

San Mateo County -Overdose Prevention Coalition Steering Committee Meeting

April 8, 2025, College of San Mateo, 12:30-2:30 PM

Host: Gil Perez, Coordinator of the Mental Health Peer Educator Program

Members Presents: Ronni Brown, Mary Taylor, Brian Greenberg, Jorge Quezada-Flores
Cameron Christensen, Todd Henderson, Diana Campos-Gomes, Diana Reddy, Gill Perez,
Jackie Almes, Judith Modlen, Marc Rappaport, Mary Bier, Mira Shamel, Omar Brown, Rondel
Davis, Edith Cabuslay, Isabelle Valderrama

Welcome:

Ronni welcomed the new members to the Steering Committee members and asked everyone to introduce themselves by their name, title, and to look at the vision board and share a word, phrase, or image that represents why they are interested in being part of this coalition.

Shared Agreements:

Ronni presented a list of shared agreements to create an open and respectful environment for the Steering Committee to work effectively together and for members to feel safe to share their opinions, ideas, and experiences.

A. The agreements presented, discussed, and agreed upon include:

- We will be fully present.
- We will attack the problem not the person.
- We will listen to learn.
- We will respect each other.
- We will allow for all voices (loud and Soft)
- We will lean into hard conversations.
- We will allow space for differences.
- We will be open to change of mind.

B. Members added the following agreements to the list:

- We will enjoy working together.
- We will strive to be prepared for the meetings.
- We will protect others' confidentiality.
- We will engage in open dialogue without judgement.

Voting Structure:

Members were asked to vote on the structure of voting for action items. A vote requires a quorum, which means a minimum of committee members present to allow for a vote to proceed.

Options presented included a simple majority, (fifty percent plus one), or a minimum of two-thirds. The committee selected a simple majority for the voting structure.

Agenda Items put forth for a Vote:

- A. April 8, 2025 meeting minutes reviewed. Mary Bier placed a motion to vote on the meeting minutes. The motion was passed by a simple majority.
- B. Vision Statement: Members reviewed, discussed, and edited the two vision statements that received the most votes from the April 8th post-meeting survey.
 - San Mateo County free from overdose through an empowered community
 - San Mateo County free of drug overdoses

Marc Rapaport placed a motion to vote for vision statement, “San Mateo County free from overdoses, through an empowered community”. The motion was passed by a simple majority.

Coalition Bylaws:

Ronni provided the purpose, background, and funding of the coalition with opioid settlement dollars distributed through San Mateo County Behavioral Health and Recovery Services (BHRS).

A. The role of the Steering Committee was defined as the governing board of the coalition with the following duties:

- Leadership
- Recruitment
- Community Education
- Community Engagement
- Developing action plans, serving on workgroups and monitoring and evaluation.

B. The following items were discussed to assist in the development of a coalition bylaws draft document to be distributed, reviewed, discussed, and voted on at the August 2025 Steering Committee meeting.

- Membership: Open to all individuals who reside, work, or engage in the communities of San Mateo County
 - Categories:
 - Steering Committee: Voting privileges, two-year term of service with option to re-engage when term expires, minimum expected meeting attendance 4 of 6 meetings per year, and members can send in substitutes in their place for voting purposes.
 - General Membership-no voting privileges

- Meetings
 - Frequency: 2nd Tuesday every other month
 - Calendar: August 12, October 14, December 9, February 10, April 14
 - Type: Tandem meetings with Steering Committee meeting first hour in a closed-door session to conduct business followed by general membership meeting during second hour
 - Plans to have a kick-off General Membership meeting October 14, 2025
 - Location: Discussed having singular location or moving meeting locations-no definitive decision made.
 - Meeting location suggestions included Redwood Library, Allcove, Navigation Center.

Mission Statement and Priorities:

Ronni discussed the mission statement development process to guide the coalition's daily operations and decisions, to include who we are, whom we serve, what we want to accomplish, and by what strategies.

A. The Steering Committee drafted the following mission statement:

The San Mateo County Overdose Prevention Coalition is a community collaborative working towards reducing overdoses throughout our diverse region by providing education and outreach, access to services, and youth and policy advocacy that is data informed and people driven.

Community Shout-Outs:

Members shared the following upcoming events:

Pride Event, June 14, Central Park, San Mateo

Juneteenth, June 21, Eastside Preparatory School, East Palo Alto

Teen Brain and Substance Use Seminar, July 23, Allcove, San Mateo

Naloxone Stand Boxes for Community-based organizations coming soon

H.O.P.E. International Overdose Awareness Day, August 30th, Pacifica

Next Steps:

The next Steering Committee meeting will be held on August 12, 2025, hosted by Jackie Almes and Marc Rappaport, at Allcove.

A post-meeting survey will be sent to all Steering Committee members' date.

Closing:

The meeting was adjourned at 2:30 PM.