

JEFFERSON COUNTY ALLIANCE OF SERVICE COUNCILS  
Meeting Minutes- 9/01/2011

**NEXT MEETING 1:00 P.M., TUESDAY OCTOBER 4, 2011**  
**EXECUTIVE BOARD MEETING 11:30 A.M.**

(Please note that the Executive Board will meet at the First Presbyterian Church)

**OFFICERS, Lorene Stephan, President; Sarah Jane Russell, Vice-President;**  
**Beth Brown, Secretary; Daniel Brown, Treasurer**  
[www.jeffcoalition.org](http://www.jeffcoalition.org)

Members present: Beth Brown, Jefferson County Health Department; Pennie Dubison-Cross, Cottonwood CDDO; Janet Fouche-Schack, Cottonwood, Inc.; Nicole Valdivia, McLouth Medical Clinic; Katie Ackerman, USD #338; Jessica Gassnan, McLouth Medical Clinic; Daniel Brown, Independence, Inc.; Sarah Jane Russell, GaDuGi Safe Center; Louise Smith, GaDuGi Safe Center; Le'ann Glover, The Guidance Center; Renie Stephan, McLouth Medical Clinic

The meeting was called to order by Renie Stephan. Those in attendance introduced themselves.

The agenda for August was submitted. Sara Jane Russell moved to approve the agenda and Le'ann Glover seconded the motion. The motion carried.

June minutes were submitted. No additions/corrections to the minutes noted. Janet Fouche-Schack moved to approve the minutes and Beth Brown seconded the motion. The motion carried.

Daniel Brown provided the treasurer's report for September 1, 2011. Independence, Inc has paid their 2011-12 membership dues. The general fund currently has a balance of \$1,079.56. The Care Grant Flexible Funds expended \$249.86 since June and now has a balance of \$2,000 that can be utilized for this new grant year.

Renie Stephan and Le'ann Glover explained the Family Centered Systems of Care Grant-Flexible Funds to the new members present.

Kelli Flanner made a motion to approve the treasurer's report. Sarah Jane Russell seconded the motion. The motion carried.

**OLD BUSINESS:**

- A)** Lakeside Village Clinic Report- Renie Stephan, ARNP-C provided the Alliance with a report of activities at the clinic during the summer months. The numbers are as follows:
- June- 10 clients served (7 unduplicated); 67 total screenings; 29referrals -2 medical
  - July- 12 clients served (9 unduplicated); 84 total screenings; 46 referrals-1 medical
  - August- 8 clients served (2 unduplicated); 47 total screenings; 32 referrals-2 medical

The Lakeside Village Clinic (located in the Lakeside Village improvement district's main office, south Ferguson Road) is available to all uninsured Jefferson County residents, and those in surrounding areas, the last Wednesday of the month from 1-2:30 p.m.

**NEW BUSINESS:**

- A) Discussion among Alliance members regarding forming a nominating committee to elect a new Alliance President occurred. During this discussion, it was decided that forming a committee would not be necessary if one of the members present would be willing to fulfill the currently vacant position. Renie Stephan then volunteered to become the 2011-12 Alliance President. A motion was made by Janet Fuche-Schack and seconded by Sarah Jane Russell to elect Renie Stephan as new Alliance President. This motion carried unanimously.

A motion was made by Renie Stephan to elect Sarah Jane Russell as the new Alliance Vice-President. Louise Smith seconded and the motion carried.

- B) In an effort to complete Jefferson County's Community Health Assessment (CHA) by March of 2013, Renie discussed with the membership a possibility of collaboration between all county stakeholders including the Alliance, the Jefferson County Health Department and F.W. Huston Medical Center to gather needed data for the CHA that would be both accurate and timely. Beth Brown explained the purpose and importance of a CHA to the membership. (CHAs "paint a picture" of the community and are intended to address the following: describe the community; collect and analyze data and community perspectives; identify community strengths and challenges; identify community health priorities; develop health improvement plans for the community) All hospitals are mandated by the Affordable Care Act to complete a CHA or face penalties/fines. The hospital/health department will guide the process and the information gathered will be shared with all stakeholders in the community in an effort to improve the health/well-being of its residents. More information regarding this process will be presented in January 2012.
- C) The Alliance's Strategic Plan was reviewed and discussed. Members concurred that the plan should be updated and that all membership input should be gathered. (Attached to these minutes, members will find a survey that gives each organization/member an opportunity to give input. Please return this survey to Beth Brown at [bbrown@jfcountryks.com](mailto:bbrown@jfcountryks.com) by October 2, 2011.)

**COMMITTEE REPORTS:**

Members discussed a possible restructure of current Alliance committees. Presently these committees include marketing, collaboration, and planning and prevention. Interest regarding serving on these committees has decreased and those present concurred that a survey should be sent out to all Alliance members to generate ideas about possible new committees and to also seek out members to serve on future committees. (Please see attachment).

## **AGENCY UPDATES:**

**Independence, Inc.** - Independence, Inc. recently designed a new brochure with new logos. Currently, the organization is dispersing these to the public. If any agency is interested in receiving these brochures, please let Daniel Brown know and he would be happy to deliver them. His contact information: [dbrown@independenceinc.org](mailto:dbrown@independenceinc.org) or (785) 841-0333. Ext. 147.

**DCCCA, Inc.** - Wants to remind everyone to Celebrate Family on September 26<sup>th</sup> by having dinner with your family. Family Day emphasizes the importance of regular family activities and encourages Americans to make family dinners a regular feature of their lives. Parental engagement is the single most potent weapon in preventing substance use and abuse among youth! Recipe, stickers, flyers and posters are available at [www.kansasfamily.com](http://www.kansasfamily.com).

**The Guidance Center**- The Family Centered Systems of Care Grant was renewed for this year. Jefferson County received \$2,000 to use for severely emotionally disturbed children/families. To apply contact LeA'nn Glover at (913) 682-5118.

**Cottonwood, Inc.** - Cottonwood's annual fund raiser, Salute in July, was very successful. This benefitted the agency especially since funding was cut. Please note that the Community Service Provider is a separate entity from Cottonwood CDDO (Community Developmental Disability Organization).

**McLouth Medical Clinic**- McLouth Medical Clinic is currently working with Highland Community College on the new Developmental Screening Tool. This tool aides in early identification of the autism spectrum in children. Two programs will be presented by Dr. Pam Shaw from the University of Kansas Medical Center regarding this information. The first program is scheduled for Thursday, September 22<sup>nd</sup> at 7:30 p.m. at Lawrence Memorial Hospital. The second training will also be offered on the 22<sup>nd</sup> in the afternoon at the Atchison Community Hospital. Interested parties should call Angie at the McLouth Medical Clinic- (913)796-6116 to register. This is a free offering and participants can earn 1 CEU/CME for attending.

1. **Jefferson County Health Department, HH and Hospice**- Flu season is right around the corner and the HD will begin administering flu vaccinations to all county residents starting October 1<sup>st</sup>. This year, the HD will be extending clinic hours during the month of October and staying open late on Tuesday nocs and will offer Saturday morning hours as well. The HD will also be holding flu clinics at Fairview Township, Valley Falls, Nortonville, Winchester, McLouth, Grantville, Perry, and Meriden. The cost will be \$25.00/ shot. Medicare Part B will cover the flu shot at 100%. CDC recommends that all persons >6 months of age receive the yearly flu shot. If children between the ages of 6 mo-8 years are receiving the flu shot for the first time, they should receive two doses their first season to optimize immune response. More information regarding our flu clinics will be posted in each community and in the local newspapers.
2. September has been designated National Preparedness Month. As our country remembers those we've lost on 9/11, the HD would like to remind our county residents that making a plan and being prepared for events such as a tornado or a fire could save the life of a loved one. The county website has links regarding planning and preparing for emergencies. These plans can be found under Emergency Management and the Health Department sites.

