

5C Mission – To make a difference in our community through initiatives and education.

**5C - Clayton County Community Collaboration Council
February Meeting Minutes 2/15/17**

Attendees (Meeting and Training): Claudia McCalley (Community Member), Tracy Yelden (Substance Abuse Agency), Adam Sadewasser (Substance Abuse Agency), Thomas Purcell (Substance Abuse Agency), Merry French (Substance Abuse Agency), Julie Doeppke (Business), Brian Berger (Law Enforcement), Rachael Hach (Substance Abuse Agency), Tim Engelhardt (Law Enforcement), Nancy Yelden (Healthcare)

The group reviewed the meeting packet and current funds. Rachael Hach was introduced to the group as the new Iowa Partnerships for Success (IPFS) Coordinator for Substance Abuse Services for Clayton County. Tag-It entries were reviewed and voted on. Five individuals were selected and will receive Elkader Chamber Bucks and a 5C “Drug Free” t-shirt. These prizes were made possible in part by the Clayton County Foundation for the Future grant. All entries can be found on the 5C Facebook page. The group discussed the future meeting with Comanche-DeWitt Coalition; Tracy will follow up with their group to determine a March meeting in Dubuque. 5C members are encouraged to attend to meet another coalition and discuss projects and current trends. The by-laws were reviewed and the amendment was approved with changes. A copy can be found in this packet. The coalition also discussed participating in a mannequin challenge about drug use. Tracy will ask Matt Moser if he would be interested in taking point on the project and a date will be sent out for a planning meeting. Rachael updated the group on the social host draft. A policy draft will be reviewed with the county attorney’s office on February 17th and Rachael asked if anyone was interested in going with her. Claudia offered to go and they will offer feedback to the group on the county attorney’s thoughts. From the planning meeting, a Calendar of Events was developed for the coalition to be more aware of upcoming activities and help plan for those activities. A copy can be found in this packet. Immediately following the business meeting, a coalition training on community engagement was facilitated by Epiphany Community Services.

Thank you to all that could participate in 5C’s activities on February 15th! It was a busy day with the Neighborhood Night Out meeting, 5C business meeting, 5C member training on Community Engagement, and providing the Clayton Ridge communities a look at the Hidden In Plain Sight exhibit in Guttenberg. We couldn’t have done these activities without you!

Date Reminders:

- February 23rd - Substance Abuse Prevention Day on the Hill
- March 7 & 8th - AC4C Retreat in Johnston (5C members are encourage to attend)
- March 23rd - 5pm Local Drug Trends community speaker in Garnavillo
- March 27th - 1:30pm Motivational Speaker at Guttenberg (Open to all)
- April 10th - 10am to 2pm Coalition Capacity Training, Elkader

The following information was provided at the meeting and is included for your review:

- Event Meeting Summaries
- Logic Models
- Calendar of Events
- Grant Reports
- By-Law Amendment

Event/Meeting Summary

Law Enforcement Appreciation – January 25th, 2017

5C provided a Thank You! Appreciation to all law enforcement at their countywide law enforcement meeting on January 25th. We asked locals to show their thanks with a picture. Thank you to MFL

MarMac; Substance Abuse Services for Clayton County (SASCC); Visiting Nurse Association (VNA); County Departments from Engineers, Health/Zoning, & Court House; Freedom Bank; Gifford Insurance; & The BackStitch for participating in this event! Family's Helping Hands, out of Guttenberg, also provided Comfort Bags for law enforcement to carry with them in their cars when incidents arise with children. The bags contain a blanket and small stuffed animal for the child. Thank you to our men and women who serve and protect us locally and elsewhere!

Planning Retreat on January 26th – Summary provided with January meeting minutes.

5C Youth IMPACT Group – For January 23rd-27th (National Drug and Alcohol Facts Week) the group made a picture frame available with drug facts and props for students to take pictures. They hosted the JV basketball boys' half-time entertainment with a chance at a half-court shot to win a \$10 gift card. Drug facts were shared at the event.

Tag-It Contest Deadline was February 10th. Winners will be selected by February 15th.

