

Executive Board Meeting Minutes July 20, 2016

Present: Brian Caplinger, Sara Evanch, Jennifer Younce, Amy Ivacic, Gabby Ayers, Cassie Miller, Linda Hardgrave, Jillian Bissell, Kristin Bengtson

Opening: Meeting opened 9:00

Approval of Minutes: Motion to approve minutes. (Cassie, Second: Jennifer). Minutes approved.

Announcements

- Amie Merz will be resigning her position in August.
- Linda Hardgrave has turned in retirement announcement. Retirement effective December 1, 2016. Official retirement letter filed with meeting records.

Financial Report

- DFC budget has been updated with the following changes:
 - \$8789.01 for Marijuana Do The Math Campaign (60,000 flyers, KJFF radio ads and Facebook ads).

Staff Reports

- Per Dr. Holland, posting the JCDCP job opening in the school district is not applicable; but the job would need to be posted within the coalition. That means Alicia gets the first opportunity to apply for the job. Due to Jillian's maternity leave and Linda's retirement, Alicia has already begun training for this position. Linda and Jillian both recommend her for the position.
- Jillian to work until August 24 at the latest.
- Contacted SAMHSA about name change (Jillian). Written notice of change is all that is required. Once we notify them, they will make the changes in their computer system.
- District approved name change, and changes have begun for website.

Coalition Meeting Report

- Committee sign-up sheets and meetings during the monthly coalition meetings have been going smoothly.

Hiring/Interview Process

- Discussion about this process as unique from other hiring for JCDCP, due to circumstance that this is a change in position from someone who has already been employed within JCDFC and has been doing much of the work.
- Motion made to temporarily suspend official interview-based hiring procedures and seek approval process through employee performance appraisal to fill Linda's position. This is being done in support of our fiscal agent. Interview-based hiring procedures will apply again immediately following this instance. (Sara, Second: Cassie). Motion passed.
- Performance review for Alicia Towery presented at EB meeting. Experience with TAB, grant writing, logic models, and community relationships; plus level of work ethic, reliability, current growth, ability to work with teens, organization, and record keeping were all factors in a favorable performance appraisal.
- Motion to approve hiring Alicia Towery for Linda's position (Jennifer, Second: Amy).

Motion passed.

- Alicia Towery’s new position would be effective January 1, 2017.

Closed session – Not needed

Committee Reports

- Personnel (Brian)
 - Reviewed employee policies such as Employee Leave for Windsor School District. Made some changes to better fit JCDPC. Will send to EB for review.
 - Regarding leave, after consulting school district policy, Jillian will use her banked minutes, ongoing work from home logs, and two-week vacation from district to adjust pay and adapt for taking any maternity leave needed.
- Membership (Amy)
 - Working on new member packet materials for the next meeting.
 - No new applications for board positions.
 - Have two current applications for EB membership, which have been presented and accepted through nominating committee: Kristin Bengtson and Amy James.
 - Still looking for more members.
 - Need to revisit terms for current members and officer positions.
- Bylaws (Cassie)
 - Met at July coalition meeting.
 - Pulling examples from other agencies to create a procedures document for new hires and a code of ethics.
 - Per Dr. Holland, JCDPC coalition can use Windsor's current policy and state in our documents that we “follow the Windsor School District Policy” and then state any amendments that apply directly to JCDPC.
 - Next meeting is July 27 at Jefferson County Health Department in Hillsboro 9:00 am-noon.
- Marketing (Gabby)
 - One-pager highlighting JCDPC was passed out at coalition meeting. Edits were made and suggested, and document has begun to be used at community meetings.
 - Arnold Chamber of Commerce invited us to an event tonight in Arnold from 4-6. Several Board members will be attending.
 - Discussed feasibility of becoming members of Arnold Chamber of Commerce and using Unobligated Funds or other sources for meals, dues, etc.
- Sustainability
 - Grant writing meeting July 15. Alicia to write grant and send draft to the rest of the committee. Grant due August 15.
 - Meeting with new CEO of COMTREA this month. Amy and Gabby offered to write letter of recommendation to COMTREA outlining relationship between JCDPC and COMTREA.

Old Business

- Discussed updating Action Plan. Updating the Action Plan after updating the Logic Model was decided as the most feasible option
- Working on name change and logo design was postponed until JCDPC knew name could be

changed in grants, etc. Name change could take from \$200-1000, depending on what we want.

- We will need to buy some stock images to use for the logo.

New Business

- JCDPC calendar had been updated (Linda)
- Doing a drug take back with Mercy.
- Aug 25 – have been invited to attend Drug Awareness Summit Meeting
- Rock Presbyterian Church has requested a drug presentation event in October. Linda suggested partnering with faith-based leaders.
- Working with De Soto and Hillsboro regarding school-based presentations for the upcoming school year.
- Discussed using a Google doc to create agenda for meetings in the future.
- Items for next meeting:
 - Logo
 - Discussion of officers
 - Discussion of future meeting dates and times

Next Meeting: Monday, August 22 9:00 a.m.-noon Windsor PDC Room

Adjournment: Motion to adjourn meeting (Cassie, Second: Jennifer). Meeting adjourned at 10:45.