



Board Meeting Minutes
Monday, July 13, 2020 – 2:00-3:20 pm
Zoom Meeting

Board Members Present: Zoe Sowa, Chair
Tania Remmers, Secretary
Liliana Ayala-Silva, Member at Large
Bethany Barnard, Vice-Chair

Others Present: Denise Rowlett, Coordinator
Lyndsey Owen, Project Director

1. Approval of Minutes – Tania moved and Liliana seconded to approve the June 8, 2020 minutes; motion passed.

2. Staff Reports

- a. Program Director – Finished the DBHR HCA grant, working with Joe to do billing. A19s are submitted to Joe, hope to send it out this week. Hosted QPR training on June 24th. Has been working on safe start plan for Raymond High School, leading the well-being committee.
- b. Coordinator – Will be attending a progress reporting webinar on July 14th; progress report, core measures, and coalition classification tool are due August 14th. Working to update match tracking. Provided the board a draft sustainability plan. The substance use prevention committee has ordered lockable medication bags; working to design a rack card and magnet; will be doing the bottle tag project; the Sheriff's Office is getting two new drop boxes the week of July 27th, will deliver the old box to South Bend Pharmacy; need to do a MOU with pharmacy; box may need maintenance. The color run planning committee will be deciding to continue with a physical event or go virtual. Still helping with the EMP on Tuesdays and backpack food program on Thursdays.
- c. Administrative Assistant – Not present.

3. Grant Management

- a. Expense Tracking – A drawdown of \$57,032 was requested to facilitate the transfer from SAMHSA to CDC.
- b. Match Tracking – The estimated need based on YTD expenses and drawdown amount is \$164,363.70, currently at \$91,107.70 leaving a deficit of \$73,256.56. Denise is working to obtain documentation for several pending match items.
- c. Funding Requests
 - The MOMS of Raymond group submitted their official funding request for \$5,000; \$2,000 was allocated previously. Bethany moved and Lyndsey seconded to increase funding to \$4,000 by reallocating \$2,000 from National Night Out. A quorum was not present at the meeting so the board voted by email/Google Form. The motion passed.
 - Lyndsey shared that Sarah Boggs from Shoalwater Tribe Police had been doing a lot of outreach since COVID-19 began. The group discussed buying craft supplies, toys,



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coloring books, pool passes, candy, trinket items, etc. for law enforcement to engage with youth in the community. Also suggested to hand stuff out at the free lunch program locations. Now that things have opened up, there may not be as much of a need – will revisit at August meeting.

- d. Action Plan Review – The action plan was updated with status of each activity; reviewed.
4. **Logo and Branding** – The “final” draft logo concepts will be emailed for the board to provide feedback. Two to three final logos will be decided on that can be voted on by youth and the community.
5. **Sustainability Plan** – Denise will send out a link to the draft sustainability plan and ask for feedback and comment.
6. **Other Business** – None.

Next Meeting: Monday, August 10, 2020 – 2:00 pm