



Advisory Board Meeting Minutes

Healthy kids

Healthy families

Date: 10/13/2011

Time: 8:45 am

Healthy communities

Attendees:

Name	Sector	Name	Sector	Name	Sector
Scott Arneson	Government	Cherie Johnson	Education	Don Kliewer	Media
Nina Arneson	Health & Human Services	Dave Borgen	Education	Scott McNurlin	Law Enforcement
Gary Elg	Faith	Kjurstin Langer	Red Wing Education Sector & RW CHI Council Chair	Roseanne Grosso	Media
Gene Leifeld	Zumbrota CHI Council Chair	Karsten Anderson	Education	Tim Sletten	Law Enforcement
Pam Horlitz	Healthcare	Janet Adams	Courts & Corrections	Mike Zorn	CHI Accountant
Joanne Pohl	CHI Advisory Board Chair	Julie Hatch	Education & Prevention Director/Grant Manager	Stacy Larson	Community Prevention Director/ IT Manager

Meeting Kick-Off

The meeting was called to order by Joanne Pohl.

Joanne welcomed everyone to the meeting. She welcomed our new Advisory Board member, Karsten Anderson, who has joined us as one of our Education sector reps. Karsten is the new Superintendent of Red Wing Schools.

An individual introduction of each attendee was also conducted.

1 & 2) Approval of June Meeting Minutes and Agenda (Joanne Pohl)

The agenda and June meeting minutes were reviewed by all members. Motion to approve was made by Gene Leifeld (Zumbrota CHI Council Chair) and seconded by Janet Adams (Courts & Corrections). All approved, motion passed.

3) CHI Financial Report (Mike Zorn)

The 2010-2011 Financial Reports were provided to each attendee in the meeting packets. The reports included CHI Budget Summary, Family Services Collaborative Budget Summary, Goodhue County CHI Grant Local Detail Report and the DFC Grant Detail Report. As of the end of September 2011, the CHI Fund Balance was at \$13,495.37.

Mike reviewed the CHI Summary Budget 2010-2011 Report. Following were specific notes from this report:

- ☪ The yearend numbers reflected that we ended the year \$383.90 over budget. The primary reason for this was one unexpected expense to the Goodhue County Education District for unemployment benefits for a former employee in the amount of \$6,882.20. It was noted that this amount was coded to the Salaries line item and contributes to the negative amount reflected on the report.
- ☪ Mike also noted that, in addition to the unemployment benefit that was taken from the Salaries line item there was another issue that contributed to that line items negative amount. The report shows that we went over budget in the Salaries category and under budget in the Benefits line item. Unfortunately, some benefits were incorrectly coded and the dollars were taken from the Salaries line item so this is reflected incorrectly on the report. Since it was already reported, it could not be corrected but is noted.

The following notes were made in regards to the local CHI account lines that were listed on the Family Services Collaborative Summary report:

- ☪ The Red Wing Council is the only council that still has their funds managed through the county. Their balance is currently: \$3,413.85. The other councils have transferred their accounts to local banking institutions so there was some discussion that with the possible upcoming changes to the accounting staff, should the Red Wing council consider transferring their funds to a local institution. It was discussed that this does not need to be done at this time and could be addressed should changes in accounting staff takes place.

Joanne thanked Mike for all of his help and hard work over the years!

4) CHI Organizational Structure Changes (Joanne Pohl)

CHI organizational charts were provided to attendees in their packets. Joanne walked the attendees through the structure and highlighted the following:

- ☪ CHI Advisory Board Chair: Joanne Pohl
- ☪ CHI Executive Committee which will consist of Advisory Board Chair and 2 Advisory Board Members. This committee will function similar to the previous Steering Committee. It is planned that this committee will meet on a bi-monthly basis and will be responsible for providing supervision and oversight.
- ☪ CHI Education & Prevention Director/Grant Manager: Julie Hatch
- ☪ CHI Community Prevention Director/IT Manager: Stacy Larson
- ☪ Joanne noted that Julie will continue to be primarily responsible for the School districts with a dotted line to Local Councils and Stacy is primarily responsible for the Local Councils with a dotted line to the School Districts as there will be a high level of collaboration between areas. Both Julie and Stacy will remain responsible for the County Level Sectors.
- ☪ Joanne also went through the Collective Impact Coalition document which was also handed out in the packets. She reviewed the Core Components of a Collective Impact Coalition which consist of:
 - A common agenda
 - Shared measurement systems
 - Mutually reinforcing activities
 - Continuous communications
 - A separate organization and staff that serves as the backbone

