



Prevention Consultant Task Force

Friday, April 21, 2017

9:00am – 11:30am, TAC Office

In attendance: Jessica Verboomen (ESD 113 True North), Michele Buzzelli (TAC), Jon Ashley (PCSO), Zoe Sowa (SBPD), Dave Eastham (SBPD), Gracie Manlow (PCHD), Scott Johnson (PCSO), Becky Fischer (PCYA), Peter McNamara (AmeriCorps), Katie Lindstrom (PCHD-phone)

- **MOUs (Memorandums of Understanding) / Expectations**
 - The group reviewed the current MOUs and decided that the included language makes sense. No further suggestions were made.
 - Michele would like to be the point person for all of the departments to help minimize confusion of getting answers from multiple sources
- **Reporting Requirements**
 - **Billable Hours vs. Match**
 - DFC grantees must match every dollar with community volunteer hours
 - Officers that are on duty at local convenience stores or patrolling around the venues and TAC would have their time counted as match
 - Billable hours (the ones that TAC pays for out of grant money) are for officer involvement in student related activities while off-duty/beyond regular shift
 - Example: Officer is on duty 2pm-10pm. Officer attends TAC's After Prom Party from 8pm-11:00pm. 8pm-10pm = Match. 10pm-11pm = Billable for overtime through TAC. After 11pm, assisting with TAC clean-up = Still billable
 - Example: Guns and Hoses – It was a student event held at the school to raise money for a scholarship fund for the students. Some issues came up regarding being able to bill TAC for hours.
 - Even though it was supporting students, it was not a TAC sponsored event.
 - There was some confusion and miscommunication regarding TAC's involvement in the event between the event organizers and the TAC board
 - Example: Open gym in summertime – If officer shows up for open gym at a school and a student shows up for part of the time, can the officer count the full amount of time as billable to TAC?
 - Billable hours should be for specific TAC supported/sponsored activities, unless prior authorization from the TAC Board is given
 - TAC's goal is to clear up any misunderstandings surrounding the program to bring clarity to the community, the departments, the schools, and the coalition.
 - TAC has been struggling without a coordinator, but now finally has the resources to re-address issues that have been ongoing for the last year and a half
 - TAC is shifting the way the finances and match are recorded to make sure that it is consistent and transparent



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- Michele will be the safe-guard and in-between person for reviewing incoming Prevention Consultant hours
 - TAC's Prevention Consultant Action/Work Plan will need to be updated
 - Perhaps there can be more specifics added to deliverables so that there are more billable hour opportunities
 - Examples: Teen Night, Open Mics, After Prom Party, Guns and Hoses, Homecoming etc.
 - More ideas? Call Michele (or email) and ask! She will relay the question to the board and will act the liaison. TAC can be accommodating.
 - Michele distributed her business card at the meeting and has plenty more to spare and share!
 - The importance of having Prevention Consultants is building relationships between students and law enforcement
 - The DARE program helped to form relationships with the students for 17 years and many of those relationships are still valuable and intact today
 - Prevention Consultants have to be able to walk that line of being professional and enforcers along with being personable, relatable, and real
 - There is a spreadsheet at each of the department offices that details how to log time for billing and for keeping track of match
- **Monthly Report (Now changed to bi-monthly reporting)**
 - There have been a variety of systems in place over the years
 - In the beginning, there used to be much more details about interactions with students, but due to privacy, the specifics were backed off
 - There used to be surveys with check boxes
 - Michele can modify the existing report to better suit the needs of the departments
 - It would be helpful to have a count of both duplicated and unduplicated students served
 - Students that are having issues socially is a question that should be split from are students having issues academically
 - Specific examples could be given
 - It is important to keep the collaboration between law enforcement agencies as a topic to assess, especially when some students swap schools often
 - There could be an addition to involvement with social service agencies
 - What are ways TAC could make improvements with the Prevention Consultant program
 - There will be bi-monthly report requests sent via Survey Monkey by Michele
 - They don't have to be super detailed, but the more info that is provided, the better TAC will be able to utilize the data for the DFC grant – (5-10 minutes of time)
 - Perhaps there should be 2 surveys filled out, 1 for match and 1 for billable hours
 - The group discussed having bi-monthly reporting for the school districts to try to stay on top of expectations, suggestions for improvements, and any issues that have risen to the surface
 - The feedback from superintendents, principals, and support staff is also very valuable for reporting purposes