Grant Reports

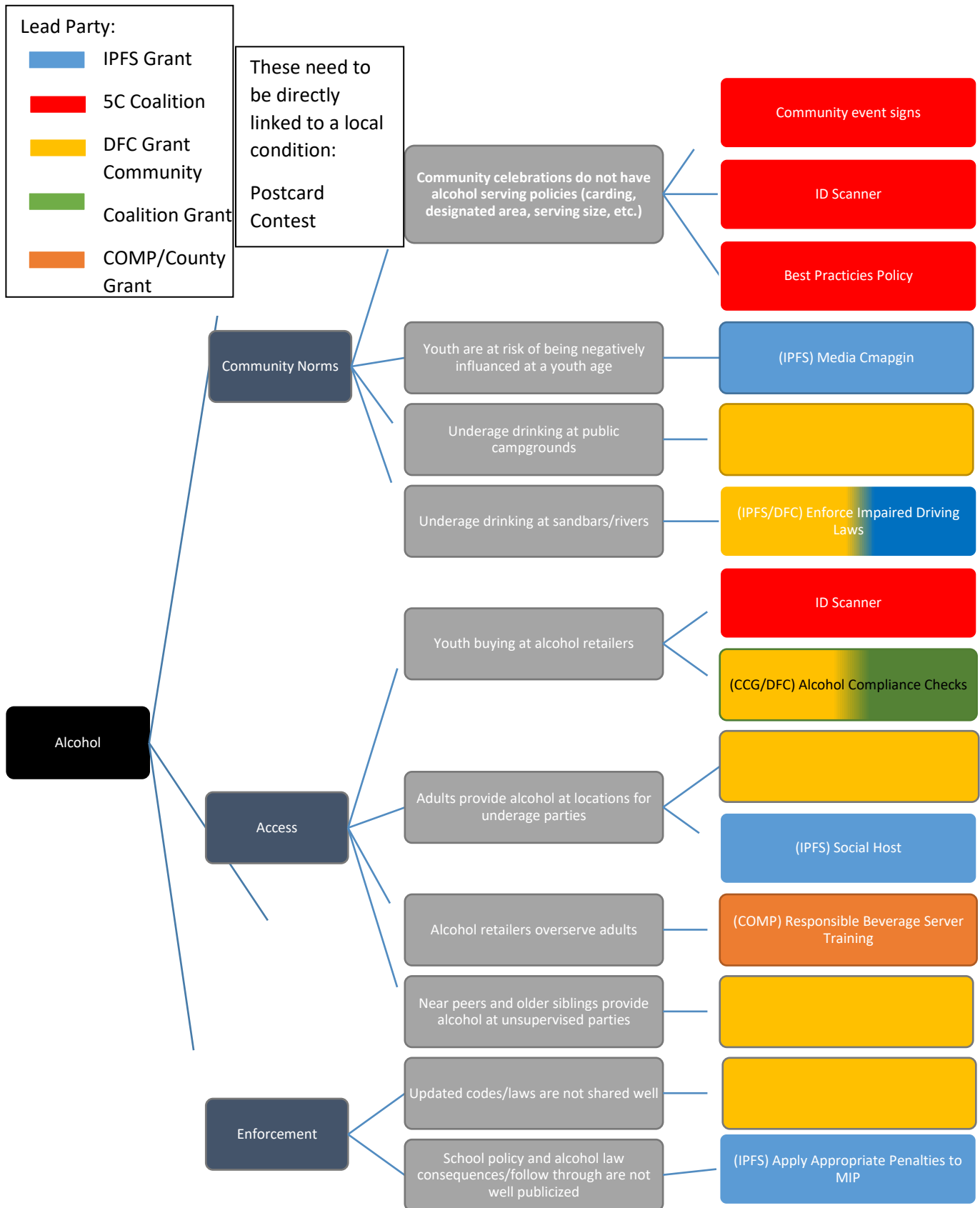
Tobacco - Adam Sadewasser - Through with chew week will be Feb 19th-25th. This event is geared at encouraging people to quit using chewing tobacco. Store audits of all Clayton County retailers will be conducted this spring. These audits are conducted to gain information about what products are being sold and the average price of them.

