

## MINUTES/NOTES

CSHE Executive Committee • October 6, 2020 • 3-4pm • via Zoom

Present: Jack Wheatley, Tina Link, Jared Erickson, Jessica Reed, Gil Feliciano, Elisa Lara

Call to Order: 3:08pm

The duties of both the Executive Committee and Staff were reviewed as outlined in the bylaws, Article V sections 1 and 2.

The issue of whether to meet in person or virtually or some form of hybrid was discussed. There was no clear consensus on either side so it was suggested we try a hybrid model for this next meeting if we have the space with proper social distancing and if we have the technology and know-how. Feliciano to review the Multi-purpose room at Ecker and Erickson to confirm the technological logistics.

The general meeting agenda for October 14th was discussed and we added a STOP-Act Report. We also added, at the suggestion of our recent board training facilitator, a Consent Agenda which will include minutes, financial reports, et al. Lastly, at the suggestion of the facilitator, we will give any shout-outs and recognitions to members towards the end of the meeting. Feliciano will give a presentation on the Ecker Center for Behavioral Health. There is no formal 30-minute training schedule for this meeting.

Feliciano announced the final results of the election. Both the write-in candidate for president and the write-in candidate for vice-president declined their nomination. Therefore, the following officers have been duly elected: For president Jack Wheatley. For vice president Elisa Lara. For treasurer Tina Link. For secretary Jessica Reed.

The action plan was discussed and it's central place in Coalition work was underscored. The entire Coalition membership to become familiar with it and own it. Feliciano to send to all members. Our current logic model needs to be revisited and tweaked. Given the lack of quantitative data we will increase qualitative data sources such as focus groups, key informant interviews, etc.

The volunteer appreciation scheduled for October 10th at Wing Park in Elgin was discussed. Given there only 1 person responded in the affirmative it was decided to reschedule for spring of 2021. Feliciano to seek a refund in the event a reschedule is not possible. Cost was \$150.

Technical advisor Tracy Johnson has requested to reschedule his social media training for November.

It was decided the traditional annual board retreat in the fall will not take place in lieu of the recent formal board training. It was suggested to possibly combine elements of the board retreat with the volunteer appreciation in the spring.

Red Ribbon Week 2020 was discussed. The mayoral Proclamation will be on October 14th, 7pm, and the following agreed to be present: Wheatley, Lara and Erickson. The tying of the ribbons will take place on Saturday October 24th at noon. Wheatley to check his availability as well as Lara. Lastly, the takedown of the ribbons will take place on Sunday November 1 at noon. The entire Coalition will be presented with these opportunities as well at the next meeting.

The issue of CADCA Forum 2021 was discussed. This year the conference, normally in DC, will be virtual. This change makes it possible to send more than the traditional two members. Cost is approximately \$500 per member. Interested members include Link, Reed, Lara and Feliciano. The offer for others to take advantage of the virtual training first week of February will be made to the entire membership at our next meeting. Early bird discounts ends mid-December.

It was decided to offer the two remaining Elgin Hispanic Network memberships to the general Coalition members at the next meeting.

Feliciano will coordinate a time wherein he, Link, Wheatley and Ricardo Gasca will meet at the bank in order to remove Gasca from the account per his request.

Erikson has agreed to track To-Dos at the general membership meeting pursuant to our recent board training facilitator and add to top of monthly minutes.

Wheatley reported a recent meeting with him, Tim Bates of Ecker Center for Behavioral Health, Deb Howe and Feliciano. The meeting discussed Ecker's financial duties, financial reports and communications between Ecker and the Coalition.

The current balance for the STOP-Act is unknown.

The current balance at the Associated Bank is \$4,028.75 as of September 29th 2020. Feliciano has updated the address with a bank from American Way to Grandstand Place.

The current balance for the Drug Free Communities Grant is approximately \$48,000. This amount reflects the drawdown on June 30th. This drawdown was necessary as a result of the CDC taking over from SAMHSA. This amount needs to be spent by December 2020. There is currently a list of items for possible purchase and in combination with the other necessary expenses such as salary, fringe benefits, rent should afford us the opportunity to even out our DFC balance.

National Prescription Drug Take Back Day is scheduled for Saturday, October 24 1-4pm at Elgin City Hall 150 Dexter Ct, Elgin, IL 60120.

Adjourned 4pm; Recorded by Gil Feliciano