



**Van Buren County SAFE Coalition**  
**July Meeting Minutes**  
**Location: VBCH Community Services Center**  
**Tuesday, July 21, 2015**  
**9:00 a.m.**

Meeting called to order by Melissa Daugherty at 9:00 a.m.

**Members Present:** Heidi Bainbridge – DFC Coalition Director, Kitty Bogle – Other Organization, Gloria Brown – Other Organization, Melissa Daugherty – Youth Serving Organization, Susan Frey – Civic Group, Tonja Jirak – Parent, Alondra Majin – Other Organization, Lee McIntosh – Law Enforcement, Kris Rankin – IPFS Coordinator, Kathy Saetzgaver – Civic Group, Sara Sprouse – Schools, Lindee Thomas – Public Health, Ciery Welcher – Student

**June Minutes approved by:** Lee McIntosh **Second:**

**Topic:** Update Forms/MOU's

- Heidi shared that she had given the members present their current MOU's and if they did not have one she gave them one to fill out today. She asked that members look over them and see if they are current. If they are then just give them back to Heidi. If they are not that make the changes on them and the coalition staff will make the changes in the office for them. If they did not have one then please fill it out and turn it in to Heidi. She also passed out to new members a member information form for them to fill out as well.

**ACTION STEP:** None

**Topic:** Org Chart

- Heidi shared that this is in everyone's packet. It contains the information for the structure of the coalition. It was updated this year with the addition and changes of board members and the revision of terms. Heidi pointed out that the Van Buren Community School District is the coalition's fiscal agent; Melissa Daugherty is the Board President; Tonja Jirak is the Board Vice President; Heidi is the Treasurer and Grant Staff; Kris Rankin is the Secretary and Grant Staff; and Lee McIntosh, Julie Chapuis and Ginger Knisley are At Large Members of the Board. Heidi said some of the board members terms will be up this year so if anyone is interested in being a board member please let her know. She explained that the board members are involved with more intricate details of funding, grant writing, etc. She then pointed out that the general coalition members fall under the board and under that are the committees that the coalition has. She said that these are not all of the committees that the coalition has because they do shift and change, but these are standing committees for the general work of the coalition.

**ACTION STEP:** None

**Topic:** No-Cost Extension

- Heidi shared that the Drug Free Communities Grant that the coalition has had for the last nine and a half years is a ten year grant that ends in September this year. She said that since the coalition received the IPFS Funds this year Kris's salary shifted out of the DFC Funds to the IPFS Funds so there are additional funds from DFC that still need to be spent. So, the coalition is putting in a request to SAMHSA for a no cost extension to use that money beyond the end of September. Heidi explained that she had submitted an initial request and it needed revisions. She is in the process of making those revisions at this time. Once that is completed and SAMHSA approves it she will share that with the coalition members. She expects the extension to go through the end of the year. She should be able to report on this at the August meeting.

**ACTION STEP:** Heidi will complete the request and submit it.

**By Whom:** Coalition Staff

**By When:** July 31

**Topic:** Partnership for Success Funds

- Kris shared that at the last meeting she had reported that the coalition was working on completing the County Assessment Workbook (CAW) and the Tri-Ethnic Readiness Survey for the assessment phase of the IPFS Grant. She said those were completed and submitted on time on June 30, 2015 to IDPH. She pointed out that the results for those reports are in everyone's packets. The county priorities per the CAW are social availability, community norms, and individual factors. The coalition will be addressing social availability, community norms and retail availability. The Tri-Ethnic Readiness Survey results for both Underage Drinking and Underage Binge Drinking were 3.48 a Vague Awareness of the issue by members of the county. Tonja shared that she felt it was a little misleading because the community does have a good involvement in the work of the coalition. These results are based on interviews with people who are not involved with the coalition's work. She pointed out that it shows there clearly is work to

be done in terms of raising awareness of the problems and what the coalition is doing to address them in the community. Yet the coalition does have a lot of the key players already at the table and since they are not being asked the questions the results of this survey are not as accurate as they could be. Kitty commented that this may show a disconnect between the coalition work and what the community believes. Heidi commented that it is not being taken out to the community as well by the coalition members. Gloria commented it depended on the ages of peoples children as to their awareness of the problem. Tonja shared that the coalition does not have the funding to be an all encompassing program. It has the ability to be supplement and make sure that the key players are supported in their efforts and the key players are the direct service providers for the community. So a parent would not understand the structure of the work being done. They would just know that their child is receiving a service through the school and not be aware of the coalition's work. The important part to this is that community is receiving the service and the messages and that seems to be happening. Lee said that the thing of it is that the problem is not perceived in the community because of the work the coalition is doing. The law enforcement does not see it as the biggest problem maybe because of the work the coalition is doing in the schools. One of the things that got Lee motivated again was the program at the Roberts Building with youth attending and running the program and hearing how the work of the coalition at the school is impacting the youth. Heidi said it is tough to get an accurate picture with only 16 interviews done. It definitely gives the coalition an idea of work that can be done in the community to address the issues.

