



**Advisory Board Meeting Minutes**

*Healthy kids*

*Healthy families*

Date: 12/10/09

Time: 8:45 am

*Healthy communities*

**Attendees:**

Name	Sector	Name	Sector	Name	Sector
<b>Evan Carpenter</b>	Youth	<b>Meg Walch</b>	Parent	<b>Dave Borgen</b>	Community Ed & Rec.
<b>Tia Schimek</b>	Goodhue Council Rep	<b>Donna Dummer</b>	City Government	<b>Mike Zorn</b>	CHI Accountant
<b>Bob Glasenapp</b>	Public Health	<b>Karen Main</b>	Public Health	<b>Roseanne Grosso</b>	Media
<b>Jodie Schmidt</b>	Recovery	<b>Tim Sletten</b>	Law Enforcement	<b>Pam Horlitz</b>	Healthcare
<b>Cherie Johnson</b>	Education	<b>Stan Slessor</b>	Education	<b>Gary Elg</b>	Faith
<b>Janet Adams</b>	Courts & Corrections	<b>Scott McNurlin</b>	Law Enforcement	<b>Scott Arneson</b>	State/Government Agency
<b>Joanne Pohl</b>	CHI Director	<b>Stacy Larson</b>	Coordinator/ Project Manager	<b>Julie Hatch</b>	Chemical Health Specialist

**Meeting Kick-Off**

The meeting was called to order by Joanne Pohl.

Joanne introduced two new members to the Advisory Board:

- Scott Arneson who is the Goodhue County Administrator and will be representing the County Government sector.
- Evan Carpenter who is representing youth/student sector. Evan is currently a youth representative on the local Cannon Falls council.

It is noted that Bob Bangtson is no longer representing the Education sector and has been replaced by Jeff Evert who is from the Kenyon/Wanamingo District.

The minutes and agenda were reviewed by all members. Motion to approve was made by Stan Slessor (Education) and seconded by Dave Borgen (Community Ed & Rec.).

Individual introductions of all members present were conducted for the new members.

Joanne introduced the new CHI Coordinator/Project Manager, Stacy Larson.

Joanne explained the role definitions. A document was included in the hand-out packet that breaks down responsibilities between the Prevention Specialist and Coordinator positions.

## Financial Update

Mike Zorn (CHI Accountant) presented the FY09 financial reports. He briefly reviewed the documents included in the packet and explained that the CHI organization is included within the Family Services Collaborative. Following are highlights of this report:

- Budget overview of the Family Services Collaborative/CHI was presented on the Purple sheet. This showed the CHI Fund Balance to be \$43,329.37. This total includes the savings from this past year's budget in addition to carry-over from prior years.
  - Joanne noted that we may use this reserve if the grant is not approved. It was stated that we could sustain the initiative for an additional year with this fund.
  - Joanne noted that she received an email stating that the Appropriation Bill is being funded by the DFC for an additional \$5 Million so she is hopeful that we will be awarded the next grant.
- CHI Federal and Local Budget Review were presented on the white sheet. This sheet provides a snapshot of the Federal and local funds vs. expenditures by cost center. This data shows that CHI had a savings of \$16,533.76 in this past budget cycle.
  - Joanne commented on specific areas where the savings derived from.
    - AmeriCorp project budget of \$4000 was not spent. The AmeriCorp rep, Leah, left organization and they did not replace that position so this project did not proceed.
    - There was also significant savings in the areas of training and travel due to change over of CHI staff.
  - Dave Borgen inquired to where the local funds are coming from.
    - Joanne explained that they come from the Family Services Collaborative and fundraising.
      - It was noted that the Family Services Collaborative set aside \$15,000 for each of the local councils. Each local council received \$3,000 in their startup account.
- CHI Federal Grant detail was presented on the blue sheet.
- CHI Local Grant detail was presented on the green sheet.
- Local budget breakdown was presented on the white sheet. It was noted by Joanne that we do have some flexibility to move budgeted dollars between areas.

## Local Council Updates

### **Red Wing: Presented by Dave Borgen**

- Explained that they are in the midst of re-inventing the Red Wing Council. There have been individuals that have fallen off and have not been engaged in the meetings or effort. A core group of individuals including Dave, Tim, Julie and Stacy have been brainstorming on how to engage key people and to re-energize the group. There is a meeting scheduled for next Wed. 12/16 with the key sector representatives who currently participate on the council. The purpose of this meeting is to reiterate our mission, goals and accomplishments and to get individuals engaged in the council efforts. They will also be evaluating all of the sectors to identify those sectors that do not have representation and then brainstorm on who to recruit for those areas.

