# 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 |