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- So far, TAC has heard a lot of positive feedback and overall the schools really appreciate the Prevention Consultants
 - Can there be a Prevention Consultant “orientation” or one-pager on what the program does?
 - The program details can be distributed throughout the community and to the teachers in the schools.
 - Transparency can help with understanding
 - How can TAC help our DFC reviewers and funders in WA D.C. understand the importance, necessity, and impact of the program?
 - How can TAC break down barriers and possible misconceptions, such as are Prevention Consultant officers in the schools for enforcement purposes?
 - How can TAC work to prove their influence throughout the community
 - Michele will work on drafting a summary for distribution
 - Photos can help boost positivity on social media regarding the program
 - Photos could be submitted as a supplement to the bi-monthly report
- **Work Plan**
 - The plan is supposed to highlight the deliverables for the grant – there is wiggle room within the activities
 - Reporting will be done bi-monthly via survey monthly, rather than with invoices
 - Increase involvement on social media in regards to ATOD (Alcohol, Tobacco, and Other Drugs) policies
 - Attend a minimum of 1 SAPC (Substance Abuse Prevention Committee) a quarter
 - Michele hopes to ensure productivity of the meetings to avoid hitting a wall/rehashing the same topics over and over
 - Michele is recording all of the meetings and having them transcribed by TAC’s administrative assistant (Tanya Schiller)
 - Within a week of the meeting, the minutes will be uploaded to the TAC website
 - For future meetings, minutes, agendas, and any related materials will be emailed to the group so that everyone starts on the same page
 - Instead of education on “new marijuana laws”, perhaps the category could be broadened to encompass a variety of substances – alcohol and other drugs are still problematic
 - This could include evidence-based programs as means of implementation
 - The Student Engagement category could be a space to list specific ideas for TAC-approved events
 - TAC understands that the departments are underfunded and are working to try to implement as many programs and activities as possible within the funding constraints
 - TAC is also working on diversifying their funding so that they have more money available with less restrictions
 - Diversifying funding may also assist with program sustainability
- **Prevention Consultant Handbook**
 - The idea is to create an easily accessible place for all of the related Prevention Consultant materials. It can be a hard copy or at least a virtual space.
 - TAC could put a link or a separate page within the website

- It doesn't have to be password protected, the public is welcome to access it
 - PDFs should be used as an uploaded file of choice for ease of reading on mobile devices and the lesser chance of having the file be manipulated
- The TAC website could use some improvement – making it more accessible and up to date is a goal that Michele would like to work towards
- **Training Components**
 - Being a Prevention Consultant is much different from the day-to-day job of being in law enforcement – some of the skills required may need to be reviewed with any new Prevention Consultant officers
 - TAC is willing to having an annual training/refreshers on best practices and an overview of the program to make sure that everyone is up to speed with expectations
 - It's important to emphasize that the program is not focused on the officers getting paid extra money, the goal is to build relationships with the students and create a positive impact within the community
 - TAC can explain evidence-based programming and prevention work
 - Perhaps there can be a training/evaluation/reflection at the beginning and end of the school year
 - TAC could meet with the Prevention Consultants individually at the beginning of the year and then they could meet as a group mid-year (January) to check in and collaborate
 - In June TAC could meet with all the consultants and the chiefs to evaluate how the year went
 - TAC would be able to make adjustments throughout the summer to get ready for the new academic year
 - The 3 trainings/meetings/check-in structure per year would keep the door open for conversations and would be able to keep the program on track
- **Overall Impressions of the Meeting**
 - The group felt much better about going through all the details of the expectations, work plans, and reporting requirements
 - TAC will take accountability for the ins and outs of the program. TAC may have had some struggles in the past but with a new coordinator, Michele, TAC is eager to hit the ground running and move forward with more transparent communications.
 - TAC could make a couple small adjustments to the MOUs to include the trainings expectations, including bimonthly reporting and other deliverables
 - TAC wants to make sure that the Prevention Consultants understand how to count their time, as billing or as match.
 - Example: TAC hopes that consultants will be present during lunch times and will be actively trying to engage students
 - There can be collaborations between the Prevention Consultants and the different schools and school events, but the important thing to do is to communicate and keep all related parties (other schools, coordinator, etc.) informed



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- Exception: Naselle – Unfortunately, the Naselle school district is lost in the mix and it is difficult to match services and funding due to their isolation. Naselle is not explicitly covered by Wellspring or by TAC.
 - TAC is potentially open to covering/including Naselle, but it will need to be a series of conversations
- Michele, as the coordinator of TAC, is the facilitator of conversations between all of the different entities. She encourages everyone to use her as a resource for questions; even if she doesn't know the answer, she may know who will or is more than happy to research and dig deeper to find a solution.