

Highland Community Collaboration Council  
Meeting Minutes  
March 13, 2017

The Highlands Community Collaboration Council had a meeting on March 13, 2017 in the Smyth County Office Building.

**Welcome and Introductions**

Chris opened the meeting at 9:30 and members introduced themselves. A sign-in sheet was passed around the room. He asked for additions or corrections to the agenda.

**Review and approval of Minutes of February 13, 2016 meeting**

Randy motioned and Howard seconded the minutes. All in favor. The minutes are approved.

**New Business**

- **Update on Council Tax Status: F. McNabb, OEI**

Felisha is the fiscal agent. She called the auditor and asked several questions about the role she is expected to fill. The letter of determination is not readily available. We have a requirement to complete an E90N. This is for organizations who have less than \$50,000 in funding. It is filed online and is required to be completed within three years in order to maintain 501c3. She also asked if we should do a 102 and auditor said this should be completed through OEI. The reasoning is that grantors are unlikely to approve a grant for an agency who has no budget and no employees.

Randy says the 501c3 was pursued in an effort to allow the organization to apply for grants. The funding would be used to assist offenders with tangible items and funds.

Matt says the 501c3 approval was received in October 2013. Mark was the holder of the file. Several people saw the form and Felisha has a copy of SCC from February 2014. Several members will stay after this meeting to finalize a plan for the assembly of documents.

Chris says the goal was to put us in a better situation to pursue grants.

- **Matt Sackwitz: Grant update**

Matt distributed some grant documents and said we are in a good position to move forward. There are things we need to create such as a budget. We have 100% volunteer board. The only members who could be paid are executive members and they are not. Things such as meeting rooms and the time dedicated to the group can be used as in-kind donations.

Matt walked the group through a draft of the grant proposal. We need to consider that any grant received will require that we have a plan to maintain the program into the future will limited/no ongoing funding.

Howard says there are collaborative grants that can be pursued to spread the funding amongst different agencies.

Manuel asks if there is a certain amount of the request. Matt says we are asking for  $\frac{1}{4}$  of the total cost. Target has grant opportunities available after April 1. Walmart accepts requests for up to \$2500 per year.

Chris says we are getting close to the point of getting the necessary paperwork and plans in place to pursue some grants.

Howard says there is a requirement for a 102 in Virginia to register as a non-profit to enter into fundraising. There is also greater cost associated when grant funding is achieved. Randy says there is a possibility of creating an administrative position to handle the tasks of the organization. Matt says an employee could be written into the grant but there is additional cost associated with that. Chris says Randy has made a good point about the administrative position and having that person would be beneficial for the organization.

Howard sits on two non-profit boards. Each has only one staff member. It can be worked into the grant.

Manuel asks if the organization is prepared to accept funds. Felisha says it can be accomplished through OEI. They would honor the decision of the committee. Randy questions how we authorize expenditures. He says if time is limited, we need to plan to make the check directly to the landlord. In the future, we will be prepared to accept checks through the fiscal agent.

- **Misc.**

Chris asks Manuel for an update on the website. He has added more content and we are receiving 100-200 views per week. Chris asks for the group to provide Manuel with updated information.

The VADOC academy is conducting opioid crisis training sessions on March 21. He will coordinate some of the speakers to present to this group at a later date.

The web address is [highlandsgccc.org](http://highlandsgccc.org)

Linda encourages the group to refer people to the website for resources. She adds that TN has a TN Faith Community Initiative that is doing well and they are willing to travel to other states to present the efforts. The ASAC is also working to bring the faith based community to the table. There are nine pages of churches in Smyth County. There is currently no organized effort. Chris says this is why it is important to move forward as a council and obtain a staff position. That person could then be the contact for faith based community.

### **Sub -Committee Reports**

There is a discussion about listing the committees as well as members on the website.

Housing: Did not meet this month. Emma went to a meeting in Wythe and encouraged them to participate in this group as well.

Service Integration: Emma

Employment: No members. The VEC needs to send a representative.

Mentoring: Ruth

Substance Abuse: Teresa, Emma

Public Relations: Kim

Executive Committee: Chris, Kim, Felisha and Chris.

### **Re-entry Updates**

Chris provided a summary of the state re-entry meeting in Abingdon.

### **Local Coalition Updates**

Linda says Bristol Lifestyle Recovery is set to open May 1. The owners are doing owner finance for five years in order to get the facility opened. They have been receiving applications. Once the transfer happens, Linda will send out an email for services needed to prepare the facility. Howard mentions a grant for homeless that may help.

### **Questions/Concerns/Comments/Announcements:**

Felisha says AmeriCorp has issued a release about RFP proposals for individuals to combat the opioid crisis. These members could serve 1700 hours per year. OEI would be an intermediary. \$7500 match.

[manuelstreet14@gmail.com](mailto:manuelstreet14@gmail.com)

We will add the web address to future agendas.

**Next meeting –April 10, 2017**

### **The meeting adjourned at 10:50 a.m.**

If there is someone you would like for us to invite to a future meeting as either a guest or member, please let one of us know.

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Respectfully submitted,  
Chris Austin  
Secretary