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3. The 10<sup>th</sup> annual Jefferson County Friends of Hospice charity event, Taste of Elegance, is scheduled for Saturday, October 22<sup>nd</sup> at 5:30 p.m. This event will again be held in the commons area at the Perry-Lecompton High School. The FOH organization helps support Hospice of Jefferson County. Hors d'oeuvres, a silent and live auction and the Country Market will be highlights of the evening. Cost of the tickets are \$25.00/individual or \$200 for a table of 8.

**JEFFERSON COUNTY ALLIANCE OF SERVICE COUNCILS, INC.**  
**Meeting Minutes- 10/04/2011**

**Next Meeting 1:00 P.M., Thursday November 3, 2011,**  
**Oskaloosa Public Library Meeting Room**  
**OFFICERS, Lorene Stephan, President; Sarah Jane Russell, Vice President;**  
**Beth Brown, Secretary; Daniel Brown, Treasurer**  
[www.jeffcoalliance.org](http://www.jeffcoalliance.org)

Members present: Melody Keirns, FW Huston Medical Center; Sarah Jane Russell, GaDuGi Safe Center; Louise Smith, GaDuGi Safe Center; Katie Ackerman, USD 338; Lance Lewis, The Guidance Center; Beth Brown, Jefferson County Health Department; LeA'nn Glover, The Guidance Center; L. Renie Stephan, McLouth Medical Clinic; Daniel Brown, Independence Inc; Amanda Rush, Jefferson West High School; Melinda Harwood, Oskaloosa United Methodist Church; Kelli Flanner, DCCCA

The meeting was called to order by President Renie Stephan. Those in attendance introduced themselves.

The agenda for October was submitted. Additional items for discussion were added to the agenda. LeA'nn Glover moved to approve the meeting agenda. Kelli Flanner seconded the motion. The motion carried.

September meeting minutes were submitted. No additions/corrections to the minutes noted. Sarah Jane Russell moved to approve the minutes and Beth Brown seconded the motion. The motion carried.

Daniel Brown provided the treasurer's report for October 4, 2011. Cottonwood/Cottonwood CDDO, The Guidance Center, Independence, Inc and the Jefferson County Health Department have paid their 2011-2012 membership dues. The general fund currently has a balance of \$1, 154.56. The Care Grant Flexible Funds has a current balance of \$2,000. Sarah Jane Russell made a motion to approve the treasurer's report. Melody Keirns seconded the motion. The motion carried.

**Old Business:**

- A)** Lakeside Village Clinic Report-Renie Stephan, ARNP-C provided the Alliance with a report of activities at the clinic during the month of September.
  - 12 clients served (10 unduplicated)
  - 85 screenings
  - 28 referrals
  
- B)** The Alliance Committee Survey and the Strategic Plan Membership Input results were discussed with the membership. During the meeting members present also provided input. Alliance's purpose, according to members, is as follows:
  - Enhance service delivery through collaboration (boost the power of knowledge of services)
  - Identify and meet social service needs

- Share ideas
- Increase services when possible
- Increase presence in county school districts
- Keep people informed
- Emphasize community health services
- Focus on meeting the needs of Jefferson County residents

Based upon membership input, members present at the meeting then formulated the organization's goals for 2011-2012. They are as follows:

- 1) Information sharing- By enhancing the Alliance's website, this would allow members to stay better connected with each other. Use of technology to support the Alliance's mission would be beneficial to all social service agencies and those who utilize agency services. Using Facebook to stay connected was also discussed.
- 2) Formation of a Community Health Assessment Committee-In January of 2012, Jefferson County will complete a Community Health Assessment (CHA). The CHA will attempt to analyze the health of Jefferson County via an assessment. The CHA will be a multi-step process. First, community data will be gathered and analyzed. Then this information will be used to pin-point health concerns within our county. Health concerns will then be addressed through health improvement plans. Community stakeholders will then implement these improvement plans that will hopefully better the lives of Jefferson County residents.

On December 6, 7, and 8, a CHA training will be available for any interested parties. This training will be provided by a CHA expert, Judith Johnston. Judy is with the University of Kansas School of Medicine-Wichita and will be guiding the committee by building a CHA framework in which Jefferson County can conduct a Community Health Assessment. Thus far, members of this committee include Kelli Flanner, Lance Lewis, Renie Stephan, Beth Brown, Melody Keirns, Heather Aranda, Sarah Jane Russell, Louise Smith, Daniel Brown and Melinda Harwood. Lead agencies for this project include the Jefferson County Health Department, F.W. Huston Medical Center and the Jefferson County Alliance of Service Councils, Inc. Any interested agencies should contact Beth Brown for more information. Specifics about the training will be e-mailed in mid-November. The information gathered from this project can also be utilized by community organizations to apply for state and federal grant opportunities.

- 3) Continuing/Expanding Health Services- A final goal this year is to continue and expand the Alliance's Lakeside Village Clinic. The clinic continues to care for residents in need of health care. The number of Jefferson County residents in need of assistance continues to grow on a monthly basis. Members discussed the possibility of moving the LSV clinic to a more centralized location. The Jefferson County Health Department, located in Oskaloosa, already has the clinic facilities needed to accommodate this needed clinic. Lynn Luck, Director of the Jefferson County Service Organization, volunteered to transport clients in need of health care to the health department. The health department clinic will

also ensure patient privacy since patient rooms are individual. Further discussion regarding this topic will occur during the November meeting.

- C) Changing the Alliance's purpose and mission statements- Proposed changes to the purpose and mission statements were discussed in the meeting. Vice President Sarah Jane Russell felt that small changes to these statements would better reflect the Alliance's current purpose/mission and these changes would also allow the organization the ability to apply for state/federal funding to expand needed health care services for the uninsured/underinsured in Jefferson County. Changes to these statements will be discussed during the November meeting.

Please review the original/proposed changes to both the Alliance's mission statement and organizational purpose.

Mission Statement: Original

The mission of the Jefferson County Alliance of Service Councils, Inc is to improve the quality, comprehensiveness, and accountability of the local human service delivery system, by strengthening the collaboration, effectiveness and efficiency of all its members through the sharing of services, information, resources, and appropriate funding.

Mission Statement: Proposed

The mission of the Jefferson County Alliance of Service Councils, Inc is to improve quality, comprehensiveness, and accountability of the local **health and** human service delivery system, by strengthening the collaboration, effectiveness and efficiency of all its members through the sharing of services, information, resources and appropriate funding.

Purpose: Original

The Corporation is comprised of representatives of local agencies, organizations, governmental entities, interagency service councils, and task forces, across Jefferson County which provides human services to all age groups. These groups provide services, resources, and technical assistance to children, youth, families and adults.

Purpose: Proposed

The Corporation is comprised of representatives of local agencies, organizations, governmental entities, interagency service councils, and task forces, across Jefferson County which provides **health and** human services to all age groups. These groups provide services, resources and technical assistance to children, youth, families and adults.

#### **New Business:**

- A) Annual Report 2010- The Annual Report was briefly discussed. The report was passed throughout the membership during the meeting for individual review.
- B) Reorganization of Alliance Committees- During the Officer's Meeting, President Renie Stephan discussed the possibility of reorganizing the current Alliance committees to better reflect the organization's purpose. It was decided that all agencies would be responsible for

marketing the Alliance organization. Each month, member agencies can share individual strategies regarding how their agency is helping to publicize the Alliance.

The Collaboration and Planning Committee will also be known as the newly formed Community Health Assessment Committee. Monthly updates will be shared with the membership.

The Old Marketing Committee will now become the Spirit Award Committee. This will give the membership opportunity to plan/prepare for the Spirit Award luncheon every June. This committee will also share updates when available.

A motion was made to adjourn the meeting by Sarah Jane Russell. The motion was seconded by Renie Stephan. The motion carried. Meeting adjourned at 2:30 p.m.

### **Agency Updates:**

Independence, Inc- Would like to remind everybody that they have a loan bank with durable medical equipment that they loan/give to those in need. They currently have several wheelchairs (including three child-sized), walkers, crutches, shower benches, and canes available. The loan bank can be accessed by calling 785-841-0333.

