Application Face Page

Grant FY 2009-2010

Person Submitting Application No. Pages County

Robena Downie Sublette

SPF SIG

Fiscal Agent Information

Date Application

07/24/2009

Submitted to State

Name of Agency Serving as Fiscal Agent: High Country Counseling and Resource Centers

Contact Person: Carl Harris Title: Operations Manager

Address: PO BOX 376/389 Adams Street, Afton Wyoming 83110

Phone: 307-885-9883 Fax: 307-885-5206

Email: prevention@silverstar.com

Program Manager Information

Name: Robena Downie Title: Prevention Specialist

Address: PO BOX 856

Work Phone: 307-367-2111 Cell Phone: 307-231-1196

Email: sublette.prevention@gmail.com

Coalition Information

Formal Name of Community Coalition: Sublette County Prevention Coalition

Date/Time/Location of Regular Meetings: Third Wednesday in Big Piney, Third Thursday in Pinedale 12pm-1pm, usually located at the Sublette County Library or branch or at the High Country Counseling

Offices

EXECUTIVE SUMMARY: (Please provide a brief narrative of your Coalition, its successes in achieving program goals of reducing underage drinking and binge drinking, and its planned prevention efforts. You may include information about your county that you feel is particularly relevant, or about specific barriers you have encountered and how you plan to overcome them. Your summary should be suitable for publication to third parties, including our federal partner, CSAP. Your summary should be at least one page and may be two pages or more, provided it contains sufficient substantive content that an outsider reading it would get a good sense of prevention efforts within your county).

The Sublette County Prevention Coalition has been operating for six years, and has experienced several shifts during that time. The community prevention plan was developed in August of 2006 and further refined in 2007 for the Prevention Framework grant, as it specifically pertains to alcohol. The results of the August 2006 strategic planning session, as well as the results of the needs assessment from 2007 are as follows: reducing adult and youth binge and heavy drinking and co-occurring consequences, increasing the number of positive relationships within the community and reaching out to all community members.

Sublette County is a frontier community with a permanent resident population of about 8,456, however the number of non-permanent residents, transient residents, those who work in the community but do not live there can increase the number of people within the county by as many as five thousand. The county is characterized by its development as a mostly ranching community, with a recent shift in the economy to natural gas drilling, with an incumbent distrust of outsiders and its definitions of adulthood by deeds rather than by age. The county demographics trend towards younger males and nearly a quarter of the county is under 19 years of age. According to the Behavioral Risk Factor Surveillance System combined data from 2003-2007, 22.8% of Sublette County residents reported binge drinking in the past 30 days, and 8.2% reported extreme drinking (ten or more drinks on an occasion) in the past 30 days. It should be noted that Sublette County is the highest in the state in these areas. Those who drank any alcohol in the last month, 66% reported they had consumed alcohol and finally 2.1% reported drinking and driving at least once in the past 30 days. It should also be noted that some studies have found a strong correlation between adult binge drinking and youth binge drinking, as well as adult drinking and driving and youth drinking and driving and driving

The 2008 Prevention Needs Assessment data follows along the above lines, in 6th grade 10%, 8th grade 21%, 10th grade 43%, 12th grade 51% of youth reported consuming alcohol in the past 30 days and in 6th grade 35%, 8th grade 46%, 10th grade 74%, 12th grade 76% of youth reported consuming alcohol in their lifetime. In community events, in 6th grade 32%, 8th grade 48%, 10th grade 67%, 12th grade 65% of youth reported attending a community event where adults were drunk or intoxicated. Finally, in 6th grade 30%, 8th grade 47%, 10th grade 65%, 12th grade 66% of youth reported attending a gathering where a large amount of alcohol was available.

The above data confirms that Sublette County has some problems with alcohol. The Sublette County Prevention Coalition has been working on addressing this in a multi-pronged approach to the community. Compliance checks were conducted in Sublette County for the first time in seven years. The Sublette County Prevention Coalition then published a full-page newspaper advertisement, congratulating those that passed their compliance checks. This one change in policy, implementing compliance checks, inspired a coalition member to attend a town council meeting in Pinedale and ask that those who failed their compliance checks be denied renewal of their liquor licenses. This came as a shock to many of the bar owners in the community, who felt that license renewal was something of a rubber stamp process. This then led to the coalition's attempt to pass a mandatory responsible beverage service ordinance in Pinedale, which although tabled until 2010 lead to a community-wide discussion of underage drinking, something that had not occurred before.

