sample PHAST Partner Meeting Agenda**

**Date**

**Time**

**Location**

[Special Building Entry Instructions] (if necessary)

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| Time | Agenda Item | Facilitator/Presenter |
| 5 mins  | Partners Sign-in | Coordinator |
| 10-15 mins  | Presentation on overdose data – These could be standing templates that are created (data placemats, handouts, or PowerPoint). | Coordinator/Leadership Team |
|   | * Data presentation of overdose deaths/total deaths from past month or past 6-12 months
 | Coroner/Health Department |
|   | * Simple report out on any other non-fatal overdose data
 | Health Department |
|   | * Simple report out on naloxone administration data
 | Health Department |
|   | * Simple report out on any criminal justice/corrections/community corrections data
 | Criminal Justice/Corrections/ Probation & Parole |
|   | * Simple report out on law enforcement data
 | Sheriff/Police Chief |
|   | * Simple report out on any emergency medical services or hospital data
 | Hospital/EMS/Health Department |
| 25 mins  | Program/initiative Presentation (rotate monthly)* Program name
* Key stakeholder agencies/partners implementing the initiative
* Purpose/objectives
* Measures of success – how we will know if it’s working
* Results (if any)
* Challenges/barriers (could be anticipated)
 | Lead person in charge of program/initiative |
| 30 mins  | Q&A/Discussion – coordinator or leadership team have questions prepared ahead of time in case other attendees do not have any.* What would make this initiative easier to implement? What might get in the way? What happens before? What type of follow-up is needed?
* What recommendations/strategies arise (note those requiring follow-up, and assign person responsible for reporting out progress at next meeting’s News to Share)
 | Member of PHAST Leadership team or Coordinator |
| 10 mins  | Updates on previous meeting’s “follow-up items” and News to Share (from any partners) | Coordinator/All Partners |
| 5 mins  | Reminder of next meeting’s date and agenda items | Coordinator |