### **Goodhue: Presented by Tia Schimek**

- She mentioned that they too are looking at ways to increase PR on the council since their

attendance has been reduced. There is a meeting setup for Wed. of next week for Tia, Anita and Stacy to get together and discuss. Action that has been taken on this effort are:

- They have included CHI articles in the district newsletter
- Participated in the Parent/Teacher conferences in November. A table was present with information, brochures and there was a sign up for door prizes.
- Howie made an appearance for Red Ribbon week.
- The Goodhue CHI will be co-sponsoring a Valentine's Dance with the TMT (Teens Meeting Teens) group.
- They will be partnering with the school and various organizations on an Awareness event in April. They have invited speaker John Crudele in to present a program. He will be presenting during the school day to the various grades and then there will be a program at night for the community. They are planning this as a county wide event.
- It was also noted by Stacy Larson that they are close to implementing the Seller/Server ordinance. A draft of the ordinance has been given to the city attorney and he is in the process of getting it approved by the city officials.

**Cannon Falls: Presented by Stacy Larson on behalf of Bucky Lindow**

- Made a presence at the Winter Sports Registration Meeting
  - Handed out business cards that contained CHI related statistics
  - Bucky, the council chair, gave a quick speech to remind kids that when they sign the forms that they are agreeing to stay chemical free.
  - Participated in the annual Halloween Trot. CHI Make a Ripple magnets were handed out to the trick-or-treaters.
- Currently preparing for a Martin Luther King Day walk – Planned for 1/18/09
  - Purpose of walk is to celebrate the kids in the community that have stayed Chemical Free. Refreshments will be available.
  - Heart of David program. The organizations founders are parents who lost a 23 year old son in an alcohol related accident. They display the car at the school and also present their story.
- Discussing the Seller/Server and Social Host ordinances
- It was noted by Evan Carpenter that he is working on establishing a CHI youth organization within the CF school. He is hoping to have it in motion early next year. It was also noted by Julie that Cannon Falls is the only town that has not had a student CHI related organization.

**Zumbrota: Presented by Stacy Larson on behalf of Jake Smith**

- In the process of planning the 1<sup>st</sup> Annual CHI Pizza Party/Game Event
  - Council group is planning to implement the 1st annual Pizza Party/Game event at the local church sometime in early Feb. They will ask the local SADD team to participate as mentors in the activities.
- Discussing the Seller/Server and Social Host ordinances. A presentation of the ordinances will be given at the next council meeting which is scheduled for Monday, 12/14.

**New Kenyon/Wanamingo Council: Presented by Stacy Larson**

One of our active projects at this time is to assemble and establish a local council in the Kenyon/Wanamingo area. Following are key notes:

- To date, I have 8 individuals signed up to serve and they represent various sectors including Law Enforcement, Education, City Government, Business, Parent, Youth and Non-Profit. I am still searching for a representative from the faith and healthcare sectors, however, we are going to

proceed with the group that has been selected and will continue to pursue representatives from the remaining sectors.

- Created the council chair responsibility document which outlines expectations and provides individuals a solid understanding of role.
- We are planning our council kick-off meeting for mid-late January 2010. At that time, we will be voting on the council chair.

### **Community Assessment**

Julie presented an overview of the upcoming community assessment that we are current working on organizing. The purpose of this survey is to assess cultural and community norms of randomly selected Goodhue County residents. Details on the notification and selection processes can be found on slide #6 of the presentation. Following are some additional comments:

- Survey for Advisory Board Members
  - Survey will be copied to one for the Advisory Board members to use and provide responses.
- Tim asked if there was an area for individuals to express interest in participating in the CHI organization.
  - Stacy will add a field for this on the closing page of the survey.
- Survey is setup to redirect the browser to the main CHI website upon survey completion.

### **CHI Web 2.0**

Stacy and Julie provided an overview of the CHI related sites that have been implemented. Following are key notes:

**Website: [www.CHI-Parentnetwork.org](http://www.CHI-Parentnetwork.org)**

The purpose of this website is to provide parents throughout Goodhue County with critical information and to offer parents resources regarding Chemical Health. Please refer to slides #8 & #9 of the presentation for details.

**Website: [www.CHI-Howie.org](http://www.CHI-Howie.org)**

The purpose of this website is more geared toward the children and to provide the adolescents of Goodhue County with critical information on how to make good choices. Please refer to slides #10 & #11 of the presentation for details.

**Social Networking : Facebook (URL: [www.Facebook.com](http://www.Facebook.com))**

Today, many kids and parents are members of social networking sites so we saw this as another opportunity to reach more people. We have both a group and page created on Facebook. Please note that in order to join the group or become a fan of the page, it does require a Facebook account. Please refer to slides #12 & #13 of the presentation for details.