The Sublette County Prevention Coalition has also been working on Alcohol Restrictions for Community Events by contacting community groups, organizations and businesses to present on possible ways to reduce sales or serving minors and reducing the likelihood of a person becoming impaired at a community event. The coalition narrowed down three suggestions, TIPS trained server and must be 21, segregated drinking area, and wristbands and increased security for large venues. The coalition has had some difficulty in reaching the organizations in the community, for one community board it took nearly a year for a coalition member to be able to get on the agenda to present. There have been some community changes, the county library changed their alcohol policies after a

presentation and the school district changed their alcohol policy as well.

Working with the youth in the community has always been a goal of the Sublette County Prevention Coalition, but it is only recently that the coalition has had the opportunity to work within the schools of the county. Pinedale High School held a post-FACE event called Take it Back week, where the National Honor Society, presented what they wanted the community and other students to know about Pinedale High School students, that most made good choices. The Pinedale High School plans to participate in the Most of Us Campaign next school year. In addition, Big Piney High School began to design their Most of Us posters, and should have the campaign kick-off in the fall.

The Sublette County Prevention Coalition plans to keep working on Alcohol Restrictions for Community Events by continuing to reach out to community groups and present information about alcohol use in the community and the small policy changes that could make a big difference. With the attitudes about underage drinking becoming more clear within the community, the coalition felt that it was an appropriate time to ask bar and restaurant owners to increase the amount of signage stating that 21 is the drinking age, and all the establishments follow that law. In addition, for new licenses issued, especially for those 24-hour permits, the coalition plans to go to those meetings and simply ask questions. What will they do to prevent underage drinking? How will they prevent over serving? The more these questions are out in the community, the more it will serve to increase the dialogue about how licenses are issued and what criteria should be met before issuance. The coalition also would like to increase the communities knowledge of what happens or what could happen with a citation for a driving under the influence, or hosting a teen party or serving someone underage. The more information a community member has, the more likely they are to make lower risk choices. With compliance checks, the more information that is available, the police department is more able to counter the accusations of entrapment.

In addition, the Sublette County Prevention Coalition would like to see the Mandatory Responsible Beverage Server Training Ordinance come off the table and pass into law. Although there have been some who attended voluntarily, it has not been the turn-out that would have been hoped when the ordinance was tabled. Along the same vein, the Texting Tip Line would be a great tool for law enforcement and the community, especially where youth safety is concerned. There have been several tragic incidents in the country, where lives could have been saved if those worried about friends or others could have told without their friends knowing and without getting into trouble themselves.

The Sublette County Prevention Coalition has encountered many tests this past year, in the town councilman's question, "Are any of you even *from* here?", to the difficulty in even talking to people about changing alcohol policy, to the anger and recriminations leveled during compliance checks and in the try for a mandatory server training ordinance. This is why cultural competency training would be valuable in the community, because so often many people are unintentionally left out of discussions about policy and the community. They have valuable input and should be able to bring their own experiences to the table.

Sublette County can be a challenging place to do prevention, especially because many community norms are based around alcohol. Change here can be difficult and slow; however, the Sublette County Prevention Coalition has made real steps towards reducing alcohol use in our community. Our goal is for lasting change in the community and we plan to work hard for it.

Prevention services certified with CASA through May 31,2011

Worksheet 1. Targeted Causal Areas and Identified Strategies

Potential Causal Areas	Is Your Community Currently Targeting this Causal Area? (Yes or No)	What Evidence-Based and/or Environmental Strategies Have You Implemented This Year to Address this Causal Area? (Please be Specific)
Retail Availability	Yes	Compliance Checks, TIPS Training, Outlet Density
Criminal Justice	Yes	Public Awareness of Sanctions(Related to Compliance Checks), Prime for Life
Social Availability	Yes	Restrictions on Drinking Locations
Promotion	Yes	Counter Advertising
Community Norms	Yes	Alcohol Restrictions on Community Events, Security as a part of the above, Alcohol Providers and Sellers as part of the above
Individual Factors	No	n/a

Worksheet 2: Causal Area & Evidence-Based Strategy Assessment

Worksheet 3. Current CAC Membership Roster & Planning Meeting Attendance

Question 1.
Have your targeted causal areas changed? If yes, what data supports this change?
Our targeted causal areas have not changed from the previous year.
our auguste endour arous range restricted provides fear
Question 2.
Have your chosen evidence-based strategies changed from the original? If yes, what are the changes and why did you make them?
The chosen evidence based strategies have shifted over to time from the nebulous to the specific. In the beginning Communities Mobilizing for Change on Alcohol was chosen because it seemed to be the most effective strategy that would affect the community rapidly when the policies were implemented, it was very difficult indeed to implement such policy change. Therefore we are still at work on Communities Mobilizing for Change on Alcohol, but have added in more localized and focused goals that also work as environmental strategies, as noted in 2008 application.

