

FRIENDS OF NAVAJO COUNTY ANTI-DRUG COALITION, INC.

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EIN: 26-0468100

Board Meeting Minutes

Dec 2, 2020 – White Mountain Youth Center/Lakeside 4:00pm

Dave Butterfield-**President**/School Teacher

Beth Schimmel- / **Secretary** /JLA Director

Dr. Tom Barela- **Treasurer** / Pediatrician

Meeting Called to order @4:02

Attending:

Board: David Butterfield, Beth Schimmel, Tom Barela (via phone), Tammy Moore (via phone)

Non-Board: Vicky Solomon, Brenda Willis, Debbie Robertson

David Butterfield/President – Welcome those here and those on the phones, thank you all for attending the meeting

1.) Old Business: None

2.) New Business:

3.) David Butterfield: Update on how the schools are doing with COVID: What he for-sees for the remainder school year.

David: Beth and I feel it is not going well for the teachers or the student, as we are mostly online teaching.

Beth: It is a bad situation, these kids are home with no parents, and a lot of time they are not turning in work, worse it effects their emotional and social wellbeing because of COVID. It is not good for students or teachers.

4.) Beth update the Board on the idea of the JLA:

Beth: Not sure we will be back in the classrooms in January so we may not be able to have after-school JLA at the school. May have to see if we can do it at our Nexus Office. The parents may be ready to get their students involved in a pro-social program and may be willing to drive them to and from office. I will work on getting curricula done and sent to Vicky and check with the schools to see if we can recruit kids. We will probably need to go to the School Board sometime in Jan/Feb on the After School JLA and the Summer JLA. I will get with Vicky.

5.) Board Members review and approve financials:

David: From what I am seeing and review and with the fact that our contracted, outside accountant is handling them I feel comfortable with them.

Tom: There is usually only two issues that come up one with whether someone is stealing money and two how the grants are serviced. I have told Vicky she is doing a great job, the financials seem to fall within the purview of the requirements, I do not see anything that is problem or red flag. I like the format better now that we have an accountant.

6.) **Vicky update on current staff, data, and grants:**

Debbie. Administrator leaving us as she is moving at some point next year so we will be training for her position
Brenda Show Low Pinetop Lakeside
Sylvia. Taylor / Snowflake area
Julee Sherwood Will start on Monday Dec 7th.
New Prevention Specialist Snowflake-Taylor area
Need to hire a Parent Educator
Vista Worker – DFC funds has already paid for \$11,200.00 for a full-time 40 hour a week Vista Worker. Through Vista Leader, we have offered the job to Savannah Cooper from North Carolina with starting date in Jan.
NCE HC- This grant is paying for salary only. We think it will be done the end of December.
NCE GOYFF – This grant is paying for the After School JLA in Blue Ridge and Snowflake. We have till the end of September to utilize these funds.
HCSORII – This is the new grant renewal.
GOYFF2- This is the new grant renewal.
DFC7 - Alcohol/Marijuana- Show Low, Pinetop-Lakeside/Brenda
TIPP- Trauma Lens - Snowflake/Taylor/Sylvia
SACLAZ- AZ media and outreach/counterfeit pills/fentanyl/psychostimulants - 20 hours a month. 1,000 per month + printing/supply billing (estimate 22,000 per year) with possibly renewal options 2 of which are no cost extension and we will had funds left over from last grant year so we are allowed to use those funds up.

Motions

David: Everything proposed is within the budget

A.) Approve Jan-Oct Financials-

Tom Barela: I make a motion to approve the Jan – Oct Financial
Tammy Moore: I second the motion
All Those approve? All Any oppose? None
All in Favor, Motion carried

B.) Approval for financial audit: to be done by Baldwin & Jones CPA - 1100 E Deuce of Clubs Show Low possibly around Feb or March sometime.

Tom Barela: I make a motion to approve the financial audit to be done by Tom Baldwin & Jones CPA
Tammy Moore: I second the motion
All Those approve? All Any oppose? None
All in Favor, Motion carried

Foundation of Friends of the Coalition is **Board Development and Board Commitment.** Recruitment, Engagement, and Development are key with the Board. Time, Talents, Treasures all the skills-knowledge needed, as “all three save lives.”

C.) Christmas bonus/stipend: of \$260 (separate check withholdings taken out) to go to: Debbie, Brenda, Sylvia & Vicky.

Tom Barela: I make a motion to approve the \$260 Christmas Bonus for Staff

Beth Schimmel: I second the motion

All Those approve? All Any oppose? None

All in Favor, Motion carried

D.) Approval of Executive Director evaluation & raise to \$32.00 per hour (salary)

*Went from managing one DFC grant to now managing 7 grants. Which each of those grants require a Financial Report & Program Report (14 reports each month)

*From a 125,000 to over 400,000 budgets.

*From 3 staff to 6 staff, 1 Vista worker & 4 contractors.

*Expanding services from Show Low Pinetop-Lakeside Linden to Snowflake-Taylor and media outreach into Holbrook, Winslow & Apache County.

*Vicky will be finished with her Bachelor's degree in about 9 weeks.

*Vicky is on the Executive Committee for SACLAZ Substance Abuse Coalition Leaders of Arizona. We now collaborate with the 25 other coalitions in AZ. This relationship has led to several grant funding opportunities.

*In researching our AZ Executive Director for Prevention Coalitions, the pay ranges from \$27 per hour to \$32 per hour on a salary basis. Vicky is currently at \$27 per hour and would like your consideration of a raise to match the work that has been done and that needs to continue being managed.

Tom Barela: I make a motion to approve a rise in salary for Executive Director to \$32.00 per hour to begin Dec 2021

Tammy Moore: I second the motion

All Those approve? All Any oppose? None

All in Favor, Motion carried

David - End of the year AZ Tax Credit needs to be pushed out, rallied around, known to public, mailers, social media, face to face, etc. HELP!!!! (\$400 per person \$800 per couple)

Tom: The Cares Act is now allowing \$300 credit to their federal taxes If they have donated to a Qualified Charitable Organization (AZ Tax Credit) of at least \$300 but up to \$800 per couple.

FUTURE MEETING DATES quarterly:

For the good of the order:

Adjourn/Time: 4:42 pm

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