

## OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: SCAODA Workplace prevention ad hoc committee			Attending: Jill Gamez, Michelle Devine Geise, Eva Scheppa, Frank Buress, Cecie Culp, Roger Frings, Chris Warlow, Raina Haralampopoulos, Allison weber
Date: 1/30/2019	Time Started: 10:00AM	Time Ended: 12:00PM	
Location: conference call			Presiding Officer: Jill Gamez

### Minutes

- 1.) Jill Gamez called the meeting to order and introductions were made.
  - 2.) Approval of previous meeting minutes: Michelle made a motion and Eva seconded the motion. Motion carried.
  - 3.) Public comment: there was no public comment.
  - 4.) Michelle presented the case study that she has been working on for the report and the committee commented. The group wondered about the sustainability of the program. There was discussion on the connections to local business groups such as the Chamber of Commerce, the better business bureau and others for specific areas of business. The group also discussed where the case study would be placed in the report.  
The cover page was also discussed. The group decided to remove the “tobacco” wording from the title and asked for more diversity in the pictures as well as pictures better reflecting the content of the report. The title agreed upon is “An Analysis of Reducing the Effects of Substance Use in the Workforce”.  
The group talked about the other sections of the report briefly, including drug testing sections and the contributions of DWD. Roger recommended that we reach out to DWD and let them see the DRAFT report. He will reach out to his contacts at DWD and get back to Allison.
  - 5.) Chris Wardlow joined the call and gave the ad hoc committee some guidance on the timelines for the report. The DRAFT should be ready to present to the Prevention committee on April 18th. The committee should plan on sending the DRAFT report to the Prevention committee a few weeks prior to the meeting. The report should then, if approved by the Prevention committee, be presented to SCAODA on June 7, 2019. Chris also offered his expertise in prevention to work on the Evidence-based practices to recommend in the report.
  - 6.) Future ad hoc meetings were planned for 2.14.19, 3.1.19 and 3.12.19.
  - 7.) Meeting adjourned by chair Jill Gamez
- The next meeting will be a conference call on 2.14.19 from 10:30 AM-12:00PM

Prepared by: Allison Weber on 2/1/2019.

These minutes are in draft form. They will be presented for approval by the governmental body on: 2/14/2019