

# Ingham Substance Abuse Prevention Coalition

**ISAP Meeting Minutes  
December 4, 2008  
LPD South Precinct  
11:30 am to 1:30**

**Members Present:**

Mike Botke, Lansing Teen Court

Harriett Dean, EISD/PPS

Barbara Filmore, NorthWest Initiative

Micki Fuhrman, EISD/PPS

Marie Hansen, Community Member

Pat Hemingway, Capital Area United Way

Dawn Kepler, Prevention Network

Sara Lurie, EISD/PPS

Sharon McWilliams, Lansing School District

Amy Moore, Ingham County Health Department

Michelle Nicholson, Ingham ISD and Birth

Alison Nix, American Lung Association

Cheryl Risner, Lansing Neighborhood Council

Scot Sexton, East Lansing Police Department

Mike Tobias, Cristo Rey Community Center

Karen Waters, Cristo Rey Community Center

Pat Wheeler, NCA/LRA

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**Next Meeting: January 15, 2009 at 8:00 am**

**I. Call to Order:**

**11:45 am**

Interim Chairperson Marie Hansen called the meeting to order and had each person introduce him or herself.

**II. Approval of November 2008 Minutes**

Marie asked for a motion that the November 2008 ISAP meeting minutes be approved as submitted. Amy Moore moved they be approved and Pat Hemingway seconded. The motion was unanimously accepted.

**III. Action Item: ISAP meetings move to 8:00 am starting in January**

Marie stated that the ISAP Executive Committee discussed the potential benefits and drawbacks of moving ISAP monthly meetings to 8:00 am. She stated that original thinking about the meeting time was that people would only have an hour taken from their work day, as the other hour would actually be their normal lunch. ISAP staff people have also provided the noon time meal. These have been the benefits. The drawback is that it can be difficult to pull oneself away from the work that they might be involved in, in the middle of the day. She asked ISAP members present for feedback. Three members stated that the earlier meeting time would work better for them.

Generalized discussion took place in which most members present concurred. Conversation then moved to changing the week in which we meet. Pat Wheeler stated that the regular meeting room would not be available on the second Thursday of the month. Marie suggested that we meet on the third Thursday of the month. ISAP members present agreed.

**Decision:** Monthly ISAP Coalition meetings will henceforth take place: **every third Thursday of the month at 8:00 am.** We will continue to meet in the same conference room at Lansing Police Department's South Precinct.

#### **IV. Action Item: Community Epidemiology Workgroup: designee and alternate assignment**

Harriett Dean stated that members present must vote for an ISAP representative to attend the quarterly or semi-annual Community Epidemiology Workgroup meetings at MidSouth Substance Abuse Commission (MSSAC). Harriett stated that the designee must be an active ISAP member whose agency, or themselves as an individual, must have a memorandum of understanding with ISAP. The designee or Coalition members can then appoint a second. The designee can also be an ISAP staff person. Marie has been our designee for the past fiscal year and Harriett has been the second. Amy asked if Marie could continue in the position, which was affirmed. Marie stated that she was often the lone person at the Epidemiology Workgroup meetings who was not on staff with one of the regional coalitions. Harriett stated that the number of non-staff designees is growing. She added that the designee will report pertinent information from the meetings back to Coalition members. Marie asked for nominations for our designee and second.

**Decision:** Michelle Nicholson nominated Dawn Kepler as our Community Epidemiology Workgroup designee and Harriett Dean as our second. Sharon McWilliams seconded. Both accepted the nominations. The motion was unanimously accepted.

Marie informed members present that Sharon had recently attended a Strategic Prevention Framework/ State Incentive Grant (SPF/SIG) Training at MSSAC. She asked Sharon for comments. Sharon stated that she found the training very helpful. She stated that she learned a lot about the history both of MSSAC and of community coalitions.

#### **V. Old Business**

##### **a. Continued discussion: FACE and "Switch it Up" and Alcohol Awareness Month**

- Amy presented. She stated that announcements for video training for 3 youth-oriented video competitions are coming up soon. The first will be held at the new Media Center at the Ingham County ISD on January 13, 2009. It will feature training in the FACE materials such as "Sober Clubbing" and "Sober Chilling". Amy stated that the youth contestants will be bussed from all participating schools. Sharon asked if the youth could attend both as teams and as individuals, which Amy affirmed. Sharon asked if the youth would leave the trainings with a product. Amy stated that the trainings will provide them with skills but not a finished product. She stated that the youth will be judged on the advertisement content of their videos. The theory

behind using videos is that pictures speak louder than words. The youth will learn editing and view their own videos at the end of the training. Amy said that she would like to give the youth information regarding the effect alcohol has on brain chemistry. She stated that she would need assistance with this. Harriett asked if it would be possible to use social norming messages in video content. Micki Fuhrman stated that she was afraid that brain chemistry content would lead youth to focusing on ultimate consequence/death messages. Sharon stated that brain chemistry messages and social norming messages are compatible. She stated that most people are goal oriented and can learn that self-destructive behaviors are barriers to their goals. Marie asked about presenting youth with brief amounts of data during the trainings. Amy stated that data is a good idea. She cited the statistics from "Most of Us", as presented by Dr. Jeffrey Linkenbach at the May I.D.E.A.S Symposium, as an example of what could be used. Sara Lurie said that the Substance Abuse in Ingham County booklets would be available as a source of data in time for the trainings.