DCCCA- Has a new parent training available FREE of charge to any school or other organization. MADD Power of Parents, It's Your Influence is a 30-minute parent session aimed at helping parents talk to their teens about alcohol. The target is high school and middle school parents. A handbook is provided that details effectiveness of different parenting styles, tips for starting conversations about alcohol, knowing the facts, addressing the question "did you drink when you were young," and strategies to help teens make good choices. 74% of teens say their parents are the biggest influence on their decisions-not friends or media! Parents make the difference.

USD #338- Is preparing for Red Ribbon Week that will be held the week of October 23<sup>rd</sup>.

The Guidance Center, Oskaloosa- Continues to grow with 30 plus staff and 600 plus clients. The Guidance Center is currently working in conjunction with the Jefferson County school districts and keystone to provide needed services throughout the county. The Guidance Center will be drastically expanding their Oskaloosa office to accommodate more clients.

The Guidance Center also brought copies of the Family Centered Systems of Care-Flexible Funds, guidelines and applications for agencies to disperse to children who qualify. Applications are for families whose child-children are severely, emotionally disturbed. There is currently \$2000 available for disbursement.

United Methodist Church-Oskaloosa- Provides the following services: emergency cash assistance for utilities, bi-annual clothing and household sale, food pantry, spiritual support for grief, incarceration and family crisis, etc. Resources for other area services are also available.



GaDuGi Safe Center- will be participating in the October 9<sup>th</sup> Golf Tournament to be held in Ozawkie to benefit the family of Justin Johnston- The 1<sup>st</sup> Annual Remembering Justin Golf Tournament and Silent Auction.

Jefferson County Health Department- Our volunteer organization Friends of Hospice of Jefferson County have been working diligently to prepare for the annual Taste of Elegance event that helps support Hospice of Jefferson County's efforts in caring for Jefferson County hospice clients. Friends of Hospice have been busy promoting Hospice of Jefferson County this month. Committee members have appeared on WIBW 13 news; several articles have appeared about the event in the Vindicator/Independent, Lawrence Journal World and the Topeka Capitol Journal.

Appetizers at this year's event included burgundy beef, pork loin with Chef Ali's (13 news) special sauce, smoky apricot tarts, triple chocolate mousse-just to name a few.

The benefit will include a live auction-some featured live auction items include a weekend trip to Branson, Eileen Filbert's beautiful quilt which this year consists of several playful snowmen scenes-red and white in color, an airplane ride, power tools, and baker's delight which consists of a baker's rack and pots/pans, and children's outdoor furniture.

The country market this year, as always, is featuring home baked products including breads, candies, jellies and jams.

A drawing will be held and chances will be sold - the lucky winner will receive an I-pad.

A silent auction will be offered -several beautiful items will be up for grabs.

Tickets are still available for the event which will be held this Saturday starting at 5:30 p.m. at the Perry-Lecompton High School.

Flu Season- the Health Department has been offering additional flu clinic hours for those patrons wanting to receive the annual flu vaccine. The health department will again be open from 4-7 pm on Tuesday the 18<sup>th</sup> and 25<sup>th</sup>. Staff has also been visiting each town in the county this month giving flu shots. Today flu shots were given in McLouth. The nurses will be going to Perry and Grantville on the 19<sup>th</sup> and Meriden and Fairview Township on the 26<sup>th</sup>. Flu shots are \$25.00 and for those eligible for Medicare Part B, flu shots are covered by Medicare. So far the health department has given 350 shots to date.

Kansas Vaccine for Children Audit. In September, an independent auditor contracted by KDHE made a visit to the health department and conducted a Vaccine for Children audit (VFC is an immunization program offered to county children who are Medicaid/Health wave recipients, children with no health care coverage or underinsured) The auditor commented that our VFC program was excellent in nature and that the nurse's great documentation, storage and handling of vaccine was commendable.

**Jefferson County Alliance of Service Councils, Inc**  
**Meeting Minutes-11/03/2011**

**Next meeting 1:00 pm, Thursday, December 1, 2011**  
**Oskaloosa Public Library Meeting Room**  
**OFFICERS, Lorene Stephan, President; Sarah Jane Russell, Vice President;**  
**Beth Brown, Secretary; Daniel Brown, Treasurer**  
[www.jfcoalliance.org](http://www.jfcoalliance.org)

Members present: Beth Brown, Jefferson County Health Department; Marcy Eckhart-Charay, CMFHP; Louise Smith, GaDuGi Safe Center, Inc; Sarah Jane Russell, GaDuGi Safe Center; Erica Weaver, Willow Domestic Violence Center; Kelli Flanner, DCCCA; Daniel Brown, Independence Inc; Crystal VanHoutan, Jefferson County Health Department; Renie Stephan, McLouth Medical Clinic; Nicole Vajdivia, UMKC NP Student; Melody Keirns, FW Huston Medical Center; Jerry White, Lakeside Village; LeA'nn Glover, The Guidance Center; Pennie Dubisar-Cross, Cottonwood CDDO; Lynn Luck, Jefferson County Service Organization; Janet Fouche-Schack, Cottonwood, Inc

The meeting was called to order by President Renie Stephan. Those in attendance introduced themselves.

The agenda for the November meeting was submitted with additional items added to new business. Louise Smith made a motion to approve the agenda meeting. Kelli Flanner seconded the motion. The motion carried.

October meeting minutes were submitted. No addition/corrections to the minutes noted. Sarah Jane Russell moved to approve the minutes and Beth Brown seconded the motion. The motion carried.

Daniel Brown provided the treasurer's report for November 3, 2011. DCCCA, GaDuGi Safe Center, Jefferson County Service Organization, McLouth Medical Clinic, Oskaloosa United Methodist Church, USD 338 Valley Falls and USD 339 Jefferson County North paid their 2011-12 membership dues this month. The general fund currently has a balance of \$1,329.56. The Care Grant Flexible Funds has a current balance of \$2,000. Daniel reported that the quarterly deposit received by the United Methodist Ministries Funds for the Lakeside Village Clinic was forwarded to the Jefferson County Health Department, a total of \$2228. Melody Keirns made a motion to approve the treasurer's report and Kelli Flanner seconded the motion. The motion carried.

Old Business:

- A) Lakeside Clinic Village Report October- Crystal VanHoutan, RN and LSV Project Coordinator provided the Alliance with a report of activities at the clinic during the month of October.
- Client served-7
  - Screenings-49
  - Referrals-1

Crystal also reported that the bi-annual grant report was submitted to the United Methodist Ministries Health Fund. The health fund board is pleased with the progress the clinic has made. Grant objectives/goals are right on track.

- B) Lakeside Village Clinic Site Location Change-The membership discussed the possibility of changing the clinic's current location (LSV Improvement District Office) to the Jefferson County Health Department. Reasons for moving the clinic included need for more room secondary to clinic patient growth and to ensure privacy. This would allow staff to operate more efficiently thus allowing the possibility of using the fund savings and offer free medical care two times per month.

Concerns were voiced regarding those in the village may not have the means to access the services once relocation of the clinic occurred. Lynn Luck, Director of the Jefferson County Service Organization, volunteered to provide transportation to any Jefferson County resident who needed free medical care. Jerry White, one of the Directors from LSV was also present during the meeting. Jerry supported the decision to move the clinic and asked Crystal VanHoutan, RN, Clinic Project Coordinator to send out notice of clinic location move to all LSV residents via the SLV monthly newsletter that accompanies monthly utility bill notices.

The location move was approved by the Alliance upon contingency of approval by the United Methodist Ministries Health Fund Board. Crystal will send a letter on behalf of the Alliance asking for consideration of location change. Renie Stephan made a motion to approve submission of letter to the health fund board and Louise Smith seconded. The motion carried.

Approval of language change to Alliance purpose and mission statement-Approval of language change to both the mission and purpose statement for the Jefferson County Alliance of Service Council, Inc was approved. Lynn Luck made a motion to approve the change and Lance Lewis seconded. The motion carried.

