

Jefferson County Drug Prevention Coalition (JCDPC)
Executive Board Meeting Minutes
November 15, 2017
9:00 a.m. - 11:00 a.m. in PDC Room at Windsor

Welcome & Open

Attendees: **Brian Caplinger, Kristin Bengston, Alicia Towery, Jillian Bissell, Chris Wilburn, Jennifer Younce, Sara Evancho, Kelley Vollmar, Brianne Zwiener**

Approve Minutes from previous Meeting- **Motion: Sara, Second: Kristin**

Discussion Points:

- Sustainability
 - **Met with JCHD and how we would fit in with them**
 - **Decisions formalized before January**
 - **Recap the idea of how it will work**
 - **Jillian and Alicia will be employees of the Health Department so would not have to rely on grants for staff salary**
 - **Will be under Brianne, as part of the Health Educators**
 - **Activities would remain the same with additional work on PMP**
 - **Benefits would fall under Health Dept**
 - **Fiscal agent transfer away from Windsor for unobligated funds**
 - **Does our Board still exist, or fall under Health Dept board?**
Discussed that our Board would still exist as advisory board, their board is more fiduciary
 - **Name would still be JCDPC, doesn't have to have Health Department info but would be a positive to add them as part of the Health Department**
 - **If Alicia would be part of Health Department, payroll would be complicated- will need one to invoice the other. If just part-time for Windsor, she might lose health benefits**
 - **What are the hopes from Health Department by bringing on JCDPC?**
Substance abuse education and growth, assist with PDMP, utilizing coalition strengths where the Health Department is still growing. JCDPC is where the Health Department wants to be in terms of advocacy and outreach, the community partners, and would like to see the coalition still expand in terms of education
 - **We will discuss timeframe for everything going forward and get back to them.**

Closed Session (with staff)

Reports:

- Financial
 - **Typo for amount spent under other components**
 - **Marketing balance is at zero**
 - **What are we going to do with the balance of Brenda's salary**
 - **Billboards are always good to fall back on**

- TAB (Alicia)
 - **Facebook boost- 5 new students**
 - **Alicia received “Vision is Prevention” award from NCADA at PLC**
- Coalition (Jillian)
 - **CADCA forum in DC in Feb. Funding for 2 people to attend. We will seek to ask specific coalition members. Deadline for interest is December 1st**
 - **Students will be going to Mid Year and not Forum**
 - **Meeting with Jefferson Foundation new CEO. Will get more info on grant writing process for them going forward. Alicia going and have room for 1 more**

Old/New Business (if needed)

End of Meeting Expectations:

- **Info from Health Department for financial aspect**
- **Deadline of November 30th will be given to JCHD. Documents to be emailed to EB for electronic vote.**
- **Brainstorm ideas for DFC campaign funds (ex: billboards)**
- **Take another look at bylaws to see if there is anything needs to be changed**
- **Want to think about another fundraiser in the Spring**

Next EB meeting scheduled for December 20, 2017, 9-11 AM in the JCDPC Office