- Michelle stated that she did not believe that Hill Vocational Academy had received notice of the trainings and asked if they could be included. Amy stated that the size of the Media Center would impose a limit on the number of youth that could attend. Harriett asked if it would be possible to present the trainings in shifts or hold them over a 2 day period to alleviate this problem. Amy said that those were possibilities. Mike Botke asked if there would be someone to help with audio equipment at the trainings, which Amy affirmed. She stated that 2 staff people and 4 youth who are media-trained would be assisting. Mike stated that it is a good idea to give youth guidelines but let them create their own messages. He stated that a lot of the youth he works with through Lansing Teen Court are motivated by the possession of their driver's license. Conditions for getting and keeping a license could be part of the youth's message. Sara stated that the Courageous Persuaders Program could also be a source for message content, as it teaches high school-aged youth to motivate younger youth.
- Conversation turned to posting results of the video competitions. Amy stated that the ISAP website, [drugfreeingam.org](http://drugfreeingam.org), should feature all data and results from the contests. She stated that those involved with this endeavor could be ad hoc youth advisors. Harriett stated that our webmaster Gary Vittoz would be able to post the material very quickly. Micki asked if it would be possible to link this information to Michigan Coalition to Reduce Underage Drinking (MCRUD)'s website. Marie stated that the MCRUD website is not really youth-friendly. Pat Hemingway asked what youth would receive for winning entries. Sara stated that winners in the Courageous Persuaders competition receive scholarship money, and winners in the FACE competition receive tee shirts, radar gear, etc. Pat stated that winning results should be posted on the ISAP website and Amy said that she would like all entries there. Sara stated that the Lansing Lugnuts are willing to display the most stellar video entries on their scoreboard. Dawn stated that the winning entries should be posted on Facebook. She stated that Facebook is now the website of choice for high school students, and that middle school students now like MySpace. Conversation turned to a title for the video competition project. Amy stated that it was entitled "Truth in Action" last year, which she would like to use again. Marie suggested that participating youth entitle the project themselves
- Amy stated that youth participating in Teens Against Tobacco Use (TATU) and in other prevention projects would be emailed information about the video competition project. Sharon asked if youth from Lansing participated last year. Amy said that they did and will be able to again this year, but they will need transportation. Marie summarized by asking if anyone at the

table could assist Amy with the video competitions. Amy stated that a planning meeting for volunteers would be held the next day. Dawn Kepler volunteered.

**b. Legislative Updates: Michigan Tobacco Reduction Resolution**  
(Tabled from November 13, 2008)

This item was again tabled.

**c. Chair Elect Vacancy**

Marie stated that Sharon is now our Chairperson as of January, but we are still in need of a Chair Elect. She stated that the position requires about ten hours of committed time per month. People who are on staff with the Coalition through MSSAC funding are not eligible for the position.

**Decision:** No decision was made regarding the Chair Elect at today's meeting. No nominations were made.

**VI. New Business**

**a. Action Item: By-Laws amendment to create Steering Committee – Article III, Section 1.**

Harriett stated that members present would discuss the creation of an ISAP Steering Committee and come to a decision if possible. She explained that the Steering Committee would be in addition to our ISAP Executive Committee. Harriett stated that the ISAP Executive Committee normally meets on a weekly basis. Our proposed Steering Committee would meet “no less than four times annually, minimally once per quarter unless a majority of Steering Committee by simple majority elects to meet no more than three times annually in any given year”, according to the draft of new language in the by-laws. Harriett noted that ISAP members have received a draft of the proposed amendment. The idea behind this proposal is that funded agencies will all be represented on the Steering Committee and will ensure that Action and Implementation Plans are carried out. Then the Executive Committee will meet only as needed for day to day planning. Marie stated that Mike Botke and Amy would be the people most affected by the creation of a Steering Committee, as they are from funded agencies who do not attend Executive Committee meetings. Marie read the first sentence in the amendment draft, “The Steering Committee shall consist of one (1) representative from any and all agencies funded through the ISAP coalition.” Current language describing the function of the Executive Committee remains in the by-laws. It states, “The Executive Committee may consist of up to 2 elected Active members, 2 elected Associate members, funded staff, and the Chair and Chair-Elect from the coalition.” Marie stated that this means we can include non-funded people in the decision making process. Harriett stated that the Executive Committee needs to continue to do the day to day staff-driven work and the proposed Steering Committee will guide the overall plan. Marie stated that, as chair people, she and Rod MacDonald were able to devote lots of time to ISAP because they were both retired and semi-retired. They both typically attended almost all Executive Committee meetings and helped hash out a lot of the day to day work and plans. Sharon has stated that with a full time position with the Lansing School District this will not be possible for her as Chairperson. It will likely not be