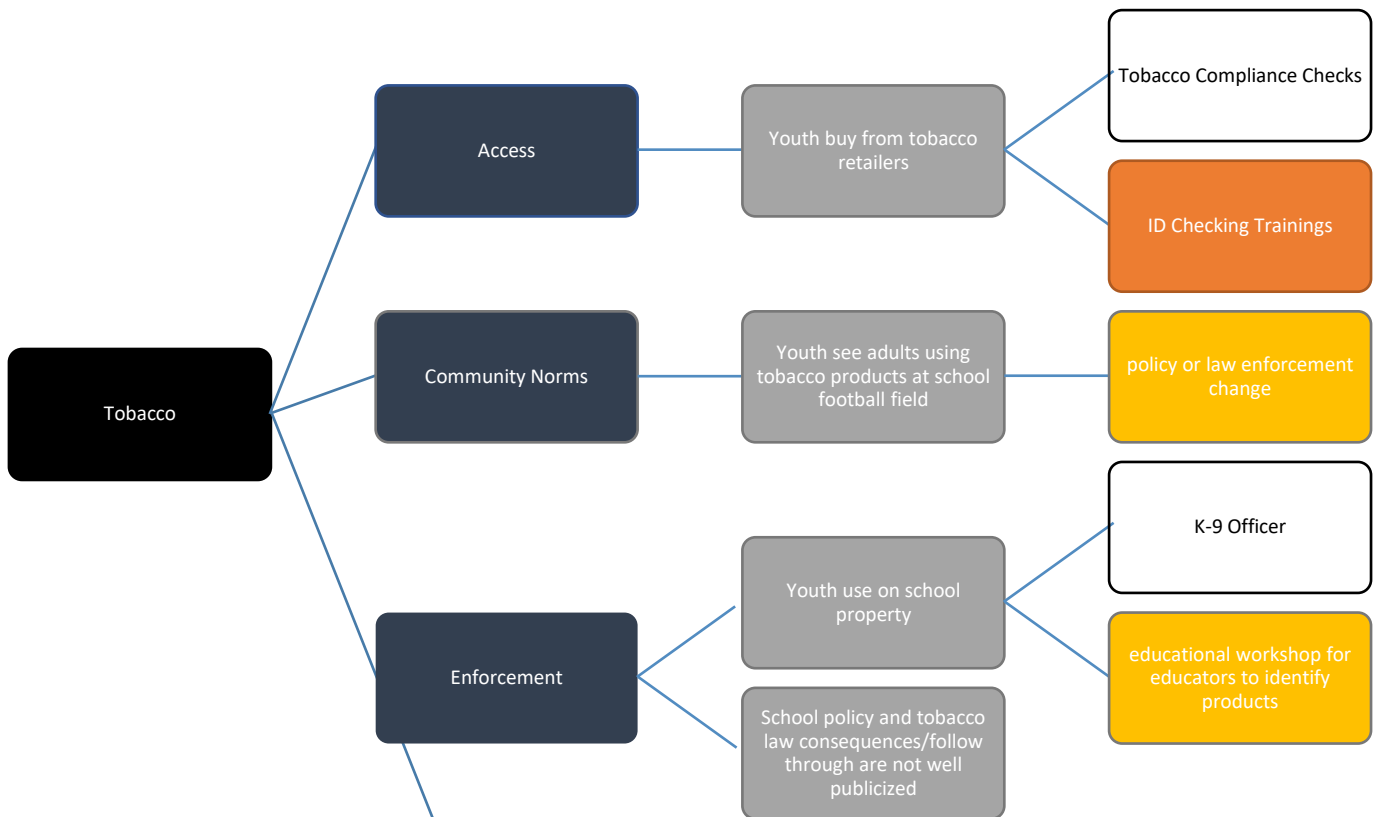
Pregnancy prevention – Adam Sadewasser - Currently Draw the Line Respect the Line classes are being taught at Clayton Ridge 6th and 7th grade and Central Elkader 8th grade.