#### New Business:

Community Health Assessment Training- Beth Brown gave a report regarding the Community Health Assessment Training (CHA) that will occur December 6-8 at the Jefferson County Health Department. All Alliance members and interested Jefferson County stakeholders are invited to attend. Judy Johnston, The University of Kansas School of Medicine will be the expert leading us through this important process. The training will occur from 9-4 each day. There is a conference call scheduled with Judy on November 29<sup>th</sup> to finalize training information. Beth will give a final training report at the next Alliance meeting in December.

Sarah Jane Russell reviewed last year's annual report with the membership. Renie Stephan made a motion to approve last year's annual report. Melody Keirns seconded the motion. The motion carried.

President Renie Stephan reminded the membership of the importance of submitting yearly agency dues to Alliance. This money allows us to support our member agencies with projects that benefit the entire county.

#### Committee Reports:

Collaboration and Planning (CHA)-Please see above under new business for a committee update regarding CHA training.

Spirit Awards- Sarah Jane Russell began a discussion about raising some additional funds for the Alliance for programs such as the Spirit Awards by placing money jars at each of the county grocery stores in February 2012. The membership was in agreement about the idea. Sarah Jane and Marci Eckhart-Charay will jointly head this project.

The meeting adjourned at 2:30 pm. Renie Stephan made a motion to adjourn and Louise Smith seconded the motion. The motion carried.

#### Agency Updates:

##### DCCCA-

It's time for schools to register for the Communities That Care student survey. This year, to help meet our goal of 80% participation across Jefferson County, DCCCA is offering a **\$100 Best Buy Gift Card** to the survey coordinator from the Jefferson County district with the highest overall participation rate. Know that this data is crucial not only to prevention but to obtaining funding for a variety of projects. A recent grant became available to fund a half time prevention person and \$25k+ in implementation funds and DCCCA could not even apply for these funds to benefit Jeff County due to extremely low CTC participation rates.

Did you or your community or school organize any kind of celebration of Red Ribbon Week? If so, you may have the opportunity at winning an award to recognize your achievements! Find the nomination form at [www.kansasfamily.com](http://www.kansasfamily.com). You can e-mail it to Maria Torrez Anderson at the Kansas Family Partnership offices at [mtanderson@kansasfamily.com](mailto:mtanderson@kansasfamily.com). **The deadline to submit is Friday, November 18, 2011.**

##### The Guidance Center-

The Family Centered Systems of Care Flexible Funds balance is \$2000. No funds have been used for the past several months. To apply for funds, contact LeAnn Glover at (913) 682-5118. Funds are earmarked for families with a severely, emotionally disturbed child.

##### Cottonwood Inc-

Our CEO in cooperation with Interhab (?) Advocacy Organization has been communicating with the Lt. Governor about the possible impact of managed care with DD services. Also they have been explaining that in the state-wide DD system we already have many aspects of managed care in place.

##### The Guidance Center-Oskaloosa

We continue to grow. We are working towards greatly expanding our building and are in the process of reviewing extensive blue prints to do so.

##### The Jefferson County Health Department-

- 1. Diabetic Coalition**-November is also National Diabetes Awareness Month. The Jefferson County Diabetes Coalition continues to support and host monthly diabetes support group meetings which are held the third Monday of every month-alternating times of 2:00 pm and 7:00 pm at the health department. These meetings feature professional speakers who offer education/support to persons with or family members of someone with a diabetes diagnosis. The meetings are open to the public and free of charge.

Jefferson County was recently highlighted in the National Association of County and City Health Officials issue brief regarding Chronic Disease "Healthy Communities, Healthy Behaviors: Using Policy, Systems, Environmental Change to Combat Chronic Disease.

2. **Lakeside Village Clinic**-As many of you are aware, the Lakeside Village Clinic for the medically uninsured in Jefferson County was started through the Jefferson County Alliance of Service Councils, Inc 3 years ago via funding, at that time through the Sisters of Charity of Leavenworth. Currently, the clinic is funded by the United Ministries Health Fund. Funding through the health fund is for a period of two years.

Since implementation of this clinic, we have steadily seen this clinic grow. This past quarter, the clinic served 50 Jefferson Countians . During the grant reporting period of October 2010 through end of Sept 2011, the clinic cared for 83 patients, 63 were unduplicated clients.

Currently, the clinic is housed at Lakeside Village's main office building. The space for clinic use was generously donated by LSV. Growth with the clinic has created a space issue and with the blessings of the Alliance, LSV via Jerry White and the Health Fund, the clinic will move from its current location to the Jefferson County health department where clinic space will accommodate this growing need for medical care.

Review of records shows that clients are coming from all areas of the county:

- Lakeside Village Improvement District 17%
- McLouth 24%
- Meriden 8%
- Perry 13%
- Ozawkie 11%
- Valley Falls 10%
- Oskie 11%
- Winchester 15%
- Grantville 1%

As need for healthcare for the uninsured/underinsured continues, we will continue to look at other funding sources to aid us in this endeavor. The clinic is offered the last Wed of each month from 1-2:30. The clinic will continue through December at LSV and then move to the HD starting in January. The Jefferson County Service Organization has agreed to transport clients needing medical care to the clinic.

3. **Superintendents Meeting**- In December myself, Dr. William Majors and Ryan Kepley, Director of the Back snack Program for Harvesters will be speaking with all county superintendents regarding the Back snack Program. This program which allows children in elem and middle school who qualify for free or reduced lunches the ability to take non-perishable food items home for the weekend. The backpack is send home every Friday and the child brings the backpack back to school on Monday am. A community organization then volunteers to clean and repack the food items and the cycle then repeats itself. Currently, the Oskaloosa School District is participating with 40 backpacks being distributed weekly. Harvesters is hoping to increase that number to 90 by the end of the school year.

Each school district fills out an application for this program and placed on a waiting list until funding is available. We will be encouraging all school districts to apply for this program.

**Jefferson County Alliance of Service Councils, Inc  
Meeting Minutes- 12/03/11**

**Next meeting 1:00 pm, Thursday, January 5, 2011  
Oskaloosa Public Library Meeting Room**

**OFFICERS: Lorene Stephan, President; Sarah Jane Russell, Vice-President;  
Beth Brown, Secretary; Daniel Brown, Treasurer  
[www.jfcoalliance.org](http://www.jfcoalliance.org)**

Members present: Beth Brown, JCHD; Sarah Jane Russell, GaDuGi Safe Center; Louise Smith, GaDuGi Safe Center; Melody Keirns, FW Huston Medical Center; Kelli Flanner, DCCCA; Eleanor Hensley, Highland Community College; LeA'nn Glover, The Guidance Center; Ann Beedles, Child Care Aware of NE & NC Kansas; Renie Stephan, APRN-C, McLouth Medical Clinic; Erica Weaver, Willow Domestic Violence Center; Lyn Luck, Jefferson County Service Organization; Lance Lewis, The Guidance Center; Daniel Brown, Independence, Inc; Heather Aranda, FW Huston Medical Center

The meeting was called to order by President Renie Stephan. Those in attendance introduced themselves.

The agenda for the December meeting was submitted for approval. LeA'nn Glover made a motion to approve the meeting agenda. Louise Smith seconded. The motion carried.

November meeting minutes were submitted. No addition/corrections to the minutes noted. Sarah Jane Russell moved to approve the November minutes and LeA'nn Glover seconded the motion. The motion carried.

Daniel Brown provided the treasurer's report for December 3, 2011. USD 340, Jefferson West and The Willow Domestic Violence Center paid their 2011-12 membership dues this month. An assistance grant in the amount of \$70.00 was paid out to support materials for a new program at Jefferson County North. The grant was awarded to the elementary counselor. The general fund currently has a balance of \$1,309.56. The Care Grant Flexible Funds has a current balance of \$2,000. Daniel reports that The State Bank of Oskaloosa has waived all service fees for the Alliance checking account, meaning the organization does not have to maintain a minimal checking account balance. Louise Smith made a motion to approve the treasurer's report and Heather Aranda seconded the motion. The motion carried.