**Main Coalition Website: [www.CHI-Goodhue.org](http://www.CHI-Goodhue.org)**

Julie provided an overview of our main website along with statistics. Please refer to slides #14 & #15 of the presentation for details.

**Social Networking : CHI Twitter (URL: [www.Twitter.com](http://www.Twitter.com))**

Julie provided an overview of the CHI Twitter page. There is a character limitation per tweet so she typically sends out a condensed comment and then sends out another one immediately afterward with a website address for them to reference for more information. This social networking site has more of the parent/adult population base as Facebook is more of the younger generation. To date we have 4 followers. Please refer to slides #16 of the presentation for details.

## **2005 – 2009 Recap**

### **Aim vs. Accomplishments**

Julie provided an overview of the 2005 – 2009 CHI “AIMS” which was included in the initial grant. The four specific areas include: School-based Specialist Strategy, Youth for Action Leadership, Community Action Community Education Awareness and Community Trials Intervention Reduce Drinking. Please see slide #18 for details and goals related to each area.

Julie mentioned the shift of approach that was implemented shortly after the grant was approved. They moved from more of the Forums approach to the Policy, Practices & Procedures approach.

### **Forums vs. Policy, Practices & Procedures**

Julie presented an overview of this structure. It was organized to be a Sector-led organizational structure. Listed on slide #20 is a list of the key organizations where involvement is critical.

The Strategic Prevention Framework was presented. This model includes the following key steps:

- Assessment
- Capacity Building
- Planning
- Implementation
- Evaluation

These steps are critical to the success of the strategies implemented throughout the CHI organization. This model is the same project management model that is implemented throughout the majority of business today and this model has been proven to be successful.

### **Evaluate Past Initiatives and Celebrate Accomplishments!**

Julie presented an overview of the sector, council and CHI Initiatives from 2005 - 2009. As the group looked at the responsible sector or group, it was very noticeable that the majority of the projects resided within the CHI Staff area. Julie mentioned that this is where we need to transition to a sector led structure in order to plan for sustainability of the CHI efforts. Please refer to slide #22 in the presentation for the initiative breakdown.

Joanne stated that over the past four years the CHI has been working to build the infrastructure and now we need to branch out into the sectors for sustainability. The second 5 years of the grant will be driven by the sector leaders.

It was stated that there have been many accomplishments by the Advisory Board, Sector Leaders/Groups, Local CHI Councils and CHI staff. Joanne had a meeting with the previous grant manager from DC on 6/19/07. He was impressed by how much our local CHI organization was doing and was pleased by the outcomes. We have done so much above and beyond the original goals. These accomplishments should be recognized and efforts and successes need to be celebrated! The entire CHI staff appreciates all of the hard work and effort put forth by the various CHI participants!

## **Looking Ahead – DFC Grant Planning for Years 6-10**

Joanne gave a quick introduction to our upcoming Grant Planning and application process.

The CHI staff has been meeting individually with the sector reps to go through the process and the goal planning worksheets. Following are the key notes:

Julie reviewed the structure and responsibilities of the various CHI groups which includes the Advisory Board, Naturally Occurring Action Teams and Community Councils. The diagram can be viewed on slide #25 of the presentation.

It was noted that there has been a change to the Action Team concept. Previously, this was a specific CHI team that met on a regular basis. Knowing that our sector reps belong to other organizations within their specific sector it made sense to rephrase this title to be Naturally Occurring action teams. We want our sector leaders to provide the other organizations, which they are involved with, key CHI information and work with these groups to get them engaged in the CHI effort. Some examples of these groups are: the Red Wing Ministerial organization, Chamber, Rotary, RW PD, etc.

Julie briefly went through the worksheet information and focused on the Evidence Based Program strategy. It was noted that not all sectors will be identical. It was stressed that we need the expertise of the sector leaders to provide guidance and leadership in relation to the sectors culture. An example that was made was initially CHI had an action within their goal to implement sobriety checks throughout Goodhue County. We then found out that sobriety checks are illegal in the State of MN. This is why we need involvement from key sector leaders to help set our strategies.

Gary Elg (Faith) provided an overview of the process that he has gone through with the CHI staff and also other key leaders within the faith sector.

### **Other Business**

Tim Sletten (Law Enforcement) introduced a Tobacco Diversion Program (TDP) that is currently being pursued. He is in the process of obtaining approval and would like everyone to take a look at the process diagram along with the referral form. If you have comments or feedback, please contact Tim. He is hoping that this will be approved and implemented early next year.

### **Meeting Wrap-Up**

 Meeting was Adjourned by Joanne Pohl

 Next Meeting:

- Date: Thursday, March 11<sup>th</sup>, 2010
- Time: 8:45 – 11:00 am
- Goodhue County Court Services Building, Jury Assembly Room