5) CHI FY11 Accomplishments (Presented by: Julie Hatch & Stacy Larson)

Julie highlighted the following key FY11 Accomplishments:

- Staff designation for student/family support – 2010-2011
 - Zumbrota-Mazeppa, Cannon Falls, Goodhue, Kenyon-Wanamingo
- Updated Policies and Procedures passed by School Board - Spring 2011
 - Zumbrota-Mazeppa, Cannon Falls
 - Kenyon-Wanamingo – Updated in 2009
 - Goodhue – Continue efforts to pass this year
- Drug and Alcohol Recognition Training – August 2011
 - Zumbrota-Mazeppa, Cannon Falls, Kenyon-Wanamingo*
- Pine Island School District participation – September 2011
- Red Wing School District renews partnership – Fall 2011

Stacy highlighted the following key FY11 Accomplishments:

- **Social Host Ordinance**
 - ❖ Implemented in Red Wing 2008
 - ❖ Implemented in Kenyon in 2009
 - ❖ Passed by Goodhue County Board on May 3, 2011
 - ❖ Passed by the City of Goodhue on May 11, 2011
 - ❖ 1st Pass/Approval by the Cannon Falls City Council on July 5, 2011
 - ❖ 1st Pass/Approval by the Zumbrota City Council on October 6, 2011
 - ❖ In the process of working with the City of Bellechester ~ Scheduled to present to the City Council on 11/9
 - ❖ In the process of working with the City of Wanamingo
- **Mandatory Alcohol Seller/Server Training Ordinance**
 - ❖ Implemented in Wanamingo in 2008
 - ❖ Implemented in Red Wing in 2009
 - ❖ Implemented in Kenyon in April 2011
 - ❖ Passed by Goodhue County Board on May 3, 2011
 - ❖ Passed by the City of Goodhue on May 11, 2011
 - ❖ 1st Pass/Approval by the City of Cannon Falls on July 5, 2011
 - ❖ In the process of working with the City of Bellechester ~ Scheduled to present to the City Council on 11/9

Stacy noted all of the great collaboration between all of the communities that occurred to make these projects successful!

6) CHI FY12 Highlights and Initiatives (Presented by: Julie Hatch)

Julie provided an overview of the FY12 Highlights and Initiatives and referenced the document that was handed out in the packets. The document provided a summary of the objectives and activities that are tied to our two DFC Goals of Increasing Capacity and Collaboration and Reduce Youth Substance Abuse.

7) Evaluation Plan (Presented by: Julie Hatch)

We will be starting our CHI evaluation process which will consist of the following components:

- Countywide Community Survey
- Key Informant Interviews – AB Member Assistance (Sector)
 - Last time, the CHI staff did all of the Key Informant Interviews. This time, we are asking our Advisory Board members to participate in the process by identifying 3 individuals within your sector to complete the Key Informant Interview and then proceed with the interview.
 - Pam mentioned that the County is working on a Community Health Assessment and it would be great if we can do both at once if the timeframe works out.
- Youth Focus Groups

We will be providing a progress report at our January Advisory Board meeting and hope to have the process complete by April 2012. Julie also noted that the CHI Student Survey is due to be done in the Fall 2012.

8) Local Council Reports (Presented by: Stacy Larson)

A high level local council report was included in the attendee's packets. Following are the key council projects that were highlighted:

Cannon Falls

- Grand Prix Bike Race Event ~ Howie Appearance: 6/16/11
- Cannon Valley 4th of July Parade: 7/4/11
- Alcohol Seller/Server Training & Social Host Ordinances:
 - ❖ City of Cannon Falls passed the Social Host and Alcohol Seller/Server Ordinances on July 5th!

Goodhue

- Goodhue Volksfest Parade: 6/11/11
- Goodhue Coronation Ceremony ~ Howie Appearance: 10/3/11

Kenyon-Wanamingo

- Wanamingo 4th of July Parade
- Rose Fest Family Night in the Park ~ Howie Appearance
- Rose Fest 5k Fun Run ~ Howie Appearance
- Rose Fest Parade ~ Howie Appearance
- Howie Welcomes KW Elementary Kids on the 1st Day of School: 9/8/11

Red Wing

- River City Ramble ~ Howie Appearance: 7/30/11
- River City Day's Loud & Local Event: 8/4/11
- River City Day's Parade ~ Howie Appearance: 8/7/11
- Tim noted the Paraphernalia Ordinance that will be presented to the Red Wing City Council on 10/24/11.