**Old Business:**

- A) Lakeside Village Report November-Renie Stephan, APRN-C and LSV practitioner provided the Alliance with a report of activities at the clinic during the month of November.
  - Clients served-9 (8 unduplicated)
  - Screenings-52
  - Referrals-2
  
- B) Lakeside Village Change of Location Approval- the United Methodist Ministry Health Fund approved the relocation from the LSV to the Jefferson County Health Department. Approval was based upon the realization that residents from all over the county were seeking medical

treatment, including those at LSV. A motion was made by R. Stephan to approve the location change. The motion was seconded by Melody Keirns. The motion carried. Transportation to the clinic can be provided by JCSO as long as the client makes arrangements with the organization for pick up. Lynn Luck, JSCO Director will speak to Jerry White at LSV to discuss transportation needs for those who live in the village. The December LSV clinic date has been changed to Wednesday, December 21. It was also noted that flyers were handed out at the Nov Clinic informing clients of the above mentioned changes. An informational flyer will also be placed in the LSV monthly newsletter. Jerry White, Director will distribute newsletters. LSV changes will be published in the Independent and Vindicator this month so that county residents are aware of the location change. Some discussion occurred regarding a possible name change to the clinic. Members were asked to think about a new clinic name. This will be discussed at the next meeting.

#### New Business:

- A) Future Funding for LSV Clinic-Discussion among Alliance members regarding future funding of the clinic occurred. The following question was posed to Alliance members: If other funding sources could be obtained to continue the efforts of the LSV clinic via state or federal dollars, should the Alliance apply for such funding /is this a role that the Alliance should continue with? After careful thought and consideration, members agreed that this would be outside the scope of the organization- the Alliance would continue to be involved with the clinic in a support function capacity.

#### Committee Reports:

Collaboration and Planning (CHA)-Beth Brown reported that the upcoming Community Health Assessment training will take place December 6-8 at the Jefferson County Health Department. Judy Johnston, consultant, will be leading the training. All Alliance members/ county stakeholders are invited to attend.

Spirit Awards-Sarah Jane Russell will continue working on the upcoming fundraising project which will occur in February. Sarah Jane is in the process of speaking with grocery stores in the county to inquire about the possibility of placing a jar for donations at the checkout which would benefit the Alliance. The funds raised will help support future organizational endeavors.

The meeting adjourned at 2:15 pm. Lynn Luck made a motion to adjourn and Kelli Flanner seconded the motion. The motion carried.

#### Agency Updates:

ERC- Child Care Resource and Referral has had a name change. We are now Child Care Aware of Northeast and North Central Kansas. In April we had an expansion from 9 to 28 counties; the name change became effective in July. We still provide FREE child care referrals to anyone seeking childcare. We maintain a

database of all licensed child care providers, both center and family child care homes, in our 785 area code. In addition to the free referrals, we offer in-service classes to child care providers. We maintain a resource library of brochures, professional development books and DVD's, as well as numerous activity totes for each age group. For Jefferson County, Ann Beedles, Infant Toddler Specialist, bring a mobile library to family child care provider's homes and to center. A die cut machine is also available as well as both activity visits and consultation visits on a variety of topics. Our agency offers a wealth of information for new providers on how to get started in the child care business, as well as assistance on ways to improve the quality of care offered to Kansas children. Check out our website at [www.nenc.ks.childcareaware.org](http://www.nenc.ks.childcareaware.org) if you know of anyone providing child care, please pass Ann's name along so everyone can be included in the mobile library visits. Ann Beedles, Infant Toddler Specialist, 800-299-2372 or 785-865-0669 or [ann.beedles@nenc.ks.childcareaware.org](mailto:ann.beedles@nenc.ks.childcareaware.org)

DCCCA – Thanks to collaboration from Alliance and an incentive of a \$100 Best Buy gift card for the coordinator who's district has the highest percentage participation, all six districts in Jefferson County are signed up to take the Communities that Care survey. DCCCA uses these results for grant applications for communities, and the data will also be included in the Community Health Assessment taking place county-wide. We look forward to an increase in county participation rates.

Willow Domestic Violence Center-A program entitled New Shoes for the New Year, Similar to Adopt-A-Family, will be available to women and children in Jefferson County who participate in programs provided by WDVC. Families/individuals will be adopted through December 23<sup>rd</sup> and will receive a new pair of shoes. Show will be picked up/delivered December 28-30.

The Guidance Center-Continues to plan for 2012 and beyond as being the county's major mental health provider to assist all people and organizations. The Guidance Center is working towards creating positive alliance with a wide variety of agencies to create multiagency referrals to assist the people of Jefferson County.

Jefferson County Health Department- CHA- Community Health Assessment training was held January 6, 7, and 8<sup>th</sup> at the health department. Judy Johnston with the University Of Kansas School Of Medicine, Wichita led the training. Community stakeholders represented at the training included: FW Huston Medical Center, Jefferson County Health Department and Jefferson County Alliance of Service Councils, Inc.

As mandated by the ACA for some non-profit hospitals and for health departments as part of accreditation, a CHA will be conducted in 2012 to look at health concerns within our community. Health dimensions can include the following seven components: social, physical, occupational, emotional, spiritual, mental and environmental. Beginning in January, the newly formed Jefferson County Heal Committee (Health: Education, Action and Leadership) will begin contacting other Jefferson County citizens/stakeholders in hopes that they will agree to serve on the committee.



The committee's vision statement: "A unified county where all residents have access to resources which support and sustain a quality life. (Long term outcome-what it looks like if we get it right).

The committee's vision statement: "To assess and improve quality of life in Jefferson County through education, action and leadership.

Data will be gathered through listening sessions held throughout the county, and data gathered from sources such as the US Census Bureau.

Once the data is gathered and analyzed, the health problems that bubble to the surface will then be looked at by all stakeholders involved.

Community Health improvement plans will then be put in place to deal with these health problems and outcomes will be measured- and hopefully, quality of life in Jefferson County will improve. (I.e. improving health care access, decreasing highway fatality rates, increasing immunization rates).

Backsnack Program-Last week, Beth Brown, Gina Eubank, School Health Nursing Supervisor and Dr. Bill Majors met with the county superintendents during their monthly meeting to discuss the Backsnack program. Ryan Kepley, Director of the Harvester's Backsnack program gave a very informative presentation regarding the program and brought applications for any interested school districts who would like to apply for the program.

The Backsnack program is in 26 counties which includes both Ks and Mo. Thus far, there are 14,000 backsnackers and Harvester's goal is to reach nearly 40,000 kids. Children who qualify for the program take a backpack of healthy foods home for the weekend and then bring the backpack back to school every Monday. Any child that the school feels would benefit from the program will qualify-a guidepost is children who qualify for free or reduced school lunches. The program was started last March in Oskaloosa and Perry-Lecompton will begin the program next month. Ryan reports that if the other Jefferson County schools apply for this program, he believes all could have the program in their district by next October.

I commend all of our district superintendents for their interest and willingness to apply for this wonderful program.

In November, Governor Brownback was considering moving programs from the Kansas Department of Health and Environment and the Juvenile Justice Authority to the then newly named SRS department (Department of Children and Families).

Last week, the administration announced that programs will not be moved from their existing departments –which means for PH our programs will continue to be housed at KDHE- the programs that would have been affected include Child Care Licensing and the Healthy Start Home Visitor Program.

PH software-Grant money awarded to Jefferson County from KDHE via a fed'l grant from CDC, is assisting public health to build an infrastructure to sustain school located vaccinations. Part of this grant allows for the purchase of software that will assist with billing and will give the agency the ability to implement electronic health records for our clinic clients.