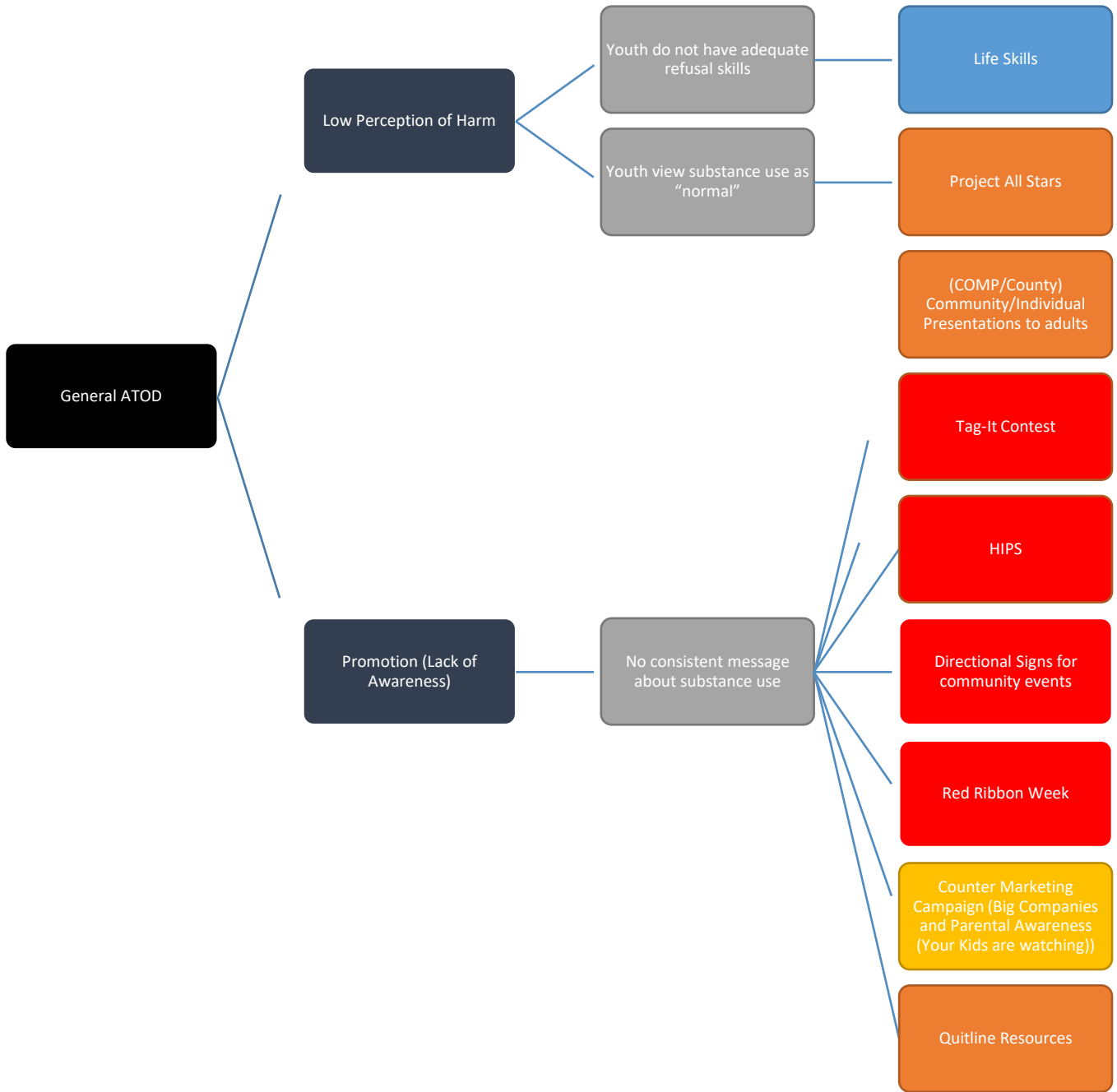
Community Coalition Grant – no new report.

Drug Free Communities (DFC) Grant – Tracy Yelden – a 5C Youth IMPACT Group hosted a half-time shot for National Drug and Alcohol Facts Week - information posted above. They met on February 8th to discuss Day on the Hill, Kick Butts Day, and possibly hosting another game night. Transportation is arranged for Day on the Hill (February 23rd) – 8 people from MFL MarMac plan to attend, waiting on confirmation for Clayton Ridge numbers, offer was made to Central but no word. HIPS exhibit will be February 15th. Drug Trends is set for March 23rd.

Iowa Partnership for Success (IPFS) - Rachael Hach - I have been spending a lot of time reading and learning more about the Partnerships Grant through observations, print outs and webinars. Slowly starting to begin implementing action steps. Contact has been made with both the Clayton County Sherriff's Office as well as the Guttenberg Police Department regarding Walk Throughs. Walk Throughs will be beginning in February and will continue each quarter. LifeSkills has been implemented to Starmont 6th graders. We are still looking for another school district to commit to the curriculum for the 2017-2018 school year. Conversations have been started with the Clayton County Sherriff's Office in hopes to get safety check points and saturation patrols scheduled for the upcoming months. Social Host table tents were distributed at Law Enforcement Appreciation Night. Facebook ads for the IDPH Media Campaign (What Do You Throw Away) ran the whole month of January. There are also posters available if anyone would like to take some to distribute around the county.







By-Laws of 5C

(Adopted 2015, Amended 2017)

Article I: Official Name

Section 1. This organization shall be known as 5C (Clayton County Community Collaboration Council) Also Known As: 5C Coalition.

Article II: Objectives/Mission/Vision

Section 1. Mission

The mission of the Coalition is to make a difference in our community through initiatives and education.

