

BOARD OF DIRECTORS

Executive Committee:

Chief Chris Hughes, Chair
Julie Taylor, Vice-Chair
Jason Onken-Covert,
Treasurer

Members at Large:

Stephanie Pinnow
Susan Pomatto
Jess Marass

Youth Representative:

Kaiden Chojnacki

2602 1st Center Ave,
Brodhead, WI 53520
608-897-9081
BetterBrodhead@gmail.com

Staff

Kathleen Comeau, Program
Director

TBD , Community Service
Coordinator

Krista Santiago, Bilingual
Community Service
Coordinator

Alexis Speth, Community
Service Coordinator



Coalition Board Meeting

Mar 21, 2023

Summary

Attendance: Sue Pomatto, Jess Marass, Chris Hughes, Jason Onken-Covert, Kristia Santiago, Alexis Speth, Kathy Comeau

Apologies: Julie Taylor

Introduction and Welcome

Consent agent

- Staff report changed. No questions.

Finances

No grant financials were available from SWCAP due to their annual audit.

General Funds

Jason discussed general funds and having oversight of general funds. \$500 or over, board's decision. Voting by board can be at monthly meetings or electronically. Documented for records.

Do we vote on budget- Should proposed projects should have budgets itemized?

Jason moved to establish a general spending rule of one time purchase of \$500 or accumulative of \$500 for a project requires board approval obtained at a board meeting or electronically. Chris seconded. Motion passed. Jason will create a column to show board approval of expenditures.

Board Elections

- Interim board: Since the elections were postponed, should we work as an interim board until elections are held?

The term limits were reviewed in the Bylaws. There are no provisions in the Bylaws for an interim board. There was a discussion about when the elections are held. Rather than holding the elections halfway through a fiscal year, it was agreed that holding the elections at the end of one fiscal year would make more sense.

The vision of Better Brodhead is a community where everyone is valued and safe.

Mission: *Working together to prevent and reduce alcohol and other drug use among youth and foster positive relationships for a safe, healthy, and inclusive community.*

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Chief Hughes made the motion that current executive and board members continue on until Sept. 30 when there would be a vote for board members. Jason 2nd the motion

Jason motioned to hold the annual meeting by 3rd Tuesday in September to coincide with the voting. Motion retracted.

The Bylaws were reviewed in more detail. There was a discussion about holding the annual meeting and voting at the end of the fiscal year. It was felt that the Bylaws may need to be amended.

Bylaws will be on google docs for board members to review and make changes. The revised bylaws will be reviewed at the next board meeting.

Hiring Process

Discussion of Boards' involvement in Hiring Process

It was recommended that Better Brodhead have a hiring policy and includes in it's process the following items:

- Posting length of time- needs to include a closing date
- Screening and Interview questions/tests apply to all candidates
- Applications reviewed using a checklist
- Board reviews recommendations to ensure policy and procedures are

being followed.

Does the board need to be involved in hiring? Kathy added that board members from different sectors add viewpoints based on different experiences than staff. The outline that has been used in the past was examined and explained. The interview panel uses the point system scoring each question of each candidate. Scores are discussed following the interview and any outlying scores are explained. Consensus is reached on the candidate to recommend.

It was recommended that this outline be made into a policy so it is defensible if there are any questions.

The Board notes will include the name of the candidate and grant they will be working under once the offer letter has been accepted.

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Next steps

- Put policy together
- Board review and approval
- Send to SWCAP to make sure it is covered by employment practices and their liability insurance.
 - If a written test is to be included, we need to have a copy of the test and how it is being scored.

Indeed: This online employment service provides a test to measure ability to prioritize tasks but it is unclear what questions are asked or how the test is scored.

Create a checklist of minimum qualifications for screening purposes.

Review resumes of candidates: The board chose not to review individual candidates saying that the Program director should determine who is qualified.

Recruitment Drive

Ideas for a recruitment drive included

- At all events have a recruitment table- sign up sheet
- Advertise in posters
- Targeted invitations
- face to face contact
- Business walk

AWY Modules

Kathy will input the information for lesson three so the group can move on to the next lesson. It was agreed on that the group would work on the modules on [April 12 AWY meeting 4pm](#)

Project Planning Updates

It was suggested that the point person for each event should reach out to members in advance to ensure people are able to attend/be involved if they are available

- Wellness Fair
- Mental Health Event
- national night out meeting- need to arrange a planning meeting
- Green County PRIDE- Book box -letter can go in the newspaper

Next Coalition meeting: April 18, 2023 5:15

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