

GCACH Communications Committee Meeting Meeting Minutes

August 6, 2019 | 11:00 AM – 12:00 PM | Teleconference

Participants Madelyn Carlson*, Dan Ferguson*, Rhonda Hauff*, Sandra Suarez*, Rubén Peralta*, Wes Luckey*,
(* denotes they called in) Becky Kolln*, Lauren Johnson*

Welcome & Introductions Madelyn welcomed everyone and thanked them for attending the meeting for the Communications Committee. Madelyn reviewed the agenda for the meeting and the 05-20 and 06-17 Communications Committee Meeting Minutes. Sandra Suarez motioned to approve the 05-20 Minutes, seconded by Rhonda Hauff. Motion passed. Madelyn Carlson recommended editing the typographical error in the section “Quarter Two Sponsorship Applications” from “alights” to “aligns.” Sandra Suarez motioned to approve the 06-17 Communications Committee Meeting Minutes with the suggested edits, seconded by Rhonda Hauff. Motioned passed.

Review Quarter Three Sponsorship Applications Lauren reviewed the two applications received for the quarter three sponsorships.

Walla Walla Department of Community Health submitted a sponsorship application to host Dr. Justin Coffey from Zero Suicide during Suicide Prevention Month in September. Dr. Coffey is planning on offering Continuing Medical Education (CME) credits for local physicians, an evening event for all behavioral health and healthcare providers, and a morning roundtable discussion with college students and other community members. These events align with two of GCACH’s project areas: Bi-Directional Integration of Physical and Behavioral Health and the Opioid Public Health Crisis. In the original application, Walla Walla Department of Community Health requested \$5,000 in sponsorship funds from GCACH. The organization later revised their application to request \$4,000. GCACH staff recommend funding their request in full at \$4,000. Rhonda Hauff motioned to approve a \$4,000 sponsorship for Walla Walla Department of Community Health to host Dr. Justin Coffey. Seconded by Dan Ferguson. Motion passed.

Benton Franklin Recovery Coalition submitted a sponsorship application for the 5K Run for Recovery in September. The purpose of the run/walk is to commemorate National Recovery Month in September and to raise awareness of the topics of addiction and recovery in Benton and Franklin Counties. Benton Franklin Recovery Coalition requested \$5,000 in sponsorship funds from GCACH. After internal discussion, GCACH staff recommended to allot \$1,000 to the 5K Run for Recovery—due to the lack in benefits of providing \$5,000 in sponsorships versus \$1,000. Sandra Suarez motioned to approve a \$1,000 sponsorship for Benton Franklin Recovery Coalition’s 5K Run for Recovery event in September. Seconded by Rhonda Hauff. Motion passed.

GCACH Sponsorship Policy Due to the time and date scheduled for both applicants, Lauren suggested to the Communications Committee that GCACH distributes funds sooner than the policy states for quarter three Applicants (week of September 30 – October 4). The policy states the following:

Application Window:

Proposals will be reviewed on a quarterly basis based on the calendar year. The quarters will be broken out into the following months: QTR 1 (Jan – Mar), QTR 2 (Apr – June), QTR 3 (Jul – Sep), QTR 4 (Oct – Dec). The open application window will occur the first month of every new quarter. GCACH will review and respond in a timely manner to the requesting organization during the remainder of the window. Application should be submitted, at a minimum, a quarter in advance of the actual Event

date to allow GCACH ample time to review plan participation/budgeting appropriately. If there is a need for additional information, GCACH will contact the organization directly. Please see below Table 1 outlining due dates and funding distribution dates.”

TABLE 1

Quarters	Application Window Opens	Application Window Closes	Fund Distribution
<i>Q1 (Jan – Mar)</i>	January 1, 2019	January 31, 2019	April 1-5, 2019
<i>Q2 (Apr – Jun)</i>	April 1, 2019	April 30, 2019	July 1-5, 2019
<i>Q3 (Jul – Sep)</i>	July 1, 2019	July 31, 2019	October 1-4, 2019
<i>Q4 (Oct – Dec)</i>	October 1, 2019	October 31, 2019	January 1-3, 2020

The group discussed the revisions that need to be made to the Sponsorship Policy. GCACH staff will add the following:

- A definition for the post-evaluation report (including the number of people that attended the event, actual expenditures, a write up stating if goals were met for the event).
- Updating the application window to exclude specific dates for the fund distribution and instead including verbiage stating funds will be distributed between 30-60 days from the application window closing.
- Revise the reward letter sent to applicants to include verbiage requiring applicants submit the post evaluation and the actual expense budget.
- Add an attestation to the letter stating that by signing the document, applicants agree that the funds were used for the purpose stated in the Application.

Rhonda Hauff motioned to amend the timeline stated in the Sponsorship Policy outlining the distribution of funds and clarify the post-evaluation process for Applicants as well as include an attestation within the reward letter stating that the funds were used for the stated purpose in the Application. Seconded by Sandra Suarez. Motion passed.

Community Resilience Campaign Update

Rubén gave an update on the Community Resilience Task Force. The Task Force recommended that the campaign be focused on trauma and near informed and that a pilot be conducted in Yakima. The pilot is scheduled for Thursday, August 8, 2019. The convening will last for three hours and will have approximately 13-15 people in attendance. Attendees will include local leaders, parents, and others involved in the community and subject. The group will assist in drafting the message for the campaign, focusing on cultural competency and language. Mary Virginia Maxwell (ESD105), Kate Adkinson (People for People) and Minerva Pardo (West Valley School District) will assist in leading the meeting.

Adjournment

Madelyn concluded the meeting by thanking all for attending. Meeting was adjourned at 11:34 am.