

WATERFORD COALITION FOR YOUTH
EXECUTIVE BOARD MEETING MINUTES
April 13, 2020 – virtual via ZOOM due to COVID-19

Call to order: 5:07 pm by co-chair, Rich Kuhn

Additions to the agenda: None

Members in attendance: Rich Kuhn (co-chair / 51st District Court), Deb Cramer (WCFY office mgr), Josh Bowren (Media), Kathy Duff (vice Chair), Mary Craite (Member-at-Large / WSD), Anne Kruse (co-chair / WSD), Chris Burlingame (WSD youth liaison)

Youth members in attendance: none

Secretary's Minutes: March 2, 2020 reviewed. Motion/Chris Burlingame, 2nd/Josh Bowren. Passed unanimously.

Treasurer's Report: Motion to accept Anne Kruse, 2nd/ Kathy Duff. Passed unanimously.

- Checking : \$5,502.63
- Savings: \$ 198.74 (L.A.M.E. bake sale)
- Remaining ACHC Balance: \$8307.63 + add'l \$3000 = \$11,307.63
 - Add'l \$3000 = PFS (Partnership for Success) Federal grant /– still to spend on prevention
 - Discovered add'l eligible reimbursement from ACHC for payroll taxes not reported in the past. Upon inquiry, WCFY can bill back to 10/1/19 (start of fiscal year)! Will include in April 2020 billing, approx.. \$1500. Moving fwd = approx. \$2-250 per month.

Deb's Report

- Work from home challenging! MBOs no in-person, have to be virtual. Funding sources lenient!
- Cancellation of things scheduled: EXPO (looking at resched in Sept), RX Drop-off (hoping alternate can be sched- senior complex pick ups?) If not able to resched w/ police dept, may have to just wait until regular in fall.
- Movies - HOPE we can still hold -have checked with WSD-wait & see. In touch with Marie/Chamber.
- SYNAR-tobacco & alcohol vendor visits to be resched from April (ACHC will advise)
- Project B-pack-collections usually run most of summer but will businesses be open and able to donate/be drop-off points??? Deb checking with usual partners.
- SWH & TASTE-how far into future will be affected by COVID-19??
- Secretary vacancy – Deb checking with a few. Have someone to ONLY do minutes? If we do not ask to do ANY other maybe easier to find someone!
- Lisa doing QB! Knows it well, will get caught up once “normal” returns and can enter PD.
- WCFY moving fwd is ongoing process – points to ponder...
 - Want to simplify what we NEED (based on funding requirements) & eliminate what we DON'T
 - Thought...primary focus on forums? That would get our MBOs in the different areas of substance use/abuse & keep our standing events – add no new unless someone to COMPLETELY make it happen!
 - Plan, organize, implement initiatives/forums/programs. SOOOO much of funding requires us to be in-person, NEED volunteers to help – too much to ask??
- In process
 - distribute resources thru WSD meals,
 - senior grad letters/PWH/resources if help needed during COVID-19
 - WCFY website (Thanks Chris...posting to WCFY & WSD FB). Posting as much as possible for MBOs!!

- Thanks Joan...meets virtually with LAME – virtual post “spring break spirit week” elem & MS
- CHASE bank – account owners = Heather & Deb. Check signers = Kathy Duff and Deb.
 - No action needed. Since Heather cannot go to branch and sign, she remains on account.

Old Business – further discussion of exec. dir medical leave cont’d from March 2 meeting
Heather’s pay explanation / ALL connected to funding.

- WCFY is not able to pay Heather for medical leave due to ALL funding tied to ACHC/county/state/federal monies. If time log does not show work being done by an employee, not able to be reimbursed by ACHC
- FYI - monthly work log, billing and MBO examples emailed to board members to illustrate ALL work/time is reported to ACHC.

New Business

- Motion made in 2 parts by Mary Craite / 2nd by Kathy Duff/Anne Kruse simultaneously:
 1. Effective 3/13/20, Heather Halls medically unable to perform duties of Executive Director, therefore removed from WCFY payroll.
 2. Effective 4/13/20, appoint Deb Cramer interim Executive Director and increase hourly pay rate to the former exec. dir rate of \$22.43 (before changed to \$20.43 at 3/2/20 meeting)
4/13/20 is mid-pay period, \$22.43 will become effective 4/20/20

Youth Report – none present

Sector Reports

- All again expressed willingness to help in Heather’s absence. Deb grateful & will ask when needed.
- Chris - HS teachers meeting virtually/curriculum based online work being created/some WILL be required/figuring out how to grade students for end of year.
- Mary – much the same for MS
- Anne – elementary-GOOGLE meetings twice weekly/Oakland Schools mailing packets to students
- Rich – 51st District Court virtually doing essential only, difficult due to court/jail IT systems unable to connect. Waterford recently had 1 attempted homicide and 1 homicide/2009 homicide case recently solved by WTPD

Adjourn: 6:13 pm by Rich Kuhn

NEXT MEETING, Mon, May 4, 2020 / 5 PM (most likely virtual, depending on COVID-19 status)

Minutes submitted by Deb Cramer in absence of WCFY Secretary