



Winona County Alliance for Substance Abuse Prevention Coalition Meeting Minutes

February 24, 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 | 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 | Ted Barthel | |
| Law Enforcement | Ron Ganrude Proxy Jeff Mueller | |
| Business | Christie Ransom | |
| Education | Kenzie Antczak | |
| Faith | Vacant | |
| Parent | Vacant | |
| Civic/Volunteer | Vacant | |
| CJCC Liaison | Travis Volkman | |
| Youth Serving Organization | Karrin Geier | |
| Media | Vacant | |
| Youth | Averie Beckmann | |
| Program Director | Deb McClellan | |
| Program Coordinator | Vacant | |

Meeting Minutes

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1. Welcome and Introductions (5 mins)

Deb McClellan, Deb McComb, Kate Doyle, Helen Bagshaw, Carin Hyter, Paulette Clark, Kenzie Antczak, Ted Barthel, Jon Spinillo, Karrin Geier and Mark Dungy were present

2. Consent Agenda (5 mins)

Helen made a motion to approve the agenda. Ted seconded.

3. Board Updates (10 mins)

a. Board Member Updates

i. Approve Ted Barthel and Karrin Geier as board members!

1. Carin made a motion to approve. Helen seconded.

ii. Recruitment

1. The following board positions are vacant: faith, parent, civic/volunteer and media
2. Helen recommends a middle school parent to fill the parent position. Karrin has suggestions and will talk to some individuals who may be interested in the vacant board positions
3. Jon Spinillo from St. Paul's Episcopal Church attended the meeting to show interest in the faith board position

b. Board Member Orientation and CIA's – Deb, Helen and Carin will be working on this with the new coordinator. This is especially important for our new board members but also the entire board as we move into a new grant year.

Agreements are important as we are required to sign yearly for grant purposes.

4. Hire ASAP Program Coordinator (5 mins)

a. Update from Hiring Team

- i. ASAP had 11 applicants for the position. Five phone screens and three second interviews were conducted. All were great candidates. The reason all 11 applicants did not have phone interview was either because of qualifications or location – the ideal candidate would live in or near Winona County.

b. Karrin questioned if the ASAP coordinator should be 40 hours per week or if this could be a part time position. Paulette and Deb responded stating that yes, it is a 40 hour position although some weeks may be lighter than others depending on travel and events. Paulette stated that some coalitions divide between two part time coordinators. However, she stated this is not ideal because the roles and

responsibilities are very confusing and difficult to administer. Deb noted that we have it written into the grant that an admin or assistant could be hired short term if needed to assist the full time coordinator if the work load increased above 40 hours per week. Deb retracts that statement, after reviewing the workplan, the part-time admin role was written in as part of the match.

5. Financial Update (10 mins)

- a. Budget Update
 - i. ASAP has \$115,490 to spend before the end of September
 - ii. We are required to have the same amount of match dollars before September (\$115,490) whether we spend it all or not
 - iii. Paulette reminded all that the match is not monetary, but rather contributions of time, space, in kind services/trainings, conversations with the community about ASAP, etc.

6. Grant Reporting (5 mins)

- a. Update on Progress Report
 - i. Deb states that the report was recently completed and submitted to the DFC and CDC. Deb states that she has a much more in depth understanding of the project narrative because of the time spent on the progress report. This is typically something the program coordinator will be creating and submitting moving forward.
 - ii. We received a report back from the CDC already as a response to the submitted progress report. This will be sent along with the minutes to the coalition. Highlights included: praising the health care sector representative and all of her commitment and responsibilities with ASAP and at the state level, Deb shared our “elevator speech” – the project coordinator really liked how “to the point” this was and intrigued her to want to know more! ASAP collected 80 lbs of prescription drugs, had meetings with legislators and updated the backpack program – all commended by CDC
 - iii. This is ASAP’s “Elevator Speech”: We are a county-wide coalition that works to prevent teen substance abuse. Our coalition started in 2012 by a handful of concerned professionals who now organize awareness campaigns, community events, training opportunities, and policy changes. We meet monthly to discuss and plan positive community change strategies. You can learn more at winonacountyasap.org!
- b. Upcoming Reports and Deadlines
 - i. None noted

7. Match Tracker (5 mins)

- a. Board Members – Add Match for February (and January if you have not already done so)!
- b. Reminder: 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%.

