



Winona County Alliance for Substance Abuse Prevention Coalition Meeting

January 27, 2021 | 10:30am – 12:00pm

Location – Zoom

Mission

We work together to create a culture free from the misuse of alcohol, tobacco and other drugs for our youth through community-wide collaboration.

Vision

- To provide awareness and education for substance abuse prevention to the greater community.
- To be a community free from the negative consequences of alcohol and substance abuse.
- To support and encourage youth toward healthy life goals, unhindered by the misuse and effects

<u>2021 Board of Directors</u>		<u>Board Roles & Expectations</u>
<u>Sector:</u>	<u>Representative:</u>	
Government Chair	Carin Hyter Proxy Karin Sonneman	Attend monthly coalition meetings Participate in one Action Team Send proxy if unable to attend meetings Engage in annual strategic planning Be a positive role model and community leader for your sector Provide in-kind resources and attend coalition sponsored events
Health Vice-Chair	Helen Bagshaw	
Substance Abuse Treatment	Vacant	
Law Enforcement	Ron Ganrude Proxy Jeff Mueller	
Business	Christie Ransom	
Education	Kenzie Antczak	
Faith	Vacant	
Parent	Vacant	
Civic/Volunteer	Beth Forkner Moe	
CJCC Liaison	Travis Volkman	
Youth Serving Organization	Karrin Geier	
Media	Vacant	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Vacant	

Meeting Agenda

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1. Welcome and Introductions

Deb McClellan, Carin Hyter, Christie Ransom, Travis Volkman, Helen Bagshaw, Karrin Geier, Kate Doyle (Treatment Court intern), Kenzie Antczak, Phil Huerta and Melissa Adolfson were present.

2. Consent Agenda

3. Board Updates

a. Approve Carin Hyter as Chair

Helen proposed the election of Carin Hyter as Board Chair for 2021. Christie seconded this motion.

b. Board member Updates

ASAP is seeking a substance abuse treatment, faith, parent and media representative on the board. Helen has contacted Hiawatha Valley Mental Health for a substance abuse treatment representative. Awaiting response on this. Helen put it to the board to brainstorm about who could be the faith representative. Helen asked Phil to consider the parent position. Phil said he would consider and let the board know his decision. Helen contacted someone from Leighton Broadcasting and they will get back to her regarding the media position.

We welcomed Karrin Geier as the new youth serving organization representative.

Deb suggests that we put the board position vacancies out on social media for recruitment purposes. Carin and Kate will put a posting together for Facebook. Christie will add this posting to the Chamber e-newsletter as well. Carin and Kate will create this posting within two weeks.

c. Board member Orientation

Orientation will be created and required for all board members once our board is full. More info to come on this from Deb, Helen and Carin.

d. All Board members to sign a CIA (Coalition Involvement Agreement)

Same as above. This will be required of all board members in the near future.

Helen suggests we form action teams again as we dive into planning with this new grant. This is something the board will begin to process again together in the near future after orientation. Deb reminded the board of our deadlines with the grant, for example the budget and a progress update due in early February.

4. Hire ASAP Program Coordinator

a. Job description/Posting /Hiring Team

Deb mentioned an edit to the job description document that was created previously. A range will be posted for salary rather than one figure. The high end is listed on the current document.

If any board member has additional edits to the current document, those edits are due to Deb by Friday 1/29. Carin asked Phil specifically for his input, being a previous coordinator his expertise would be beneficial. Phil did provide the following input via email on 1/28: "Remove "potential for continued funding for an additional five years" on the last bullet under 'Position Summary.' We can only have the DFC grant twice, and it is hard to say how many more years of funding could be attained. Maybe 2, maybe 5. There is a similar state grant as DFC that is 5 years, but no guarantees on it. Maybe edit or consider how many years of experience you want to attract on the first bullet under 'Qualifications.'" Phil asked if Winona Health agreed to be the fiscal agent. Deb said they have agreed to do so.

Phil mentioned that a previous intern for ASAP might be interested in applying. Melissa mentioned that Katie Jensen from the WSU Partnership for Success might be interested in applying also, as the grant for this WSU program just ended.

Helen proposes that we send the job description details to Winona Health HR by next week (first week of February) to get this process moving quickly.

Deb, Helen and Carin are on the hiring team. Any board members are welcome to join.

