



Winona County Alliance for Substance Abuse Prevention & Crime Prevention Committee
July 17, 2017: 2:30 – 4:00 pm at Pleasant Valley Church

ATTENDANCE

Board of Directors:			
*Bolded names were present			
<u>Attendance:</u>	<u>Board Member:</u>	<u>Proxy:</u>	<u>Sector:</u>
Present	Travis Volkman		Chair
Present	Helen Bagshaw		Health
Present	Karin Sonneman	Rebecca Church	Government
Present	Ron Ganrude	Jeff Mueller	Law Enforcement
-	<i>Position available</i>		Business
-	Mark Anderson		Schools
-	Joe McKonkey	Brian Sauter	Faith
Present	Lori Ortega		Parent
Present	Beth Moe	Brian Voerding	Civic/Volunteer
Present	Jenna McMillan		Substance Abuse Treatment
-	Darci Roesler		Youth Serving Organization
-	<i>Position available</i>		Media
-	Payton Borchardt		Youth
Present	Janneke Sobeck	<i>(non-voting)</i>	Program Director
Present	Phil Huerta	<i>(non-voting)</i>	Program Coordinator

Coalition Member and Guest Attendance:	
<u>Name:</u>	<u>Organization:</u>
Stacy Cottrell	Miller Mentoring
Kate Hansen	Winona Partners for Prevention
Teri Henderson	Winona County Probation
Holly Courtenay	St. Mary's University
Tressa Reuter	Hiawatha Valley Mental Health Center
Carin Hyter	Winona County Drug Court
Linda King	ComfortTex
Dar Finlayson	Community member
Nazeer Zerka	St. Mary's University

MINUTES

Consent agenda

June draft minutes: Not voted on. We did not have a quorum at that time.

Financial update: We have a 1:1 grant match requirement. We have spent \$84,314.66 YTD and have acquired \$102,725 YTD in match funds. We will have approximately \$20,000 left to spend after taking into account actual remaining expenses. Much of the unspent funds is a result of not traveling to the conferences we planned on. The group brainstormed a few alternatives to spend unused funds, and will discuss and vote on the options at the next Board meeting.

Ideas for unspent funds:

- Dunk tank (\$2,500)
- Upgrade Rx drug drop box at L.E.C. in Winona, maybe get one in Lewiston (\$1,100- to \$2,200)
- Compliance checks – to cover overtime staffing expenses for L.E. (1,500-\$2,000)
- Crucial Conversations training – learn how to handle situations with high emotions and differing opinions. Need 10 people minimum. (\$250/person or \$2,500)
- Student survey design and implementation (\$2,000 with ECS)
- ECS site visit and training (\$500-\$1,000)
- More ASAP shirts and pens (\$1,000)
- Electronic billboard ad on HWY 61 (\$900 for 3 months by end of 2017)

Follow-up on action items:

- Janneke will invite Ed Hoffman to attend our next meeting and join as the Business rep and if he is not interested, Travis will invite Dan English – **Linda King was nominated to be the Business sector rep**
- Phil will invite offsite liquor sales representatives to coalition meetings – **One individual at Fifth Street Liquor was interested, but did not come to meeting today**
- Phil will invite Ed Shemelya to come speak to our coalition about marijuana – **Phil shared a concern after researching Ed more, that having him present could create controversy or a negative perception of ASAP because Ed is strongly against marijuana and seen as more punitive. Several members agreed to find another option.**

ASAP 101 Presentation

Janneke and Phil presented background information on the group history and structure. The presentation will be sent out with the Board meeting minutes.

Coalition survey response plan

Kate Hansen shared recommendations that the Data/Evaluation committee came up with. The group was encouraged to have discussion. The recommendations are listed at the end of the minutes, and will be voted on at August's Board meeting.

Strategic Planning Part II – SWOT Analysis

Did not have time for this activity.

Team updates

- **Programs/Strategy:** Began planning a Marijuana Community Talk.
Next meeting: Friday, July 28 at 9:00 am at Family & Children's Center.

- **Education/Training:** Recently hosted Hidden in Plain Sight exhibit at Winona County Fair and Winona Health.
Next meeting: TBD
- **Media/Outreach:** No update.
Next meeting: TBD
- **Data/Evaluation:** No update.
Next meeting: TBD
- **Sustainability:** No update.
Next meeting: TBD
- **Youth:** No update.
Next meeting: TBD

Open Discussion

Seeking 2 members to attend ECS Coalition Retreat in St. Louis from September 21-22.

Seeking 2 volunteers to table at "[Know Your Neighbor](#)" event on Thursday, July 27.

New Action Items

- Beth to invite Jerome as new Media rep
- Seeking nominations for Chair and Vice Chair positions

Minutes by Phil Huerta.

Next meeting:

Monday, August 21 from 2:30 pm – 4:00 pm at Pleasant Valley Church.

Response Plan from coalition survey findings:

Implement a coalition orientation process to provide information to new and current members around coalition infrastructure, membership, and strategy use.

1. Present ASAP 101 annually at coalition meeting
2. Present ASAP 101 at one-on-one meetings with new members
3. Add proxy system to inform coordinator and orient proxy
4. Follow up with new members after two meetings to check in and answer questions
5. Provide coalition communication training to cover elevator pitch and other talking points (eg if you are tabling for ASAP)

Develop roles and responsibilities for coalition members and staff to ensure all participants understand their obligations to the coalition and can hold each other accountable for implementing the work.

1. Continue to have sector reps sign CIAs and review annually (emphasize the importance of both identifying a proxy and not overusing a proxy)
2. Review coordinator and director job descriptions annually
3. Develop coalition member expectations/CIAs (more generic, how can you contribute)

Work to develop the internal capacity of the coalition beyond staff training including member participation in conferences.

1. Keep a calendar of upcoming and annual relevant trainings
2. Add placeholder on the agenda for Education (include time for upcoming trainings/conferences and for recap of relevant trainings members have attended). For annual trainings have someone that has attended speak about it to entice others to attend

3. Link trainings back to roles and responsibilities (make it a norm). Add a requirement in the coalition member agreement to attend a coalition-funded training/event at least once a year

Seek to create a process that encourages participation from “missing” populations in the community.

1. Coalition to identify the missing populations (such as Drug Court graduates or participants)
2. Identify the right coalition member to extend a personal invitation to these populations

Make action plans available at all coalition meetings for members to use to understand the implementation process, strategy use, and to hold each other accountable for implementing assigned tasks.

1. Have each action team speak about their section of the action plan at the coalition meeting. Develop a report template (eg next meeting, successes, upcoming projects, question or opportunity for coalition feedback)
2. Have each team reference the action plan at their action team meetings
3. Create Google Drive, Intranet, or better maintain the page on our website where members can find meeting package
4. Assign an action team to facilitate the Board meeting on a rotating schedule