

CSI Minutes - April 24, 2007

Members present: Due to some medical crisis, etc four members were present -- Cathy Durnford, Tom McDonald, Larry Hakes, Brenda Jennings.

Agenda:

1. Report on Coordinators Position. Tom reported that after our last meeting Larry Hakes had volunteered to be considered for this position. He reported that Debbie and he thought this was a good idea given Larry's longevity with CSI. Cathy and Brenda affirmed this idea. By consensus, it was agreed that a contract, to be put together by Janet George of DHFS using their standard procedures, would be entered into with Larry. Brenda will forward job descriptions from other sites to Larry who will work to put together a proposal for CSI so that all can agree on the parameters of this position and to have a basis for evaluation.
2. Budget Review: Tom distributed a copy of the Original Budget for review. Brenda reported that as of the end of March we had \$0.00 spending for the year, although there still remained some money that needed to be shifted from the original spending accounting to this budget (i.e. payment for QPR training which was paid for by DHFS needs to be billed to CSI Grant, food for DPI training). This will be taken care of.
 - a. Ideas for additional spending during the First Year were discussed.
 - i. There will be salary for the Consultant Position now that it has been put in place. Approximately \$1,400.00 before May 30.
 - ii. Brochures from Lifeline were discussed using groups Jessi had developed. A total number of things to be ordered was developed. This will be sent to Lifeline ASAP and billed for this year.
 - iii. The purchase of an LCD projector for doing QPR training had been discussed by Larry with Brenda. Tom indicated that DHFS had recently received approval to purchase one and suggested we share the cost (approx. \$750.00) Motion by Cathy/Larry to do

so. Tom will make sure this is ordered and billed by May 30th.

- iv. We can carry over money from the first to second year providing we submit an explanation for why we under spent and a rationale for carrying money over to Shel. This will be done by Larry in consultation with Tom and/or Debbie.
3. Update on YRBS: Goal is to have a letter to school personnel by mid-May. It is planned that the YRBS will be completed as soon as possible after the start of the 2007-08 School Year. Tom has been working on a draft of the letter and will get together with Larry to complete this.
4. Public Awareness Calendar: Calendar was reviewed. Tom will be doing an article on the Human Services Emergency Intervention Plan which will be in place by May 1st. This will be released during the summer. Tom will be doing an article for release in May on Mental Health Awareness using PSA's from the MHA site. Other dates and release remain as is. Tom raised the idea of doing the Depression Screen later this year at the hospital instead of Human Service Dept. to get away from the stigma of DHFS being "welfare department". Tom will work on this later.
5. Brenda shared two items:
 - a. The recent issue of "Well Aware" the newsletter on suicide awareness being mailed to school administrators in the state. It was suggested that Tom & Larry use some of the info from this newsletter in their letter to school official about YRBS.
 - b. Training, especially geared toward clinicians on assessing suicide behavior is planned for either June 4 or 5 probably in Fond du Lac. The cost will be \$50.00. Registration materials will be ready and mailed soon. Larry proposed possibly using grant money to pay the registration fee for school counselors and TF members (who might want to go). Idea was agreed to.
6. Next Meeting Date: May 22, 10:00am at the County Health Dept (Larry reserved the room). It was decided that to ease schedule planning the Fourth Tuesday at 10:00am will be our regularly

established meeting time/place. Larry will check with Deb to see how we get this on the Health Dept. calendar.

Meeting Adjourned,

Larry (who really hopes Deb is back next time☺) Hakes, Acting Secretary

Agenda for May 22:

Coordinator's Job Description

Website Development

YRSB Update'

Budget Review