



Winona County Alliance for Substance Abuse Prevention Coalition Meeting

December 21, 2020 | 2:30pm – 4:00pm

Location – <https://meetings.ringcentral.com/j/6280578935>

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

2020 Board of Directors		Board Roles & Expectations
Sector:	Representative:	
Substance Abuse Treatment Chair	Jenna McMillan	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	
Government	Karin Sonneman Proxy Carin Hyter	
Law Enforcement	Ron Ganrude Proxy Jeff Mueller	
Business	Christie Ransom	
Education	Kenzie Antczak	
Faith	Pastor Gooch Olcott	
Parent	Jessica Rivers	
Civic/Volunteer	Beth Forkner Moe	
CJCC Liason	Travis Volkman	
Youth Serving Organization	Vacant	
Media	TJ Leverentz	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Vacant	

Meeting Minutes

December 21, 2020 | 2:30pm – 4:00pm

1. Welcome and Introductions (5 min.)

Board Members Present: Jenna McMillan, Helen Bagshaw, Carin Hyter, Christie Ransom, Beth Forkner Moe, Travis Volkman,

Community Members Present: Deb McClellan, Deb McComb, Phil Huerta

This was Jenna's last meeting as Board Chair. She shared about her upcoming employment changes. We went around the Zoom room and did an icebreaker – "What was your childhood dream job?"

2. Consent Agenda (5 min.)

- a. [November Minutes:](#)

Quorum was not reached. Email will be sent to board for approval.

3. Board Updates (5 min.)

- a. Autumn's last day was 11/30

Autumn is still willing to assist ASAP on a contract basis should we need her. She starts her new job the second or third week of January.

Darci Roesler moved onto another position and suggested a replacement from Family and Children's Center. We need to get a definite yes or no from potential new replacement Danielle Swedberg to see if she is willing to serve on the ASAP board.

Helen reminded us that the bylaws of the board state that if someone misses three or more meetings without notification, they may no longer be interested in their role on the board. Helen is willing to make some phone calls to the board members who have not been available to gather information and gauge their interest in board membership in 2021.

4. Financial Update (15 min.)

- a. [DFC Grant Announcement](#)

ASAP was awarded the year 6-10 grant via an informal grant announcement received by Melissa. Winona Health and Live Well Winona are wanting a commitment from ASAP about if we are accepting the grant or not as soon as possible. Winona Health and Live Well Winona would like to move forward with ASAP, but they need detailed plan from ASAP about sustainability, how match will be met, etc. This will be our first task in January as we take time to plan for the upcoming year.

Deb shared the financial update with the following figures:

Match Shortfall: \$51,919.86

Match Recorded: \$49,618.86

Total Spent in FY20: \$101,537.89

5. Match Tracker (5 min.)

- a. Add match for [December](#)

Everyone needs to submit December match tracking updates to Deb before the end of the year.

6. Annual Report (10 min.)

- a. View [here](#)

Everyone needs to email Deb and Carin suggested changes to the annual report before the end of the year and Autumn will be able to edit it for us. Helen mentioned how important the annual reports are moving forward.

7. Logistics (15 min.)

- a. Live Well Winona is moving – ASAP materials need a new home

Helen volunteered to house the ASAP materials at her home until further notice.

8. Sustainability (30 min.)

- a. Report from the Sustainability Committee
- b. Discussion on plans moving forward

Carin provided the Sustainability Committee report. Minutes from that meeting are attached below. Open discussion ensued regarding plans moving forward.

Phil advised the board that the CDC will be our guide for major changes moving forward now that the grant has been received. Phil stated that a fiscal agent change would be difficult and ASAP will likely need to stay with Winona Health since that was the original plan in the grant proposal. Under this proposal, Live Well Winona would still employ the Coordinator. However,

Deb shared that Live Well Winona may be its own entity in the future without affiliation with Winona Health. That may cause issue for ASAP's fiscal agent process.

Beth shared that she doesn't foresee the need for any major changes from the grant proposal. She suggests that the board still takes a "hard pause" for planning in January.

Deb reminded the board that we need to know and have a plan for our match responsibilities moving forward to satisfy the commitment with Winona Health and Live Well Winona. We still do not know the repercussions for our match shortfall this past year. Winona Health is concerned about that for the future, understandably so. ASAP needs a solid sustainability plan in place before a commitment with Winona Health and Live Well Winona can take place. Deb will set up a conversation with Jan so we can address all of the questions and concerns from Winona Health moving forward.

Travis asked when we need to accept the grant. That is unknown at this point. Deb shared that every attempt has been made to contact the CDC about how we can wrap up the past grant and move forward into year 6-10. This goes back to the conversation at the outset of this meeting about the board and our commitment as members moving forward as well. Travis mentioned that the Winona PD has had significant changes in leadership and organization, so they may be interested in working with ASAP again.

Phil mentioned that changing bylaws is fairly easy to do in regards to CDC guidelines. Travis suggests we play it safe and be conservative with our finances in January until we officially accept the grant and submit our plan to Winona Health and Live Well Winona. Deb shared her concerns about the board wanting to change several concepts that we originally included in the grant proposal (such as the area we serve and the Coordinator and Director positions). Travis questioned if there was enough work for a full time Coordinator. Phil believes there is still enough work for a full time employee, but the pandemic is a serious issue regarding event planning, meeting with students at the schools, etc. Phil suggests that we have a healthy group of "worker bees" but also recruiters and informers on the board to even out the workload. Deb shared that we really need to get the youth involved so we know what they want and need in this upcoming grant cycle as well.

Phil suggests that the commitment with Winona Health and Live Well Winona should be fairly easy because we did have a process that worked over the past five years, we just need a strong board and sustainability plan moving forward. Travis is wondering what other groups in the community are doing with the youth because we should also be involved in that (such as the sticker shock campaign and creating posters at the school in the past being points of success). Deb states that another area we need to be stronger in is the school representative. If we could have someone in the counseling office, that may be ideal. Beth shared that Karin, Helen and herself did have that conversation with Superintendent Annette Freiheit about one month ago, and they just need to circle back on that conversation. Karin was planning to reach out to

Annette. Annette seemed interested in the schools working with ASAP in some sort of a partnership capacity.

Helen was looking back at ASAP's action plan and mentioned some areas of shortfall. Helen encouraged us that we need to use the resources we already have and more people power. Jenna and Travis mentioned that we need to look at the time and date that the coalition meets and also the content to see if we can recruit more dedicated people with changes there. A lunch meeting would be most beneficial the group agreed. We agreed that Monday's and Friday's were not good choices for meeting dates in the future. Helen mentioned that a survey in year 8-10 for the board members was included in the grant proposal, and would be a good idea, however she suggested that the survey should be completed sooner. Deb suggests that the board should take a look at the sector representative commitment sheet to read in detail in January. This should be an opportunity for renewed commitment for all board members, with duties clearly stated. Deb also suggests that the executive committee especially needs to have a better grasp of what's in the grant proposal moving forward. Beth suggests an action plan update at every coalition meeting to keep us on track with our goals. Phil suggests that we put the responsibility back on the sector representatives who are no longer able to serve to offer a replacement for the ASAP board. Helen mentioned how important the annual reports are moving forward.

Meeting Adjourned: 4:05PM

Meeting Minutes Submitted by Carin Hyter

Next scheduled Board Meeting:

To Be Determined