Section 2. Vision

The Vision of the Coalition is a community where positive decisions lead to healthy lifestyles.

Article III: Membership

Section 1. Membership

Any person who has an interest in the Coalition's communities and participates in the Coalition or any of its subcommittees will be invited to become a member. Members are expected to be timely, ethical, responsible and respectful to fellow members and those in the community while representing 5C. Each attendee/member will represent one of the following sectors: youth (an individual 18 or under), parent, business community, media, school, youth-serving organization, law enforcement agencies, religious or fraternal organizations, civic and volunteer groups, healthcare professionals, governmental agencies/elected officials, and other organizations involved in reducing substance abuse.

Section 2. Members in good standing (voting members)

A. Members in good standing are participants who have earned voting rights by:

- Attending a coalition meeting at least one meeting per quarter (effective after 1st attended meeting) or participating in at least 5 hours of coalition activities per quarter. Records will be maintained through meeting minutes and evaluation documentation. Exception may be given if prior notice was provided and determined by Officers.
- Membership may be transferable to different members of the same department.
- Following conflicts of interest statement, and acceptance of bylaws.

B. All Coalition members in good standing will have full rights to be involved in and vote on Coalition decisions.

Article IV: Officers

Section 1. The Executive Committee is comprised of Coalition Executive Officers: President, Vice President, Secretary, and Treasurer.

- Employees of organizations receiving Coalition grant funding for specific programs and/or events are eligible for officer positions but cannot vote on Coalition funding or budgetary matters regarding their employer organization

Section 2. All Coalition officers shall have a term of one (1) year

- Officers may be re-elected as often as coalition members see fit
- As needed for officer vacancies, Coalition may elect an interim officer for any of the Executive roles, which will serve until the next regularly scheduled election for said position. This also applies to Executive Officer positions unfilled within the first year of Coalition existence.
- Coalition Executives Officers must be Coalition members in good standing and be eligible to vote
- Any Coalition Executive officer may be removed for any reason by majority vote of attending members in good standing at any regular Coalition meeting.
 - o Coalition will fill the vacated positions as directed as above

Section 3. The President, as the executive officer of the Coalition, shall:

- Preside over all regular Coalition and Executive Committee meetings;
- Appoint special committees as necessary
- Oversee any grants applied for through 5C
- Serve as 5C Ambassador
- Perform those duties usually required of a presiding officer

Section 4. The Vice President shall:

- Perform the duties of the President whenever the President is absent or unable to perform the duties of President
- Serve as 5C Ambassador
- Assist with subcommittee projects as needed
- Responsible for ensuring thank yous are complete

Section 5. The Secretary shall:

- Keep minutes of all Coalition meetings
- Be custodian of Coalition records
- Serve as 5C Ambassador
- Develop meeting materials/reports for 5C Coalition meetings
- Send meeting notices, packet, and minutes to 5C community (by 5C email)

Section 6. The Treasurer shall:

- Oversee the financial operations of the Coalition
- Provide timely reports on the financial status to the Coalition

- Serve as 5C Ambassador
- Answer financial questions at Executive and Coalition meetings
- Responsible for accepting/recording/thanking for donations or fundraising

Article V: Election of Officers

Section 1. Nomination

Nominations of Executive Officers shall occur annually from October 1 through 31. A notice identifying the nominees will be posted to the members of the Coalition by either website, via email, or by mail (if requested) no less than 7 days prior to the vote.

Section 2. Election

Election of Executive Officers shall occur annually during the month of November at a regularly scheduled Coalition meeting. A majority vote of attending members will be required for Executive Officer elections.

Section 3. Term of Office

Executive Officers elected at regularly scheduled November Coalition meeting shall take office at the first regular meeting in January. Outgoing Executive Officers will be responsible for orienting newly-elected Executive Officers to their responsibilities.

Article VI: Coalition Structure

Section 1. Standing Committee: will be composed of Executive Officers, paid staff, and general membership.

The ongoing management of Coalition affairs and funding will be conducted through Coalition Executive Officers, administrative support, ex officio, and general membership to conduct day to day business.

Section 2. Ad Hoc Committees: Task Oriented

Coalition will establish Ad Hoc committees to manage specific tasks as needed. Committee chairperson will be responsible for scheduling meetings and providing a written report to the Executive Committee after each meeting. Ad Hoc committees have the authority to complete non-financial actions without seeking full coalition approval. All financial decisions will be decided by the coalition.