- Kris shared that the next phase of the project is to address capacity building for the coalition. There is a form in everyone's packet that addresses the services being offered in Van Buren County. She asked that everyone take time to write down or email her the resources that they know of in the county that are addressing Underage Drinking and Underage Binge Drinking. The other thing that she needs coalition members help with is the Capacity Checklist. She asked that everyone fill out this form and give it to her when they have it completed. She pointed out that these forms will help the coalition to determine what services are being offered in the community; who is already involved with the coalition; who the coalition needs to invite to be involved with the coalition; and what services are needed in the community. Heidi shared that at the next meeting the coalition will be doing more with capacity building. There are some reports that Kris needs to turn in on September 8, 2015 about capacity so the coalition will review the topic in August. That is why the coalition staff are asking coalition members to help with this process now by supplying the information on these forms. That way it is not just the coalition staff sitting in the office filling out the forms and possibly missing what else is going on in the community.

**ACTION STEP:** Fill out the Prevention Resources Worksheet & Capacity Checklist and submit them to the coalition staff

**By Whom:** Coalition Members

**By When:** August 18, 2015

**Topic:** Drug Take Back Event – September 26, 2015

- Heidi shared that the coalition received exciting news last week that the DEA has decided to hold another National Drug Take Back event on September 26, 2015 from 10:00 am – 2:00 pm. The coalition staff contacted Law Enforcement about it to see if they are willing to help with the event as it needs Law Enforcement to be at the Take Back site and to get the collected drugs sent to the DEA. Lee said they have not had a meeting yet, but he does not see a problem with it. He asked if a location needs to be setup. Heidi said it does and that the coalition staff were discussing having it at the Senior Center in Keosauqua again. Once the approval comes from Law Enforcement the coalition staff will work on setting the location, making fliers, distributing information, and getting the stickers to the pharmacy for the prescription bags. Heidi shared that this is exciting as the coalition has been working to find a way to do take backs in the community and had found a possible way, but it would have been more time consuming and costly for the coalition and law enforcement. Lee mentioned that another law enforcement officer asked him if they get any controlled substances back and he was able to tell them that they have gotten Oxycodone and Fentanyl Patches back in the past. Heidi said that the coalition needs to make sure to share with the community about the break-ins that were occurring where medications were being stolen and encourage them that this is why they should dispose of their meds at the take back events.
- Lee asked about how things were going with Lee Pharmacy. Heidi shared that she had talked with Larry and he has not gotten very far on it yet due to other things going on at the pharmacy, but he is still planning on it. She will check back with him on it in August.
- Melissa asked what kind of medications can be brought back – can it include pet medications. Heidi said yes it can. Kris pointed out that she thought the only thing they cannot take back is the sharps. Lee agreed with that. The whole idea is that they can bring it in and deposit it, the box is sealed and the DEA destroys it. Sara asked about medications that the school has that she cannot transport. Lee said he would talk to Dan about it and see if they can come and pick them up on Friday before the event. There was a discussion of the officers possibly stopping at the Senior Center on Friday during lunch as well because of the medications being left at the Senior Center in the past. Kitty said she is willing to get the word out to the seniors about the Take Back Event because they are talking with seniors right now about medication safety. Gloria pointed out that the coalition should contact Optima and First Resources with the information so they can tell their clients about the Take Back Event.

**ACTION STEP:** Lee will check with the Reserve Officers on this and if they are willing to do it then the coalition staff will organize the place and the advertisement of the event

**By Whom:** Lee McIntosh & Coalition Staff

**By When:** September 26, 2015

**Topic:** Workgroup Tasks

- There are a few work group tasks that need to be completed today by the coalition. The groups that need to meet at the end of the meeting are: Hospital and Worksites. The Near Peer/Parent group is working on mandatory team meetings. The coalition is waiting to hear from the athletic director about how those will work this fall. The plan is to do all of the groups together at the schools Open House. If people miss it then they will need to meet with the Athletic Director individually. Tracking is the big piece.

**ACTION STEP:** None

**Topic:** Youth Development Grant

- The coalition applied for the Youth Development Grant through IDPH. The purpose of the grant would be to extend the work of the Youth Leadership Council after the DFC Grant is over since the IPFS Grant does not fund it. The coalition has not heard about this grant yet. The notification of the award is to be posted sometime today on the IDPH site. The coalition staff are hopeful that the coalition will receive these funds as it will allow the YLC work to continue. If the coalition does not receive these funds then the coalition will need to figure out how it can continue the work with the kids. Coalition staff will share the results about the grant as soon as they can by email.