5. Action Plan

a. How will ASAP operate in January, February and March until we hire a program coordinator?

We can review the action plan from last grant cycle and start from there. The current grant application contains all the details of what we need to accomplish in the next few months. We need to create an action plan and action teams, as stated above. This grant year is 9 months (January – September). Deb suggests we create

this action plan as an entire board. Note our “strengths” on the feedback from the CDC for a starting place and then the “weaknesses” for areas of improvement. We need to meet more frequently than monthly for this. More scheduling to come.

Deb shared that the most immediate deadlines are the 9 month revised budget due on 2/1. The next progress update is due mid-February.

6. Updates from ONDCP

- a. (Grant Award body) & information on DFC grant trainings

Deb mentioned that recent webinars from the CDC have been so helpful in getting a foundational aspect of the coalition. She suggests we all review them.

7. Financial Update

Deb mentioned that CDC might offer grant assistance for evaluation purposes. We need to talk as a board about if that would be something we can use, or if we will continue to contract with Wilder’s services as we have been. Wilder services need to be prorated on the budget from 12 months to 9 months.

Deb’s salary will change to: 3 months at 20 hours, 3 months at 12 hours and 3 months at 6 hours. It was agreed that Deb’s extra assistance during the early stages of the grant and during the process of training the coordinator would be necessary.

Deb asked Travis about his previous concerns with the budget. He stated that he hopes we will go back to the activities (such as sticker shock, parents who host, etc.) and make planning for those the goal of our board meetings in the future. Our budget should reflect what we are doing for the kids in the community, which the board agreed needs to remain our main goal.

A plan for checks and balances with funds is something Deb suggested would be helpful. Travel will be considerably different than what is planned right now due to COVID. Because of our upcoming deadline, we will keep it in the budget and re-class these funds at a later time.

Carin approved the budget. Travis seconded. Deb will send the final budget to the board.

8. Match Tracker

- a. Add match for January

Our match shortfall from last year was \$48,735.10. However, over the 5 year cycle of the grant, we were only short \$5,493.72!! Thanks to Deb for all her efforts in reviewing and maintaining all the match figures for the past grant cycle!

Our match requirements moving forward are as follows: The match for year 6 is dollar to dollar which is \$115,490. Then, year 7 and 8 the match increases to 125%, and year 9 and 10 increases to 150%.

It is time consuming to collect all the match time. Deb created a new match tracker on the cloud that might be more efficient for us all. The volunteer time auto populates which is very helpful for the Coordinator or Director to collect data in the future. For proxy positions, sectors can share the same tab but just note names next to time since some board member volunteer times is at a different rate.

We need to enter our match for January when Deb sends the final document out.

9. Grant news to Winona Community

a. Distribution of 2020 Annual Report

We need to get the annual report out to the community and notify them of our grant award. Carin will post the annual report on Facebook and the website (if accessible). Carin will contact Beth about doing a press release for the newspapers. The press release needs to be ok'd by the CDC according to Deb. Can someone talk to Leighton Broadcasting about getting the word out to the community as well? Christie discussed some options for advertising on billboards in the community. She is going to send Helen some details for us all to consider.

10. Parking Lot – Future Ideas

It was agreed that future meetings would be on the fourth Wednesday of each month from 10:30am – 12:00pm.

Helen sent a vaping competition notification (from Paulette) to Kenzie to see if the students would like to participate. Carin recommended that we give the students ASAP swag if they do submit something. Kenzie will inquire with the students.

Helen mentioned that we were going to get a speaker from HWVMH to talk to students about underage drinking. She still wants to pursue this.

Deb suggests that we consider doing the school survey again since our data set was poor last year. Melissa cautions this because it takes quite a bit of time to put a survey together this year. She suggests we wait until next year 2022. The board agreed.

Christie reminds us to connect with Annette Freiheit as she is very supportive of ASAP and will show this importance to leadership at the school. Helen can follow up on where this is at and how we can continue this connection. Carin, Deb and Helen will get a meeting set with Annette to describe/educate about ASAP and what our needs are. Helen reminded us that we still have the HIPS video to utilize at any time.

Meeting Adjourned: 12:00PM

Meeting Minutes Submitted by: Carin Hyter

Next scheduled Board Meeting:

February 24, 2021 | 10:30am – 12:00pm Via Zoom