

## **Executive Board Meeting Minutes**

### **August 22, 2016**

**Present:** Brian Caplinger, Sara Evancho, Jennifer Younce, Gabby Ayers, Cassie Miller, Linda Hardgrave, Jillian Bissell, Amy James, Kristin Bengtson, Brenda Bone

**Opening:** Meeting opened 9:00 am

#### **1. Approval of Minutes**

- a. Motion to approve minutes. (Cassie, Second: Jennifer). Minutes approved.

#### **2. Announcements**

- a. Christine Wilburn submitted an Executive Board Recruitment Form to be considered for EB
- b. Executive Board Member Recruitment Form needs a Name field added to form
- c. Amy Ivacic and Amy Merz submitted resignation letters for EB

#### **3. Evaluation Report (Brenda)**

- a. Report is on file with August 22 Executive Board Meeting Minutes
- b. Areas of report: Logic Models, Job Descriptions, Organizational Chart, graphs and visual representations
- c. Directions based off report:
  - i. Update Organizational Chart by October 1 so upcoming projects have a clear designation of roles and action items expected by different roles
  - ii. Increase alteration in policy, procedure, or practice in community regarding substance use
  - iii. Maintain balanced focus between reduction of marijuana, prescription drug, and underage alcohol use against other topics that JCDPC addresses in community
  - iv. Involve media in activities of JCDPC through coalition membership, press releases, and multiple coding of activities to reflect media engagement
  - v. Continue to increase capacity and community change that JCDPC has consistently shown
  - vi. Increase number of engaged members
  - vii. Train additional coalition member to collect and report data

#### **4. Closed Session (10:00 - 10:25)**

#### **5. Staff Report**

##### **a. Evaluation Contract**

- i. Current contract ends on 9/30/2016. Will turn in new contract to EB for vote

##### **b. Maternity Leave (Jillian)**

- i. Will leave August 23 and return November 1. Submitted Maternity Leave details to EB. Filed with August minutes.

##### **c. Training Opportunities**

- i. Network for Strong Communities board development training opportunity on September 29. Unobligated Funds can cover training
- ii. Motion (Cassie, Second: Amy) to send Alicia to SAPST training (\$50 through

Unobligated Funds)

- iii. DFC funding available for ACT MO conference in November

**d. Coalition Chair Position**

- i. Following Linda's retirement, designation of who will lead coalition meetings needed

**e. Updates**

- i. Ryan Murphy, Outreach Relation Manager for Mercy Hospital, has joined coalition. Ryan's position puts him in a position of high involvement in the community
- ii. Have approached Sophie Emery and Tracy Smith for EB membership
- iii. Sticker Shock campaign to be postponed. Many grocery stores need to send information to corporate stores before teens can place stickers on merchandise
- iv. Salary funding scenarios for reward of different grants submitted (Jennifer). On file with August minutes
- v. Doing an interview with the Leader August 23 regarding JCDPC's role in Substance Abuse Awareness Day and JCDPC name change. Leader to also publish article regarding prescription drug take backs

**6. Logo/Name Change**

- a. JCDPC has a large amount of materials with PRIDE name on them. To be cost effective, the roll out of materials with new name will take place over a range of time
- b. SAMHSA has acknowledged our name change

**7. Committee Reports**

**a. Personnel (Brian)**

- i. Created a list of job duties to be completed in Jillian's absence (Jillian). Job duties to be temporarily reassigned as follows:
  - 1. Social Media (Alicia)
  - 2. Data entry (Linda and Brenda)
  - 3. Budget reports (Linda)
  - 4. Grant revision and submission (Linda)
  - 5. General coalition prep (Linda)
    - a. Minutes
    - b. Agenda
    - c. Running of meeting
  - 6. Upcoming events (Linda to report weekly to Brenda to keep data entry updated)
    - a. Marijuana town hall
    - b. Overdose Awareness Day
    - c. Prescription drug take back(s)
    - d. Drug recognition trainings

**b. Membership (Open)**

- i. With Amy's resignation, committee is in need of chair

**c. Bylaws (Cassie)**

- i. Clarified maternity leave policy

**d. Marketing (Gabby)**

- i. No Report

- e. **Sustainability (Open)**
  - i. In need of chair

**8. Old Business**

- a. Nominating committee now has two members (Cassie, Brian). Decision made to continue with current members until EB membership is expanded
- b. Nominating committee accepted Christine Wilburn for EB

**9. New Business**

- a. Accepted resignations for Amie Merz and Amy Ivacic
- b. Position of EB Chairperson is currently vacated. Motion (Cassie, Second: Kristin) to appoint Brian and Chair of EB. Motion passed
- c. Co-chair to be brought in as EB reaches more expanded membership

**10. Financial Report**

- a. No money spent yet on Marijuana campaign (Alicia)
- b. Wedding fair and Patch Refund monies are spent from Unobligated Funds. Current funds will fund Sticker Shock
- c. Money from dissolving Meth Action Coalition donated to JCDPC for SAADay event. Smoke-Free Jefferson County projected to donate money toward continuing Clearing the Air event. Materials also donated to JCDPC
- d. Financial Report on file with August minutes

**11. Coalition Report**

- a. No report

**12. Upcoming Meetings**

- a. Wednesday morning meetings worked best for the majority of coalition members. Third Wednesday of the month, 9:00 am – 11:00 am at Windsor PDC Room was accepted as date for future meetings. 2016 meetings include:
  - i. Wed. September 21
  - ii. Wed. October 19
  - iii. Wed. October 16
  - iv. Wed. December 21

**Next Meeting: Wednesday, September 21 9:00 am - 11:00 am Windsor PDC Room**

**Adjournment:** Motion to adjourn meeting (Cassie, Second: Kristin). Meeting adjourned at 11:55.