Member Name	Organization	Address	Email	Phone	Attended Meeting? (Y/N)
Kathy Anderson	Sublette County Drug Court	PO BOX 1010, Pinedale Wyoming 82941	drugcourtsublette@hotmail.com	307- 367- 2300	Yes
Nancy Guio	Community Member Business Owner	PO BOX 520, Big Piney Wyoming, 83113	nguio@centurytel.net	307- 276- 3714	No
Dick Kalber	Clergy Community Congregational Church		dkalber@wyoming.com	307- 276- 5713	No
Kay Ryan	Counselor, Curran-Seeley	PO BOX 687 PMB 325, Pinedale WY 82941	kay@curranseeley.com	307- 367- 3433	Yes
Robin Clover	Director SAFV (Sexual Assault Family Violence Task Force)	PO BOX 1236 Pinedale WY, 82941	cloversafv@vcn.com	307- 367- 6305	Yes
Mandy Moffett	Advocate SAFV	PO BOX 1236 Pinedale WY, 82941	mmsafv@vcn.com	307- 367- 6305	Yes
Bill Lehr	Counselor, Big Piney Middle School	PO BOX 769, Big Piney, WY 83113	blehr@bp.k12.wy.us	307- 276- 3315	No
Betty Gion	Counselor, Big Piney High School	PO BOX 769, Big Piney, WY 83113	bgion@sub1.k12.wy.us	307- 276- 3324	Yes

Doris Woodbury	Superintendent Pinedale School District #1	PO BOX 549 Pinedale WY 82941	dwoodbury@sub1.k12.wy.us	307- 367- 2139	Yes
Sarah Hixon	Therapist, Pine Creek Family Counseling	PO BOX 1142, Pinedale Wyoming 82941	sarahmi5@wyoming.com	307- 367- 3243	No
David Sutherland	Parole Officer Department of Corrections	PO BOX 1649 Pinedale WY 82941	dsuthe@wdoc.state.wy.us	307- 367- 4207	No
Ian Allen	Parole Officer, Sublette County Sheriff	PO BOX 701 Pinedale WY 82941	scsoprobation@vcn.com	307- 367- 4378	Yes
Jackie Arthur	Clerk, Town of Big Piney	PO BOX 70 Big Piney, WY 83113	tbpiney@yahoo.com	307- 276- 3554	No
Christy Kirk	Director, Sublette County Child Care Coaliton/Child Advocates Inc.		child_advocates_inc@live.com	307- 749- 6262	No
Nate Strong	Advisor, CAN	PO BOX 769, Big Piney, WY 83113	nstrong@bp.k12.wy.us	307- 276- 3324	No
Scott Jenkins	Counselor, Pinedale High School	PO BOX 549 Pinedale WY 82941	sjenkins@ sub1.k12.wy.us	307- 367- 2137	Yes

Worksheet 4. Meeting Report

Date of Initial CAC Planning Meeting	;	Place of Meeting		Length of Meeting	No. CAC Members
		SAFV Task Force Confe	rence Room		Attending
June 18, 2009				2 hours	8
June 24, 2009		Los Cabos Restaurant		1 hour	
					1
		FOR PRIMARY PLAN			
Name of Strategy	Why Did	You Select This Strategy?	What Are You Going	g to Accomplish?	Potential Barriers
1. Alcohol Restrictions and Security for Community Events	the mo our cor issue is commu area, if norms may be	ne more pervasive issues in alternative sur community, nearly every suggested save is intermeshed with serving a		We aim to present reasonable alternatives to serving alcohol or suggested restrictions on serving alcohol to as many local organizations in the next year. High re to char dislike authori figures of outs	
2. Outlet Density	From the initial community assessment, for our populations we had very high outlet density, and high issuance rates of one-day serving permits. There is little trouble given for the issuance of new licenses. We aim to at minimum, force consideration of licenses issued, whether they are café or one day licenses. We will read the paper and be present at the local hearings to ask questions about how they plan to prevent sales to underage persons and prevent problems such as DUI or public intoxication. We would also like to change licensing requirements to include TIPS Training or eventually the refusal to issue more licenses.		High resistance to change, dislike of authority figures, problems finding someone to be the head protester, dislike of outsiders		
3. Warning Signs & Compliance Checks(ongoing)	be increased in the community, across all venues that serve alcohol, not just bars and restaurants. Ongoing compliance checks are an important part of this strategy, as it reinforces what the signs say.		Within the common going try to have restaurants increasing about no minors. We will a have those with the permits or different establishments in signage. We would have each group?	all bars and ase their ase their ase their also attempt to emporary and types of acrease ald also like to a rules about	High resistance to change, dislike of authority figures, dislike of outsiders,