**Jefferson Alliance of Service Councils, Inc**  
**Meeting Minutes**  
**January 5, 2012**

**Next meeting 1:00 pm, Thursday, February 2, 2012**

**Oskaloosa Public Library Meeting Room**

**OFFICERS: Lorene Stephan, President; Sarah Jane Russell, Vice-President;**  
**Beth Brown, Secretary; Daniel Brown, Treasurer**

[www.jfcoalition.org](http://www.jfcoalition.org)

Members present: Beth Brown, JCHD; Daniel Brown, Independence, Inc; Kelli Flanner, DCCCA; Louise Smith, GaDuGi Safe Center; Marcie Eckhart-Charay, Family Health Partners; Janet Fouche-Schaak, Cottonwood, Inc; Pennie Dubisar-Cross, Cottonwood, Inc-CDDO; Lori Thompson, HCC; Erica Weaver, Willow Domestic Violence Center; Melody Keirns, FW Huston; Renie Stephan, APRN-McLouth Medical Clinic; Heather Aranda; FW Huston

The meeting was called to order by President Renie Stephan. Those in attendance introduced themselves.

The agenda for the January meeting was submitted for approval. Louise Smith moved to approve the minutes with additions to new business. Melody Keirns seconded the motion. The motion carried.

December meeting minutes were submitted for approval. Correction to the CHA training dates was noted. Penny Dubisar-Cross moved to approve the December minutes and Janet Fouche-Schaak seconded the motion. The motion carried.

Daniel Brown provided the treasurer's report for January 5, 2012. The Willow Domestic Violence Center paid their 2011-2012 membership dues this month. The general fund currently has a balance of \$1,334.56. A total of \$179.96 was granted from the Family Centered Systems of Care Grant-Flexible Funds. A request for car repairs of \$129.96 and a Christmas assistance request of \$50.00 was dispersed. The flex funds currently has a balance of \$1820.04. The United Health Ministry Fund had no activity this month. Louise Smith made a motion to approve the treasurer's report and Kelli Flanner seconded. The motion carried.

#### **Old Business**

- A) Lakeside Village Report December-Renie Stephan, APRN-C and LSV practitioner provided the Alliance with a report of activities at the clinic during the month of December.
- Clients served-6
  - Referrals-1
  - Screenings-42

#### **New Business**

- A) Jefferson County HEAL (Health: Education, Action and Leadership) Committee- As part of the Community Health Assessment training that occurred in December, Judy Johnston, project consultant, helped the committee develop a CHA committee name, mission and vision statement.

Jefferson County HEAL's Mission statement: To assess and improve quality of life in Jefferson County through education, action and leadership.

Vision statement: A unified county where all residents have access to resources which support and sustain a quality life.

Renie informed members that the CHA project started January 1<sup>st</sup>. Community stakeholders, meaning all Jefferson County residents, will be invited to attend community listening sessions that are scheduled to begin in March. The sessions will be held throughout Jefferson County and community health concerns-resident input will be gathered at each session.

Once these concerns are pin-pointed, community health improvement plans will be implemented with stakeholder input and this information will be shared again with community listening groups. The CHA is scheduled for completion by year end.

Renie asked Alliance members if Alliance would be willing to support efforts of the Jefferson County HEAL Committee through name recognition and providing some funding for listening session supplies. Penny Dubisar-Cross made a motion to support Jefferson County HEAL as mentioned above and Janet Fouche-Schaak seconded the motion. The motion carried.

If any Alliance members are interested in assisting with this project, please let Renie or Beth know.

#### B) Other Business

- 1) Beth Brown reported on the latest developments regarding the Harvester's Backsnack program. In December, Ryan Kepley, Harvester's Backsnack Director, Beth Brown, Dr. Bill Majors, a member of the health department's advisory board and Gina Eubank, school nursing supervisor for the health department met with all six county superintendents including Dr. Tim Marshall, Keystone Learning Services at the December school superintendent's meeting. Ryan gave a presentation about the program. This program allows children who qualify for the program the ability to take a back pack full of non-perishable food items home for the weekend and then return the backpack on Monday for use again the following weekend. Currently, there are 40 Backsnacker's at Oskaloosa with an expansion plan for 50 more by spring. Perry-Lecompton began the program January 1<sup>st</sup>. If all county school districts apply for funding, Ryan is confident that programs will be implemented in all six school districts by October of 2012.
- 2) LSV clinic funding-The Alliance will continue pursuing support for the LSV clinic.

#### Committee Reports

- A) Collaboration and Planning (CHA)-please see CHA project under new business.
- B) Spirit Awards-Renie encouraged members to begin thinking about community volunteers-individuals or groups- that have made a difference in Jefferson County for Spirit Award Nomination.

The meeting adjourned at 2:30 pm. Janet Fouche-Schaak made a motion to adjourn and Louise Smith seconded the motion. The motion carried.

**Agency Updates-**

GaDuGI Safe Center-has a new crisis assistance hotline number and is available 24/7. The number is 785-843-8985.

CDDO, Cottonwood- Applications for home and community based services for MRDD are now available via the Cottonwood website.

Children's Mercy Family Health Partners- are now owned by Coventry. The organizational name is Family Health Partners, A Coventry Company.

FW Huston Medical Center-has a full-time nurse practitioner at their medical clinic satellite site in Valley Falls. The clinic is open late on Wednesdays. Wednesday hours are from 12:30-7:00 pm. Dr. Mary Rardin, MD is also full-time and provides services at both Winchester and Valley Falls.

Jefferson County Health Department- will begin providing immunizations to third-party insurance carriers beginning April 1<sup>st</sup>.

Newly purchased computer software gives the health department opportunity to convert patient charts from paper form to electronic form.

**Jefferson County Alliance of Service Councils, Inc  
Meeting Minutes**

**Next meeting 1:00 pm. Thursday, March 1, 2012**

**Oskaloosa Public Library Meeting Room**

**OFFICERS: Lorene Stephan, President; Sarah Jane Russell, Vice-President;  
Beth Brown, Secretary; Daniel Brown, Treasurer**

[www.jfcoalliance.org](http://www.jfcoalliance.org)

Members present: Beth Brown, JCHD; Melody Keirns, FW Huston Medical Center; Daniel Brown, Independence Inc; Heather Aranda, FW Huston Medical Center; Annie Murdock, Independence Inc; Melinda Harwood, Oskaloosa United Methodist Church; Amanda Rush, Jefferson West High School; Louise Smith, GaDuGi Safe Center; Erica Weaver, Willow Domestic Violence Center; Ann Beedles, Child Care Aware of Northeast and North central Kansas; Jerry White, Lakeside Village; Lori Thompson, Highland Community College; LeA'nn Glover, The Guidance Center; Pam Lawrence, GaDuGi Safe Center; Renie Stephan, APRN-C, McLouth Medical Clinic; Janet Fouche-Schaak, Cottonwood

The meeting was called to order by President Renie Stephan. Those in attendance introduced themselves.

The agenda for the February meeting were submitted. Heather Aranda moved to approve the minutes with addition to new business. LeA'nn Glover seconded the motion. The motion carried.

January meeting minutes were submitted for approval. Janet Fouche-Schaak moved to approve the January minutes and Melinda Harwood seconded the motion. The motion carried.

Daniel Brown provided the treasurer's report for February 2, 2012. The Guidance Center paid their 2011-2012 membership dues this month. The general fund currently has a balance of \$1,359.56. A total of \$630.48 was granted from the Family Centered Systems of Care Grant-Flexible Funds. A request for rent, electric and gas payments was requested from one recipient. The flex funds currently have a balance of \$1,189.56. The United Methodist Ministry Fund deposited a quarterly payment of \$2,228.00 for the SLV Clinic. Alliance then paid this money out to the Jefferson County Health Department. The United Methodist Ministry Fund currently has a balance of \$0.00. Louise Smith made a motion to approve the treasurer's report and Melody Keirns seconded the motion. The motion carried.

Old Business

A) Lakeside Village Report

- Clients served- 13
- Referrals-5, with an additional 14 Rx and 5 labs
- Screenings-95

B) LSV Clinic Name- Since the Lakeside Village Clinic has moved locations from LSV to the Jefferson County Health Department, members present discussed changing the name of the clinic. The new clinic name is the LSV Clinic, healthcare for the uninsured.

- C) Community Health Assessment Update- Renie gave an update regarding the CHA process. If any members are willing to assist the Jefferson County HEAL Committee with contacting community members and asking stakeholders-residents to attend focus group sessions, please let Renie or Beth know. Community focus group dates are still being finalized. A news release will appear in both county papers when dates and times in each Jefferson County community are finalized.