8. Action Planning (25 mins)

- a. Form Action Teams
 - i. Until a coordinator is hired, there was discussion about what action we can take as a coalition in the meantime. It is important that we submit the 2020 annual report to community, make our grant award announcement to the community and plan a presentation to youth about alcohol this spring.
 - ii. Carin and Kate will post the Annual Report on Facebook. Carin and Deb will work on a press release to announce the grant award. This press release will be submitted to the newspaper and hopefully a board member will announce it on the radio as well. The announcement will also go out over email along with the annual report. The plan is to have this completed before the next coalition meeting.
 - iii. For the presentation to youth about alcohol event, a subcommittee was formed (Carin, Ted, Kenzie and Mark) to get this organized. The idea is to have a panel of individuals who can share their experiences with alcohol to influence students away from use. Ideas for speakers: Treatment Court graduates, Karrin and a law enforcement officer. It would be ideal to have another juvenile speak on this panel to share their experiences, but none were noted so far. This “pilot presentation” will take place with Kenzie’s class in April/May. The plan after that is to bring the panel to the middle school and high school if it is well received.

9. Grant News to Winona Community (10 mins)

- a. Distribution of 2020 Annual Report
 - i. See notes above
- b. Press Release
 - i. See notes above. It was decided that two press releases would be created – one for the grant award announcement and one to announce the new coordinator.
- c. Deb McComb is wondering if we can attach notices about ASAP with prescriptions at pharmacies. She has a background in marketing and is willing to help. This sheet could also go to realtors and funeral homes, hospice homes, etc. to notify family members where old prescriptions can be disposed of safely

- d. We agreed that we want to get on the calendar regularly for the newspaper and local radio. We would talk about the program but also give tips and advice to the community, etc. This is something to kick off when the coordinator begins.
- e. Karrin asked if ASAP had any pamphlets for students if they need help or have questions about different topics. The group discussed online resources for students and how we could administer those in the future.
- f. Jon noted that he was a coach in the past and wanted us to be aware that drugs of performance and appearance – steroid abuse – is becoming much more prevalent with high school athletes. Is that something ASAP can begin addressing within the sports programs at the schools? Who could talk to students about this? The group agreed to include this in action planning moving forward. Paulette noted that although this specific type of substance abuse was not listed in the grant, we can still discuss it generally with youth.

10. Other Updates/Ideas (10 mins)

- a. Vaping and Flavored Tobacco Update
 - i. There is a bill passing through the legislature right now to restrict the sale of flavored tobacco. Helen is optimistic about this bill as T21 was passed last year. There is also a bill about increasing the tax on cigarettes and flavored tobacco products.
 - ii. Safe disposal of vape pens is something Helen is passionate about and would like to see ASAP pursue
 - iii. Helen reports that 20 communities have banned flavored tobacco products in MN - including Rushford locally!
- b. Spring Activity – alcohol panel (see notes above)
- c. Student Vaping Video Competition – no updates – but maybe we can hold our own competition within ASAP in the future
- d. Reconnecting with Annette Freiheit – the spring activity subcommittee will connect with Annette to discuss the alcohol panel presentation. Deb, Helen and Carin also plan to meet with Annette regarding information about ASAP – our mission, goals, etc. to establish this relationship with the schools
- e. The HIPS video is available for use at any time! This will be sent in the email with the minutes
- f. We are hoping to have a hybrid option for our coalition meetings regularly moving forward when we begin to meet in person again

Next scheduled Board Meeting:

March 31, 2021 | 10:30am – 12:00pm Via Zoom