possible for consecutive chair people. The work of the Executive Committee therefore needs to be communicated electronically to chair people who are working. The purpose of the proposed Steering Committee is to ensure that whoever the Chairperson is, they will still oversee our plans. Pat Wheeler asked who would actually make the decisions. Harriett stated that the Steering Committee would make recommendations for ISAP staff people to carry out. They would also be able to ensure that the work of staff people does not overlap, as staff people work on different tasks within our objectives. Michelle stated that “Operations Committee” has been a better term for her agency than Executive Committee. Pat Hemingway stated that terms are important as they describe what we do and ensure that we stay true to the by-laws. Harriett then drew a diagram of the flow chart for the proposed structure:

**Coalition (Chair) meets monthly**

**Steering Committee (Chair, Funded Agencies) meets quarterly**

**Executive or Operations Committee (Chair) meets as needed**

Sharon stated that the Steering Committee will ensure that we are moving ahead with our plans. Amy and Mike Botke both commented on the implications of the Steering Committee for them. Amy stated that as she has worked on the Coalition, she has liked doing the work and then sending major decisions to the Executive Committee to deliberate on as they come up. Amy gave the example of encountering an alcohol vendor who wished to join the Coalition. She met with the vendor but communicated his desire to join ISAP to the Executive Committee to deliberate on. Mike stated that what Amy was describing falls under the definition of “legal”. Mike said that the Executive Committee decides on what is operational. At present, Mike is reporting his work to Sara. The proposed change would mean that the Steering Committee would want to know what Lansing Teen Court formally does. Mike stated that he agreed with Amy that the Executive Committee works well as it now stands, but a Steering Committee would look over the whole Plan. Pat Hemingway asked if a Steering Committee would streamline meetings. Harriett stated that it would not.

**Decision:** No decision was made regarding the proposed Steering Committee at today’s meeting. No action was taken.

## **VII. MSSAC Announcements**

Sharon McWilliams attended the Mid South SPF SIG orientation on November 24<sup>th</sup>.

## **VIII. Other Announcements**

- Mike Tobias reported on attending the Michigan Liquor Control Commission (MLCC) Semi-Annual Hearing and Public Comment on December 3, 2008. Mike stated that he and 5 other people from ISAP were in attendance. Karen Waters, Marie, Amy and himself all spoke during Public Comment. Mike stated that Ken Dail, Executive Director of Prevention Network and MCRUD Chairperson, also spoke. Ken read 2 resolutions from MCRUD to the Liquor Control Commissioners. One was a Resolution to End the Sale of Energy Drinks Premixed

with Alcohol and the other was a Resolution to Properly Classify Alcopops as a Mixed Spirit Drink. Mike distributed copies of both to ISAP members present. He stated that he would also email them to everyone in the ISAP database. Mike stated that he would like to re-visit these 2 proposals when MLCC meets again in January 2009. He would like as much support as possible from organizations affiliated with ISAP. Mike pointed out that the MCRUD resolutions can be used as a prototype for other organizations. The last statement, following the factual statements, states that the organization (in this case MCRUD) supports the resolution. Mike stated that it can be “tweaked” for other agencies who would also like to submit resolutions. Marie stated that she had spoken for Michigan Prevention Association (MPA) on the same 2 topics at the hearing. She stated that MPA can lobby about this on our behalf. Marie stated that resolutions and other types of editorial regarding these issues can be emailed to: [yourmpa.org](mailto:yourmpa.org).

- Barb Filmore stated that NorthWest Initiative has moved. Their new address is: 1012 N. Walnut, Suites 106, 107, 206, 207 and 207A, Lansing, MI, 48906. Barb stated that a new program for girls will be starting at NorthWest Initiative on January 12, 2009. This is an after school program. Barb encouraged ISAP members present to send any girls they might know to the program.
- Dawn made a formal announcement that she is now the Campus Liaison and Tobacco Prevention Coordinator for Prevention Network.
- Karen distributed copies of the Capital Area United Way 2-1-1 Resource System Taxonomy Index, as described at the November meeting. The Index is a list of terms that the 2-1-1 computerized system is programmed with and helps to arrive at needed services in the most expedient manner possible. The Index provides a tool for clinicians and other helping people.

**IX. Adjourn:**

**1:25 pm**