**ACTION STEP:** None

**Topic:** Iowa Youth Survey

- Heidi shared that the coalition staff have gone through all of the IYS results and the information is quite extensive. It was hard to determine how to share it with the coalition. The summary report received at the last meeting, a link to county wide IYS results, and an extensive coalition report will be posted on the coalition website in August. Heidi passed around the full IYS Report and the coalition's full report for members to look at during the meeting. There will be a student working with the coalition this year for their Silver Cord Project and they will be gathering the school climate information and adding it to the school climate report. Contact Heidi with specific questions and she will help you find the answers.
- For the most part the Van Buren County numbers look good. There are no major spikes in substance use. Bullying/harassment numbers did not have major increases. The biggest issue is how easy the kids think it is to get the substances and how they feel that using some substances is not dangerous. The perceptions are a concern and need to be worked on.
- Alondra asked about the statistics they had submitted to the coalition to be used in the Newsletter. Heidi said they had been used and the newsletter is being mailed to the community this week. Alondra asked if this is the last newsletter that the coalition will be doing. Kris said yes it is as that has been funded by the DFC Grant that ends in September.

**ACTION STEP:** None

**Topic:** DFC Update

- Melissa shared that the DFC Update for July is in everyone's packets.

**ACTION STEP:** None

**Topic:** YLC Update – NYLI, Car Seat Checks, Kids Fair, ISTEP Summit

- Heidi shared that Emily Jester and Cheyenne Schmitter will be attending the National Youth Leadership Institute in Indianapolis August 3-6, 2015 with Heidi, Melissa and Kris. She is excited to take the two of them especially as Emily has had experience and Cheyenne is new and they can work together on their project.
- Melissa shared that Parents as Teachers did a car seat check on June 27<sup>th</sup> and some of the YLC members did face painting at it. There was a good turn out with about 39 families. Some ended up leaving due to having to wait so long because two of the inspectors were unable to attend. Car seats were passed out during the event to families and there were appointments set up to do checks with some Mennonite families that were unable to attend. Susan asked how it works when someone does not have an appropriate car seat. Melissa said there were some there and if they did not have one then they worked to get them one after the event.
- Melissa pointed out that the YLC members will be helping at the Kids Fair on July 28, 2015 by doing a dunk tank and snow cones.
- Melissa said that Jacinta Wenke, Ciery Welcher (an ISTEP Council Member) and Cassie Johnson (an ISTEP Tobacco Prevention and Control Commission Member) attended the ISTEP Summit in June as representatives for the Van Buren County YLC group.

**ACTION STEP:** None

**Topic:** Kids Fair Reminder – July 28, 2015 at the Roberts Memorial Building from 5:00 – 7:00 pm

- The coalition will have a booth at the kids fair. If you want to help with the booth please let Heidi know. Please get the word out through your networks about the Kids Fair.

**ACTION STEP:** Let people know about the event and come and help at the event if you can

**By Whom:** Coalition Members

**By When:** July 28, 2015

**Topic:** Other Business

- **SAFE Coalition Semi-annual Report:** In everyone's packets. This is the information the coalition receives from the coalition's evaluator twice a year. The coalition staff enters everything the coalition does into an online database and the evaluator provides the coalition with a report on a semi-annual basis from that information. It shows the coalition what it is doing, if it is doing well or not and if the coalition is having an impact. The first page shows what strategies are being used by the coalition most often. The strategy currently being used 82.3% of the time is providing information. It has been shown that coalitions are most effective when they are doing things that are changing the environment like modifying/changing policies, changing the physical design, etc. So the evaluator would like to see those pieces of the pie being larger. Yet, doing those take a lot of time and a lot of work is done toward that includes providing information. The coalition has been doing some of these changes and is working in all of the areas although some of them seem small. On the back of the report are the community changes that have occurred, updated IYS numbers for alcohol and marijuana use in Van Buren County and areas of success to be celebrated in the coalition.
- **Partnership Self-Assessment Report:** It shows how the coalition is doing working together and involving members in the work of the coalition. Did not have a good response for this survey even with leaving it up for several months, but finally decided to complete it and compile it. Heidi passed it around for everyone to look over and see how the coalition members feel the coalition is doing. Heidi believes the coalition is doing well and thanked the coalition members for the work that they are doing to make the coalition work.
- **VBCSD Exit Interview Report:** These happened at the end of the school year with 8<sup>th</sup> and 12<sup>th</sup> grades. It covered how they felt about their experience at VBCSD at what could be done to make the school better. Full results will be shared with coalition members after they have been shared with School Board. There was a discussion about the general statements about the reports.
- **Circles of Involvement Activity:** Heidi explained the activity, had coalition members place their names where they felt their level of involvement in the coalition currently is on the circle, had them place their names where they want to be involved with the coalition in the future and had them place names of people/agencies that need to become involved with the coalition.

**Next Meeting:** Tuesday, August 18, 2015 at 9:00 a.m. at Van Buren County Hospital Community Services Center Conference Room.

**Meeting Adjourned:** At 10:15 a.m.

\*Meeting minutes are only a summary of the meeting. For a recording of the full dialogue of the meeting you may contact the coalition office.