#### New Business

- A) Alliance Website Maintenance- Discussion regarding maintaining the Alliance website occurred among members. Ben Layton an Alliance member, created the website. Daniel Brown will speak with Ben and see if he would be interested in continuing to maintain/update the website as needed. Currently, the Alliance pays \$6.00/month or \$72.00/ year to maintain its domain name. Daniel reports that the fee may increase to \$8.40/month secondary to a \$2.40 monthly domain hosting fee. Daniel will talk to Ben about finding another domain hosting website to see if cheaper fees can be found or the Alliance can stay with the current service and pay the increased fees. Heather Aranda made a motion to allow Daniel and Ben to search for another hosting site. Janet Fouche-Schaak seconded the motion. The motion carried.
- B) KAMU Membership for LSV Clinic- The LSV Clinic has opportunity to apply for associate membership as the community's safety-net clinic through the Kansas Association for the Medically Underserved. This membership will give the clinic opportunity to obtain training, technical assistance, and community development among other things. KAMU represents 42 safety-net clinics state-wide. Louise Smith made a motion to authorize the Executive Committee the ability to apply for associate membership through KAMU. The Alliance will then pay the annual membership dues to KAMU on behalf of the LSV Clinic. Heather Aranda seconded the motion. The motion carried.

#### Committee Reports

- A) Collaboration and Planning-Please refer to Community Health Assessment Update under new business.
- B) Spirit Awards- Louise Smith reports that Sarah Jane Russell will approach grocery store owners throughout the county and inquire if they would allow containers to be placed on the check- out counters for donations to the Alliance during the month of February.

The meeting adjourned at 2:15 pm. Louise Smith made a motion to adjourn and Louise Smith seconded the motion. The motion carried.

Agency Updates

**\*\*\*\*Please know that if a severely, emotionally disturbed child or that child's family is in need of assistance, please contact LeA'nn Glover from the Guidance Center at 913-682-5118 to fill out an application to access the Family Centered Systems of Care Flexible Fund. Please see attached guidelines/application for more information regarding this program.**

Please see attachment for the Douglas and Jefferson County Community Resource Expo 2012.



**Jefferson County Alliance of Service Councils, Inc  
Meeting Minutes for March 2012**

**Next meeting 1:00 pm, Thursday, April 5, 2012**

**Oskaloosa Public Library Meeting Room**

**OFFICERS: Lorene Stephan, President; Sarah Jane Russell, Vice President;  
Beth Brown, Secretary; Daniel Brown, Treasurer**

[www.jfcoalition.org](http://www.jfcoalition.org)

Members present: Beth Brown, JCHD; Melinda Harwood, Oskaloosa United Methodist Church; Heather Aranda, FWHMC; Daniel Brown, Independence, Inc; Sarah Jane Russell, GaDuGi Safe Center; Louise Smith, GaDuGi Safe Center; Marcie Eckhart-Charay, Coventry Health Center of Kansas; Pennie Dubisar-Cross, Cottonwood CDDO; Lori Thompson, Highland Community College; LeA'nn Glover, The Guidance Center; Ann Beedles, Child Care Aware of NE & NC KS; Erica Weaver, Willow Domestic Violence Center; Jennifer Klemm, Parents as Teachers; Melody Keirns, FWHMC

The meeting was called to order by President Renie Stephan. Those in attendance introduced themselves.

The agenda for the March meeting was submitted. Heather Aranda moved to approve the minutes with addition to new business. Melinda Harwood seconded the motion. The motion carried.

February meeting minutes were submitted for approval. Louise Smith moved to approve the minutes with the following correction: Marcie Eckhart-Charay was in attendance during the February Alliance meeting and was accidentally omitted. Correction noted. Heather Aranda seconded the motion to approve the corrected minutes. The motion carried.

Daniel Brown provided the treasurer's report for March 1, 2012. The general fund currently has a balance of \$1,359.56-no new activity to this account noted. A total of \$424.20 was granted from the Family Centered Systems of Care Grant-Flexible Funds. A request for payment of propane from one recipient was granted. The flex fund currently has a balance of \$765.36. The United Methodist Health Ministry Fund currently has a balance of \$0.00. Louise Smith made a motion to approve the treasurer's report and Sarah Jane Russell seconded the motion. The motion carried.

**Old Business:**

**A) Lakeside Village Report-February**

- Clients served-8
- Referrals-17
- Screenings-56

**B) Community Health Assessment Update-** Renie sent a news release to both county papers regarding dates and times for the community listening sessions. Oskaloosa and McLouth dates are still pending. The first session will take place in Valley Falls at the Kendall State Bank Community Room on Tuesday, March 6<sup>th</sup> and 6:00 pm. If any Alliance members would like to volunteer to call community members and inform/encourage them to attend the listening session in their community, please let Renie know.

- C) KAMU Application- Further discussion regarding the application for associate membership for the LSV Clinic to the Kansas Association for the Medically Underserved occurred among members. Consensus among the membership was reached. It was decided that the health department would be the main contact listed on the application and that JCHD would apply for membership independent of the Alliance. Alliance would continue to support the clinic's efforts including expansion plans and assisting with finding further funding opportunities. Sarah Jane Russell made a motion to approve the aforementioned strategy and Melinda Harwood seconded the motion. The motion carried.
  
- D) Website Update- Further discussion regarding the Alliance's hosting website occurred among members. It was decided to keep the Alliance's original domain name and Ben Layton would recreate the website. It was also decided to provide Ben with a small monetary gift of \$150 in the form of a gift card and members would also assemble a gift basket thanking Ben for all of his hard work. Ben has created and maintained the Alliance website for many years. Heather Aranda made a motion to approve the gift card/gift basket and Louise Smith seconded the motion. The motion carried.

#### New Business:

- A) Beth Brown invited Alliance members to set-up informational booths during the LSV clinic and promote their organization's services so that LSV clients could become acquainted with other Jefferson County resources.
  
- B) Request for Donations-clarification regarding donations was discussed. Request for donations/support will be granted to the Alliance paying dues members per Alliance guidelines. Sarah Jane Russell made a motion to approve and Marci Eckhart-Charay seconded the motion. The motion carried.
  
- C) Other-Louise Smith reported that the CHA listening session for Oskaloosa would either be held at the Oskaloosa School's multi-purpose room or the health department. She is still finalizing locations and will let members know exact date and times at next month's meeting.

#### Committee Reports:

- A) Collaboration and Planning- please see B under Old Business for update.
  
- B) Spirit Awards- the Spirit Awards Banquet will be held during the Alliance's June meeting. The Spirit Award committee members are LeA'nn Glover and Melinda Harwood. The public will be notified through a public service announcement and all school counselors throughout the county will be given nomination forms. Marci Eckhart-Charay, Sarah Jane Russell and Louise Smith will be placing fund-raising jars, to support the Alliance's efforts, throughout the county.

The meeting adjourned at 2:15 pm. Heather Aranda made a motion to adjourn and Erica Weaver seconded the motion. The motion carried.

**\*\*\*\*Please know that if a severely, emotionally disturbed child or that child's family is in need of assistance, please contact LeA'nn Glover from the Guidance Center at 913-682-5118 to fill out an application to access the Family Centered Systems of Care Flexible Fund. Please see attached guidelines/application for more information regarding this program.**

**Jefferson County Alliance of Service Councils, Inc.  
Meeting Minutes for April 2012**

**Next meeting 1:00 pm, Thursday, May 3, 2012**

**Oskaloosa Public Library Meeting Room**

**OFFICERS: Lorene Stephan, President; Sarah Jane Russell, Vice President**

**Beth Brown, Secretary; Daniel Brown, Treasurer**

[www.jfcoalliance.org](http://www.jfcoalliance.org)

Members present: Beth Brown, JCHD; Daniel Brown, Independence Inc; Louise Smith, GaDuGi Safe Center; Janet Fouche-Schaak, Cottonwood, Inc; Pennie Dubisar-Cross; Cottonwood CDDO; Erica Weaver, Willow Domestic Violence Center; LeA'nn Glover, The Guidance Center; L. Renie Stephan, McLouth Medical Clinic; Ann Beedles, Child Care Aware of Northeast and North central Ks; Lance Lewis, The Guidance Center; Melinda Harwood, Oskaloosa United Methodist Church; Heather Aranda, FW Huston Medical Center

The meeting was called to order by President Renie Stephan. Those in attendance introduced themselves.

