



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**November 20, 2019**  
**9:30 a.m.**

**Executive committee members present:** Melissa Mezo, Heather Taylor, Marc Shigeta, Kelly Aberasturi, Penny Jones  
Staff Present: Linda Pratzner, Chuck Christiansen, Dahlia Stender, Joy Husmann

**Review Attendance Board members**

The Executive members reviewed the attendance roster. Linda to reach out to Gina Osterloth, Parent of a Child with Substance Use Disorder Representative to see if she wants to continue to attend the meetings,

**Action Item: Review and Approval of Amendment to Grant Request Form**

The Executive members reviewed the application for grant request form. Add an evaluation form to the grant request form for a reporting back method. Dahlia Stender brought an example of an evaluation form as an example to share. There would be a deadline to fill out the evaluation form. Another suggestion was to remove the phrase "request will not be denied if answer is no" per Heather Taylor and change the gaps and needs to strategic plan on page three of the grant request.

**Motion:** An evaluation form will be added to the current grant request form for the Executive Committee to review in January 2020 and also the SWDH Finance Manager will address some of the questions the Executive Committee had on the grant request form.

**Action Item: Review and Approval of Grant Request Cycle Change**

The Executive members reviewed the grant request cycle to change from applying at a specific time of the year to be able to apply anytime during the year.

**Motion:** Motion carried by unanimous approval.

The meeting adjourned at 10:07 a.m.