		the complete and the second co	
		the serving counter.	
	NAME OF THE PARTY		
4. Public Awareness of Enforcement and Sanctions	With the implementation of compliance checks, publicizing them and also publicizing the possible sanctions that could result could help our community reduce not only its underage drinking but its driving under the influence rates as well.	We are going to develop an integrated advertising campaign, not only for notifying when compliance checks are imminent, but also the possible sanctions for failing a compliance check. We will also be advertising this for driving under the influence and social host laws.	High resistance to change, dislike of authority figures, dislike of outsiders, dislike of government interference
SPECIAL PROJE	CTS SELECTED		
Name of Project	Why Did You Select This Project?	What Are You Going to Accomplish?	Potential Barriers
1. Mandatory Responsible Beverage Service Training	We already attempted this earlier this spring, however as it was tabled until January 2010, not voted down, it means we have about five months to work on it. It passed the first reading, and was tabled on the second reading.	We are going to attempt to have this ordinance passed for the town of Pinedale, and will make an attempt at all of the incorporated towns in the county, Big Piney and Marbleton	High resistance to change, dislike of outsiders, powerful business owners.
2. Community Tip Line	A way to help law enforcement know events and other happenings in the community around alcohol.	By the end of the next year, we will have a community tip line system up and running.	High resistance to change, dislike of outsiders, increased work for dispatchers, possibility of prank callers.
3. Regional Networking and Community Training	As a way to have more training for the community to better work on our goals and mission, as well as to increase our networking capacity within the state with other grantees.	By spring 2009 we will have held a community cultural competency training for the CAC and all of those interested in the community.	Trouble getting publicity for events, trouble getting participants for events
4.			
Did you request any type of technical assistance from WyPTAC or the Division for this meeting? If no, why not? If yes, what type did you request? No, the project manager felt she really understood		Did you request WyPTAC or the Division provide direct assistance in facilitating this meeting? If no, why not?	Did you receive the TA requested?
, p. ojoot ino	and ordered		l

the grant and what it was asking for and felt she did not need assistance. The project manager also had pneumonia.	No, the project manager felt she really understood the grant and what it was asking for and felt she did not need assistance. The project manager also had pneumonia.	

Worksheet 5. Local Community Prevention Efforts

Local Prevention Initiatives other than the PF	Major Strategies	Critical Dates and Events	Local Contact	Potential Collaboration Y/N
Federal Prevention Block Grant	0-0-1-3, Youth Initiatives, Olweus Bullying Prevention Program	Fall 2009 District-wide Olweus Kick- Off	Robena Downie	Y
Most of Us social norming campaign	Big Piney High School Poster Campaign	Fall 2009 Kick-Off	Robena Downie	Y
The Line social marketing campaign	Poster and radio campaign	Spring 2009 Kick Off	Robena Downie Benita Gustafson	Y
Wyoming's First Lady's Initiative				
Community Initiative to integrate prevention				
Youth Initiatives (post-FACE activities)	Poster campaign, reaching out community events	Spring 2009 Take it Back Week Fall 2009 Take it Back Week	Robena Downie	Y
Anti-Drug Programs				