The agenda for the April meeting was submitted. Heather Aranda moved to approve the agenda. Melinda Harwood seconded the motion. The motion carried.

March meeting minutes with corrections were submitted for approval. Renie Stephan was accidentally omitted from the members present list. Correction noted. Janet Fouche-Shaak made a motion to approve the meeting minutes as amended. Louise Smith seconded the motion. The motion carried.

Daniel Brown provided the treasurer's report for April 5, 2012. The general fund currently has a balance of \$1,164.56. A gift card was purchased in the amount of \$155.00 and given to Ben Layton as a thank you for creating and maintaining the Alliance website for the last several years. A filing fee in the amount of \$40.00 was submitted to the state to continue the Alliance's non-profit status. Daniel, on behalf of the Alliance, also submitted an IRS 990 form at no charge. The flex fund balance is currently \$502.91. A total of \$262.45 was granted to one recipient to assist with an electric bill. The United Methodist Health Ministry Fund currently has a balance of \$0.00. Louise Smith made a motion to approve the treasurer's report and Melinda Harwood seconded the motion. The motion carried.

Old Business:

A) The LSV Clinic Report-March

- Clients served-9
- Referrals-23
- Screenings-63

B) Community Health Assessment Update- Renie Stephan provided an update to the Alliance regarding developments of the project. The project is in the community data and input gathering phase. Thus far the Jefferson County HEAL Committee has conducted group listening sessions with residents in the following towns:

- Valley Falls- 25 residents attended
- Perry/Lecompton- 5 residents attended

- Nortonville-4 residents attended
- Winchester- 10 residents attended

Community listening sessions will be held in McLouth and Oskaloosa later in April and Meriden is scheduled for Thursday May 3<sup>rd</sup>. Two major focus areas that residents in Jefferson County feel need to be addressed are economic development and a county-wide recreational facility. A survey monkey may be distributed to community members in the coming months in an attempt to gather more input from Jefferson County residents regarding community health concerns.

C) Alliance Website Developments- Daniel Brown reported that finding a free hosting website that would keep the Alliance's old website address would be difficult. Ben Layton has been diligently working on website hosting options for the Alliance's website page. The following options are on the table:

- 1) Stick with the current address of [www.jeffcoalliance.org](http://www.jeffcoalliance.org) and pay \$49.99 a year for hosting plus \$9 for the cost of the domain.
- 2) Go with the address of [www.jeffcoalliance.webs.com](http://www.jeffcoalliance.webs.com) and not have a fee.

The membership decided to continue with the newly created website and table the discussion regarding options until the May meeting. Erica Weaver made a motion to support the aforementioned discussion and table discussion until May and Pennie Dubisar-Cross seconded the motion. The motion carried.

D) LeA'nn Glover and Melinda Harwood gave an update on the Spirit Awards which are scheduled to be awarded during the June 7<sup>th</sup> Alliance meeting. They have received a few nominations. The luncheon on June 7<sup>th</sup> will begin at 12:00. A sign-up sheet was passed around the membership for volunteers to bring different food items/drinks for the luncheon. Nominations for the Spirit Awards will be voted on/approved during the May meeting.

**New Business:**

No new business was discussed.

**Committee Reports:**

- 1) Collaboration and Planning-please refer to the Community Health Assessment update under old business.
- 2) Spirit Awards- please refer to Spirit Award Update/Nominations under old business.

**Agency Updates:**

Childcare Aware of NE and NC Kansas- A ribbon cutting ceremony to help commemorate the opening of the new Lawrence office is scheduled for April 10<sup>th</sup> at 4:30. The office is located at 2706 Iowa Street, Suite C.

The Transition Council of Douglas and Jefferson Counties will be holding their 12<sup>th</sup> annual Community Resource Expo April 18<sup>th</sup> from 4:00-6:00 pm at Free State High School in Lawrence.

The meeting adjourned at 2:15 pm. Erica Weaver made a motion to adjourn the meeting. The motion was seconded by Pennie Dubisar-Cross. The motion carried.



**Jefferson County Alliance of Service Councils, Inc.  
Meeting Minutes for June 2012**

**Next meeting 1:00 pm, Thursday, September 6, 2012  
Oskaloosa Public Library Meeting Room**

**OFFICERS: Lorene Stephan, President; Sarah Jane Russell, Vice President;  
Beth Brown, Secretary; Daniel Brown, Treasurer**  
[www.jeffcoalition.org](http://www.jeffcoalition.org)

Members present: Daniel Brown, Independence, Inc; Melody Keirns, FW Huston Medical Center; Heather Aranda FW Huston; Lori Thompson, Highland Community College; Erica Weaver, Willow Domestic Violence Center; L. Renie Stephan, McLouth Medical Clinic; Janet Fouche-Schack, Cottonwood Inc; Pennie Dubisar-Cross, Cottonwood CDDO; Angela Drake, Cottonwood CDDO; Ann Beedles, Child Care Aware of NENC Kansas; Louise Smith, GaDuGi; Marcie Eckhart Charay, Coventry Cares of Kansas

The meeting was called to order by President Renie Stephan.

The agenda for the June meeting was submitted with additions to old business. Melody Keirns moved to approve the agenda. Heather Aranda seconded the motion. The motion carried.

May minutes were submitted. A motion to amend the minutes was submitted by Louise Smith. She was not present at the May meeting and could not have made a motion as stated in the minutes. The members were unable to recall who made the motion to approve the treasurer's report and so Janet Fouche-Schack volunteered to use her name as a proxy having attended the May meeting. Melody Keirns seconded the motion. The motion carried. Melody Keirns moved that the minutes be approved with the amendment. Heather Aranda seconded the motion. The motion carried.

Daniel Brown provided the treasurer's report for June 7, 2012. The general fund currently has a balance of \$1,189.56. The Family Centered Systems of Care Grant-Flexible Funds currently has a balance of \$502.91. It was noted that a new plaque was ordered for the Alliance of Service Organizations Spirit of Humanitarianism Award took place but has not been reflected in this month's statement. Louise Smith made a motion to approve the treasurer's report and Heather Aranda seconded the motion. The motion carried.

**Old Business:**

- A) The LSV Clinic Report-May
  - Clients served-11
  - Referrals-28, one to Mayo Clinic, one to gynecologist
  - Screenings-78
- B) Spirit Awards Luncheon- The Spirit Awards Luncheon was held before the short June meeting. Jerry White, a volunteer and active community member from Lakeside Village gave a short speech and Renie Stephan presented the awards. The student award was given to Tyler Petit, the group or business award was received by the Oskaloosa Lion's Club, and the individual award was received by Arlene Bates. Pictures will be posted to the website. Thank you to LeAnn Glover, Melinda Harwood, and Renie Stephan for your hard work on this event.

**New Business:**

- A) Erica will be available by email for agenda items throughout July and August.

**Committee Reports:**

- A) Collaboration and Planning- Community Health Assessment Update- Renie Stephan provided an update regarding the CHA project. The group HEAL will meet on June 13<sup>th</sup> at 9:00am at the Jefferson County Health Department to discuss the data collected in the focus group meetings.
- B) Spirit Awards-Please refer to Old Business-B.

The meeting adjourned at 1:45 pm. Marcie Eckhart Charay moved to adjourn the meeting and Louise Smith seconded the motion. The motion carried.

**\*\*\*\*Please know that if a severely, emotionally disturbed child or that child's family is in need of assistance, contact LeA'nn Glover from the Guidance Center at 913-682-5118 to fill out an application to access the Family Centered Systems of Care Flexible Fund. Please see attached guidelines/application for more information regarding this program**