Article VII: Coalition Action

Section 1. Coalition Business

All official Coalition business will be approved by a majority of Coalition members present (physically or virtually) at meetings. Such business includes spending approval or budget revisions exceeding \$500,

election of officers, applications for members to attend conferences/training on behalf of Coalition, and approval of activities to be conducted on behalf of the Coalition.

Section 2. Absentee Voting

There will be no absentee voting except if deemed appropriate by the Executive Committee. Votes cannot be taken by email.

Section 4. Action or Discussion Items

Any action or discussion item that a Coalition member would like to bring to the Coalition for consideration must be identified to the Secretary no less than ten (10) days prior to the scheduled Coalition meeting.

Article VIII: Meeting

Section 1. Meeting Schedule

Regular meetings of Coalition will occur on a monthly basis at a time, place, and date determined by the membership. Executive Committee will meet quarterly. Information will be made public. A 7-day notice of scheduled meetings will be provided to all Coalition members, members in good standing, and public. Notice will be via email (or mail if requested by members) by the Coalition Coordinator or Coalition Secretary for all Coalition meetings. An exception may occur if meeting dates change due to holidays or unforeseen circumstances.

Section 2. Meeting Leadership

The Coalition President will facilitate the meeting.

Article IX: Parliamentary Authority

Section 1. Meeting Procedure

Meeting procedure shall follow agenda items under the leadership of the President

Article X. Conflict of Interest

Section 1. Declaration of Conflict

Coalition members who are employees of organizations that may do business with, or enter into financial arrangements with, Coalition need to declare a conflict of interest in writing or verbally whenever issues that affect such financial relationships which may occur and abstain from voting on

such matters. Disclosure of any conflicts of interest must occur at the point where the potential for agency/organization gain is recognized.

Section 2. Identification of Conflict

Prior to any Coalition expenditure of funds vote, members are responsible for identifying any conflicts of interest.

Article XI: Communications and Use of Coalition Materials

Section 1: Logo Use

Any individual Coalition member or group who wishes to use the Coalition logo and/or Coalition materials (brochures, ads, commercials, videos, survey results/reports, etc.) developed by Coalition staff and/or Coalition members' committees must submit a written notice to the Executive Committee no less than ten (10) days prior to the next Executive Committee meeting. Permission to use logo must be secured prior to use.

Section 2. Logo Use Decisions

The Executive Committee reserves the right to refuse the use of the Coalition logo and/or materials.

Section 3. Request Denial

Any individual or group denied the right to use the Coalition logo and/or materials may appeal to the Coalition general membership by making a written request to the Coalition Coordinator no less than 15 days prior to the next regularly scheduled Coalition meeting.

Article XII: Implied Powers

Section 1. Authority to Act

It is understood that authority to act on any matter not expressly addressed in this document resides with the fiscal agent and/or the general membership duly assembled to conduct business of the Coalition.

Article XIII: Amendments

Section 1. By-Law Amendment

Any Amendment to these by-laws may be made at any regular scheduled Coalition meeting by a majority of members present.

Article XIV: Dissolution

Section 1. Upon dissolution of the Coalition all net assets of the Coalition will be distributed based on a general vote of Coalition members present at a publicly announced meeting.

Calendar of Events



January

*Drug & Alcohol Facts Week
(last week)*

February

Tag- It Contest
5K Sign Notice
Day on the Hill
CADCA Leadership Forum
ASAC Advanced Drug Trends

March

Alcohol Compliance Checks
Community Speaker Brainstorm
AC4C Meeting
National Kick Butts Day

April

Drug Take Back Day
CE Notice
Post Prom

May

Post Card Contest
Safety Fair
National Prevention Week
(3rd week)

June

Alcohol Compliance Checks
5K Sign Notice
Community Speaker Brainstorm
AC4C Meeting

July

CADCA Mid-Year Training
RYLA Youth

August

Law Enforcement Appreciation
County Fair
National Night Out

September

Alcohol Compliance Checks
Homecoming Kickoff
Community Speaker Brainstorm

October

Drug Take Back Day
Risky Business Training
Red Ribbon Week
(Last week)

November

Prevention Conf.

December

Alcohol Compliance Checks
Community Speaker Brainstorm
AC4C Meeting

Ongoing Projects:

Drug Take Back Saturation Patrols Community Speakers	IDPH Media Campaign Safety Check Points Capacity Building	ID Scanner Curriculums	Trainings Social Host	Minors in Possession Hidden in Plain Sight New Hire Brochures
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