School Prevention Programs	NHS, SADD(may restart) CAN	Fall 2009	Scott Jenkins, Nate Strong, Betty Gion	Y
Law Enforcement Prevention Programs	DARE, Bullying Prevention, Diversion Program	Fall 2009	Joe Alhstrom	Y
Suicide Prevention Programs	Increasing amount of information, Suicide Prevention Walk, Booth at Rendezvous	Ongoing, June 2009, July 2009	Suzie Michnivech	Y
Wyoming Tobacco Prevention and Control Program	Increasing numbers of quitters, working on an ordinance, building community buy in	Kick off Summer 2009	Benita Gustafson	Y
Public Health Programs and Initiatives	Unknown	Unknown	Dereth Gehlhausen	Y
Juvenile Justice				
DFS-Foster Care				
SAFV Task Force	Victim Counseling and protection, public awareness campaign, White bird youth education program	June 2009(Opened new facility) Fall 2009	Robin Clover	Y

Worksheet 6 – Potential Local Partnerships and Collaborations AGENCY NAME/CONTACT:

High Country Counseling and Resource Centers, Robena Downie

IDEAS FOR COLLABORATION:

Block Grant: 0-0-1-3 as a joint counter advertising social marketing campaign.

Youth Initiatives: Youth are very interested in working on alcohol as an issue and have agreed to help distribute information for Communities Mobilizing for Change on Alcohol and are using this funding to help with Post-Face activities.

Most of Us Social Norming Campaign Kicks off at Big Piney High School in the Fall, is being used as a joint CAN and Most of Us project.

The Line: Plan to redo the line with new posters and decorations down the middle of town, just as soon as I get them.

AGENCY NAME/CONTACT:

Pinedale High School, Scott Jenkins, Big Piney High School, Nate Strong and Betty Gion

IDEAS FOR COLLABORATION:

Are interested in working on Most of Us posters and post FACE activities. They would like help in coordinating prom week events and reminders about alcohol the dangers of alcohol use. They would also like to have events with the community to show how and what the youth of today are really like.

AGENCY NAME/CONTACT:

Sublette County Sheriff/ Joe Ahlstrom

IDEAS FOR COLLABORATION:

School resource officer could be trained in Olweus Bullying Prevention, as well as giving his own prevention program. We could coordinate on the diversion program, if desired as we offer a good youth program. In addition, the coalition could aid with DARE programs, talking about what the coalition is working on and how youth can help

AGENCY NAME/CONTACT:

Garret's PALMS/Suicide Prevention Task Force

IDEAS FOR COLLABORATION:

Alcohol is a factor in many suicides, work together on the reduction of extreme drinking. Distribute information concurrently, such as moderate drinking information with suicide prevention information.

Worksheet 6 – Potential Local Partnerships and Collaborations

AGENCY NAME/CONTACT:

High Country Counseling-Benita Gustafson

IDEAS FOR COLLABORATION:

Coordinate efforts on the line campaign. Work together at booths and events. Include discussion of tobacco cessation or tobacco ordinance within discussion of alcohol restrictions or alcohol ordinace.

AGENCY NAME/CONTACT:

Sublette County Public Health, Dereth Gehlhausen

IDEAS FOR COLLABORATION:

Working together to promote moderate drinking and drinking restrictions as health and safety issue

not as a prohibition issue.
not as a prombinon issue.
AGENCY NAME/CONTACT:
SAFV Task Force/ Robin Clover
offi v facilitate, noon saver
IDEAS FOR COLLABORATION:
Alcohol is often involved in sexual assault and family violence. Perhaps we could work together to
raise awareness of the connection and the danger inherent in over-drinking.

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: Alcohol Restrictions and Security for Community Events			
Action Steps	Day/Month/Year of Completion	Responsible Party	
Review current projects, past successes, current policy suggestions	September 2009	Robena Downie	
Meeting with members of groups, businesses and organizations about changing or beginning an alcohol policy	November 2009-September 2009	Entire Coalition, Robena Downie	
Keeping track of groups presented to and what if any changes they made	November 2009-September 2009	Entire Coalition, Robena Downie	
Advertising those who made changes if they wish	March 2010-September 2010	Robena Downie	
Certificate to those who made a change in policy	March 2010-September 2010	Robena Downie	
Re-contact those who did not want to change, would they be willing to reconsider, what stopped them	August 2010-September 2010	Assigned coalition members, Robena Downie	

Steps to Accomplish PF Strategies

Strategy: Outlet Density		
Action Steps	Day/Month/Year of	Responsible Party
	Completion	
Indentify those who are willing	September 2009	Robena Downie
to speak at meetings and public		
forums		