Zumbrota

- Covered Bridge Festival which included a CHI Bake Sale & the Parade: 6/18/11
- National Night Out Event ~ Howie Appearance: 8/2/11
- Presentation of Social Host and Alcohol Seller/Server Training Ordinances to Zumbrota City Council: 9/15/11
 - City of Zumbrota passed the Social Host Ordinance on October 6th!
- CHI Town Hall Meeting: 10/12/11

Stacy mentioned that each of the CHI Councils is also working to establish a CHI Senior Scholarship for 2012 graduating class. It was also mentioned that the communities are also planning for the upcoming Prescription Drug Take Back event which is planned for Saturday, October 29th from 10:00-2:00. Julie noted that the DEA is funding the disposal connected to this event. We discussed the possibility of getting boxes in the other Goodhue County communities that do not currently have a permanent box which cost has been a factor. Don mentioned that maybe we could pursue some of the local pharmacies or businesses to sponsor the cost of the box.

9) Environmental Strategies-Sector Initiatives (Presented by: Julie Hatch)

Julie talked to the process that the Advisory Board has been working on to identify strategies which can be embedded in the various sectors of our communities. We will continue to work on this process. This process will be connected to the upcoming Key Informant interviews which will hopefully produce additional data for us to use, as well as, additional ideas from other sector individuals. We are planning to do quarterly progress reports from the sector representatives as we pursue these initiatives.

Joanne asked Stacy and Gary to provide the group with an overview of what the Faith Sector has been working on. Stacy mentioned that the Faith Sector meets on a quarterly basis to discuss ideas of what can be done throughout the sector in order to embed Chemical Health Prevention and Awareness. Last year when the Faith leader group mentioned the concern that Faith leaders themselves do not know where to turn when a parishioner comes to them with a concern, the CHI created a Resource Directory that contained key phone numbers to various local Chemical Health related resources. This Directory was

included in a mailing to all the Goodhue County area churches. Since then the group has been working on a menu of options for the faith organizations as they have discussed that it is not a “one size, fits all” solution. They are working on creating a Faith Resource page on the CHI website which will contain ideas for incorporating Chemical Health into the faith activities such as Sunday School, Confirmation classes, Adult Forums, etc. There will be specific examples of activities that can be tied to various bible stories, etc. They are also working to create a presentation that will be shown at all of the local Faith Leader group meetings, as well as, they plan to reach out to the faith organizations individually in hopes that over time, we can get some level of Chemical Health prevention/awareness activity embedded in the majority of the faith organizations in Goodhue County.

Other ideas that were brought up during open discussions were:

- ☺ Reaching out to the Elderly population in regards to the Prescription Drug Disposal initiative. It was mentioned that it would be great to get involved with the Elder Justice Network.
- ☺ Discussed economics and how that contributes to the drug business and availability, especially from the individuals that are getting out of jail and have difficulties finding employment.
- ☺ Idea of having information given out by the doctors/nurses regarding the Goodhue County SAFE program at the 6th week post-opt appointments as many individuals are prescribed pain drugs after surgery and may not take them. Is there something we can do to make it more convenient for people to dispose of their unused prescriptions?
- ☺ Portable or locked mini-drop boxes. Could these be available at hospitals or pharmacies?
- ☺ Awareness around new trends such as the new Cigarettes that are coming out with the Synthetic K2 components.

10) Sustainability Plan – “The CHI Post-DFC” (Presented by: Joanne Pohl)

Joanne mentioned that we need to be working on the CHI Post-DFC plan which is our Sustainability plan. She mentioned that we are planning to establish a “CHI Post-DFC” committee by March 2012 who will be focused on the CHI sustainability planning. It is so important that we look into the future and plan for how we are going to financially support the organization moving forward as there is definitely a need for the work to continue and we have a value add to the communities of Goodhue County. We work at those environmental changes to assist kids and families to stay healthy by embedding those ever important programs, procedures and policies into what our sectors are already doing today. She stressed that we look to those naturally occurring actions that enhance upon what already exists today.

11) Meeting Wrap-Up

Joanne asked if there were any questions prior to adjournment of the meeting. She thanked everyone for their participation.

Next Meeting:

- **Date: Thursday, January 12th, 2011**
- **Time: 8:45 – 11:00 am**
- **Goodhue County Court Services Building, Jury Assembly Room**

12) Meeting Evaluation

All attendees were asked to complete a CHI Advisory Board Meeting Evaluation before departing. This feedback will be reviewed by the CHI staff. The suggestions will be considered for future meetings.