



**Board Meeting Minutes**  
**Monday, September 9, 2019 – 1:00 PM-2:30 PM**  
**Raymond High School**

**In Attendance:**

Zoe Sowa (Chair), Lyndsey Owen (Past Chair/Project Director), Denise Rowlett (TAC Coordinator), Robyn Handley (BBBS/WellSpring), Chelsea House (TAC Assistant), Dale Larson (Pacific County Youth Alliance), Mary Goelz (Pacific County Health Department), Joe Foster (Fiscal Agent – Lifeline Connections)

**There were no meeting minutes for approval.**

**1. DFC**

- a. Review action plan

**2. Employees and Contractors Reports**

- a. Project Director – There is equipment in surplus that needs to be used or distributed
- b. Coordinator – Securing MOUs for prevention consultant services with law enforcement in schools; working on laptop and access to network, secure digital files, and DFCme
- c. Administrative Assistant – Chelsea will work on creating minutes for past meetings with backlogged notes

**3. Grant Reporting**

- a. Zoe has been doing the reporting and will walk Denise through the process once DFCme access is granted
- b. AmeriCorps/PCYA merger
  - i. Willapa Behavioral Health funds to be transferred to Lifeline Connections
  - ii. Contact Tim Woody (intern from WBH)

**4. TAC Committees**

- a. Capacity Building Committee
  - i. National Night out was August 6th
  - ii. New officers and board member discussion next month, need to finalize positions and merge into one board
- b. Finance Committee
  - i. Board previously approved compensating Zoe for annual reporting
  - ii. Discussed carryover requests to spend down money – will require justification and budget narrative
- c. Substance Use Prevention Committee
  - i. Law enforcement agencies can back bill to spend down funding
- d. Youth Arm Committee



# TAC

## Teen Advocacy Coalition

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- i. Family Film Small Foot was August 31<sup>st</sup> during Come and Play on Labor Day
- ii. Sources of Strength Color Run was August 31<sup>st</sup>
- iii. Safe Summer Youth Activities
  1. Pool – 400 tickets
  2. Library Summer Reading Kick-Off
  3. Theater Youth Production
  4. Social Emotional Program
- iv. Jeff Yalden, Suicide Prevention Speaker is November 7<sup>th</sup> – tri-district with town hall in evening

### 5. Financial Reporting

- a. Chelsea to take over budget tracking sheet for SAMHSA grant
- b. Match forms need to be turned into Denise
- c. Fiscal year ends September 30<sup>th</sup> – start drafting request for budget carry over

### 6. Miscellaneous

- a. Denise approved to attend the Pacific County Opioid Summit and CADCA Boot Camp

***Next Meeting: Monday, October 14, 2019***

*1:00 PM – 2:30 PM*

*Raymond High School*