Identify Key Questions to ask at meetings and forums	September 2009	Robena Downie
Person to read papers and check weekly for upcoming license issuances. May be reassigned monthly	September 2009	Robena Downie
Key spokespeople to attend meetings and ask questions about underage drinking, over- drinking etc.	October 2009-September 2010	TBD, Robena Downie
Discussing licensing with town council members and county commissioners	January 2010-February 2010	TBD, Robena Downie
Educating public officials	April 2010	TBD, Robena Downie
Possible Ordinance Ready	April 2010	TBD, Robena Downie
Public Education, pamphlets posters, Op-Ed	May-June 2010	Robena Downie

Steps to Accomplish PF Strategies

Strategy: Warning Signs		
Action Steps	Day/Month/Year of Completion	Responsible Party
Identify Liaison	September 2009	Robena Downie, Coalition
Meeting about increasing signage	October 2009	Robena Downie
One-on-One meetings about increasing signage	October 2009	Coalition Members TBD
Order signage	October 2009	Robena Downie
Distribute signage	November 2009	Robena Downie
Keep participant list	November 2009	Robena Downie
Advertise participants, check for new participants and add them to the list	November 2009, January 2010, May 2010	Robena Downie

Steps to Accomplish PF Strategies

Strategy: Public Awareness of Enforcement and Sanctions				
Action Steps	Day/Month/Year of Completion	Responsible Party		
Develop a new campaign	September 2009-December 2009	Robena Downie, Coalition Members TBD		
Advertise and promote new campaign	January 2010-September 2010	Robena Downie, Coalition Members TBD		

Steps to Accomplish PF Strategies

Strategy: Mandatory Responsible Beverage Server Training				
Action Steps	Day/Month/Year of Completion	Responsible Party		
Establish Key Spokesperson	September 2009	Coalition, Robena Downie		
Establish coalition party line on the issue	September 2009	Coalition, Robena Downie		
Pro-Mandatory Server Training Advertising	September 2009-January 2010	Robena Downie		
Press the Flesh Campaign	September 2009-January 2010	TBD Coalition Members		
Promotional Event	October 2009	Robena Downie, TBD Coalition Members		
Press Conference	November 2009	Robena Downie, TBD Coalition Members		
Educating City Council	October 2009	TBD Coalition Members		
Red Ribbon Around Car Antennas	December 2009	Robena Downie, TBD Coalition Members		

Steps to Accomplish PF Strategies

Strategy: Community Tip Line		
Action Steps	Day/Month/Year of Completion	Responsible Party
Choose Key Spokesperson	September 2009	Robena Downie, Coalition
Meeting to identify goals and cost/benefits	September 2009	Robena Downie, Coaliton
Key Stakeholder Meeting with Presenter	October 2009	Robena Downie
Purchase Items Needed for Implementation	November 2009	Robena Downie

Meeting with Key Stakeholders about implementation, reward and process	November 2009	Robena Downie
	December 2009	Key Stakeholders, Robena
Press Conference		Downie
Promotional Event	January 2010	Robena Downie, Youth
		Groups
Op-Ed	February 2010	Coalition Member TBD
Advertising begins	February 2010	Robena Downie
Promotional Event	May 2010	Robena Downie
Stakeholder Check In Meeting	June 2010	Robena Downie
Final Assessment Stakeholder Meeting	September 2010	Robena Downie

Steps to Accomplish PF Strategies

Strategy: Regional Networking and Community Training				
Action Steps	Day/Month/Year of Completion	Responsible Party		
Research Cultural Competence Trainings	December 2009	TBD Coalition Member		
Discussion of Cultural Competence Training & Which Training	December 2009	Robena Downie		
Contract with trainer to come to Sublette County in April	January 2010	Robena Downie		
Notify Community About Training	February& March 2010	Robena Downie, TBD Coalition Members		
Advertising	March 2010	Robena Downie		
Arrange for meeting space and refreshments	February 2010	Robena Downie		

Worksheet 8. Meeting Report – Workplan and Calendar Meeting

Date of Initial CAC	Place of Meeting	Length of	No. CAC
Meeting		Meeting	Members
June 18, 2009	SAFV Task Force Conference Room	2 hours	Attending
June 24, 2009		1 hour	8

Los Cabos Restaurant		1
Names of CAC Members Attending:		
Kathy Anderson, Doris Woodbury, Robin Clover, Ka Jenkins, Mandy Moffett	thy Anderson, Ian Allen, Betty Gion	, Kay Ryan, Scott
What Challenges and/or Problems Did Coalition Med	mbers Experience in Completing th	e Workplan?
The coalition members experienced problems definithe troubles were time constraints of various members consider their part in the coalition and what contribute	ers and the other part was they nee	
How Did the Coalition Members Decide to Address	Those Challenges?	
They decided they would consider it more during the ready to discuss roles and participation.	July break from meetings and con	ne back in August
Did Any of the Strategies Decided at the First Meetin How Did They Change and Why?)	ng Change During the Workplan Pro	ocess? (If Yes,
No		
Please provide any final comments regarding the	e strategic planning process with	vour CAC:
The strategic planning process went very smoot were happy with the direction that the coalition is change.	hly with the coalition. For the mo	ost part, they
Did you request any type of technical assistance from WyPTAC or the Division for this meeting? If no, why not? If yes, what type did you request?	Did you request WyPTAC or the Division provide direct assistance in facilitating this meeting? If no, why not?	Did you receive the TA requested?
No, the project manager felt she really understood the grant and what it was asking for and felt she did not need assistance.	No, the project manager felt she really understood the grant and what it was asking for and felt she did not need assistance.	

Worksheet 9. Prevention Framework Budget for October 2009 thru September 2010

			1	. 1	
	STRATEGY 1	STRATEGY 2	STRATEGY 3	STRATEGY 4	TOTAL
	Primary Plan	Mandatory Responsible Beverage Server Training	Community Tip Line	Regional Networking and Community	BUDGET
COST DESCRIPTION PERSONAL SERVICES				Training	
alaries & Wages	\$34,000.00				34,000.00
Employer Paid Benefits	\$10,948.00				10,948.00
SUPPORTING SERVICES					0.00
Communications:	In-kind				0.00
Internet					0.00
Telephone					0.00
Vehicle Expenses					0.00
TRAVEL/TRAINING/MEE TINGS					0.00
Travel In-State	1,500.00		250		1,750.00
Travel Out-of-State	2,000.00			1600	3,600.00
Training Costs	\$1,500.00			1500	3,000.00
Miscellaneous Meeting Exp.	1,500.00		250	500	2,250.00
SUPPLIES					0.00
Consumable Supplies	1000				1,000.00
Commercial Printing	3000	2500	2500	300	8,300.00
Publications Purchased	100				100.00
ADVERTISING/MEDIA COSTS	11,000.00	5,000.00	6,000.00	500	22,500.00
EQUIPMENT RENTAL					0.00
CONTRACTUAL SERVICES (please describe)					
1. WYSAC					\$5,165.10
2.WyPTEC					\$10,330.20
3. Texting Hotline and Equipment			3,000.00		\$3,000.00

4. Additional Law		2,500.00	2,500.00		\$5,000.00
Enforcement Costs					
5					\$0.00
OTHER COSTS (specify)					\$0.00
A. Rewards for Tip Line			2,000.00		\$2,000.00
B. Fiscal Agent Administration (4%)	\$2,896.00				\$2,896.00
C. Contingency (4%)	\$2,958.00				\$2,958.00
D.					\$0.00
Sub-TOTAL	\$72,402.00	10,000.00	16,500.00	4400	\$103,302.00

\$118,797. 30

TOTAL

Budget Narrative

A. Human Resources

Role	Name	Annual Salary	Annual Benefits	Annual Cost
Prevention Framework Manager	Robena Downie	\$34,000.00	\$10,948.00	\$44,948.00

High Country Counseling and Resource Centers is the fiscal agent for this grant and is the agency that employs the Prevention Framework Manager. The Prevention Framework Manager is responsible for project implementation, is the head of the Sublette County Prevention Coalition, and coordinates regularly with WyPTEC, WYSAC and the Mental Health and Substance Abuse Services Division. The Prevention Framework Manager is full time. Annual benefits are 25% of the Prevention Framework Manager's salary, which include health insurance and required employer contributions. The Prevention Framework Manager's resume is attached along with this document.

Request for Personnel Services: \$44,948.00

B. Supporting Services

SUPPORTING SERVICES			
Communications:			
Internet			
Telephone			
Vehicle Expenses			

Request for Supporting Services \$0.00

C. Travel/ Training/Meetings

Not applicable.

Purpose of Travel	Location	Item	Rate	Cost
Travel for the PF Manager to attend required meetings and trainings for the Primary Plan	In-State	Mileage, M&IE, Lodging	Federal	\$1,500.00
Travel For Manager to Alcohol Responsibility Conference	Out of State	Airfare, M&IE, Lodging, Transportation	Federal and actual costs for airfare & lodging	\$3,000.00
Travel for speaker to come to meeting to discuss Texting Hotline	In-State	Mileage, Lodging, M&IE	Federal	\$250.00
Travel for trainer to train the community, training costs included.	Out -of-State	Airfare, Lodging, Transportation , Speaker's Fee, M&IE	Federal and actual for airfare and transportation	\$3,600.00
Meeting Expenses will be required for the Sublette County Prevention Coalition	In-State	Meals, beverages	Actual Costs	\$1,500.00
Meeting Expenses for the Key Stakeholders Meetings	In-State	Meals, Beverages	Actual Costs	\$250.00

Travel is requested for the PF Manager to attend required in-state training and attend one out of state training, a national prevention conference. This directly supports the Primary Plan. Additional funding is requested to allow a fellow PF Manager to come to Sublette County and present on their Texting Hotline Plan and to allow the Sublette County Prevention Coalition and the community of Sublette County to have recognized trainer train the community in cultural competence. Finally, the funding for meeting costs is requested for the Primary Plan and is allocated to regularly scheduled coalition meetings.

Request for Travel/Trainings/Meetings: \$10,100.00

D. Supplies

Item	Rate	Cost
Consumable Supplies for Primary Plan	\$83.33 per month	\$1000.00
Commercial Printing	Estimated actual cost	\$8300.00

Publications	Purchase Cost	\$100.00
Purchased		

Consumable office supplies, copies, postage and other sundry items are needed for the general operation of the Sublette County Prevention Coalition. The Primary Plan and all of the special projects need to raise awareness and educate and inform the community through printed distributable materials. Estimated costs are categorized in the budget. A budget for the purchase of the Pinedale Roundup and the Sublette Examiner has been allocated for the Primary Prevention Plan.

Request for Supplies: \$9,400.00

E. Advertising and Media Costs

	1	T T
Item	Rate	Cost
Primary Plan	Estimated Actual Cost for Design and Advertising	\$11,000.00
Mandatory Server Training	Estimated Actual Cost for Design and Advertising	\$5,000.00
Texting Hotline	Estimated Actual Cost for Design and Advertising	\$6,000.00
Regional Networking and Community Training	Estimated Actual Cost for Design and Advertising	\$500.00

The Sublette County Prevention Coalition plans to use the Montana Most of Us and the Line Media Campaign as well as any created media to support the primary plan prevention efforts. Additional Special Project Media will be used for heavy advertising for Mandatory Server Training to get the information out into the community, as well as the heavy advertising needed for a successful texting hotline. In addition there is advertising to expand the community training from coalition members to the community at large.

Request for Advertising and Media Creation Costs: \$22, 500.00

F. Equipment Rental

No equipment rental budgeted.

G. Contractual Costs

Name	Service	Rate	Period	Costs
Texting Hotline	Estimated set up and cost for texting hotline	Flat fee and about \$125 in maintenance costs monthly	January 2010- September 2010	\$3,000.00
Law Enforcement Costs	Provide additional funding to law enforcement for new possible time	Estimated at 25/hr for 100 hours for each new program	FY 2009-2010	\$5,000.00

additions, in checking server training and in responding to		
texted information		

As a part of our Special Projects plan we are estimating a cost of \$3,000 for the set up and maintenance of the texting hotline. However, if that project goes through as well as the mandatory server training, it will create some more work for law enforcement. Therefore, it was thought ideal to be able to off-set some of the additional costs that will be incurred with the new projects.

Request for Contractual Costs (does not include WyPTEC or WYSAC) \$8,000.00

H. Other Costs

Item	Rate	Cost
Texting hotline rewards	Estimated average reward \$20	\$2000.00
Fiscal Agent Administration	\$241.33/month	\$2,896.00
Contingency	N/A	\$2,958.00

This other cost is the other portion of a successful hotline; very well advertised and known in the community and some reward for the effort to call. A group of stakeholders will determine the rewards pay scale, it was estimated that \$20 would be the average reward with some falling on the higher or lower end of that scale. The fiscal agent requests 4% of the grant for administration costs, such as a payroll and other costs associated with housing the grant. The contingency portion of the grant is to fund unforeseen cost overruns within the primary plan, often costs change in the time between estimation and implementation.

Request for Other Costs: \$7,854.00