

Jefferson Township Youth Coalition, Minutes of January 10th, 2022 Meeting Zoom

In attendance: Carly Sinnott (PIK), Ashley Brown (PIK), Patrice Reilly (PIK), Barb Kauffman (PIK), Jeanne Howe (JT School District), Janet Boetticher (JT Connect), Brittany Boetticher (JT Connect/Young Adult), Kim Reid (Teen Scene), Carol Puntineiri (JT Arts Committee), Pam Graham (JT Middle School/Teen Scene), Colleen Orlando (Haunted House), April Tarabocchia (JT Education Foundation), Al Salzano (Volunteer), Mike Smith (Nisivoccia/Business), Mike Lonie (JT High School), Adam Riley (JT Police Department), Ashley Hecht (Youth), Jason Fuehring (JT Police Department), Jess Mondino (Morris County Youth Services), Johanna Rivera (Exit Realty/Business), Kris Wilsusen (JT Health Educator/JTMAC).

The meeting was started at 5:30 pm with welcome and introductions via zoom.

At the beginning of the meeting, Ashley gave a quick overview of what JTYC is. She then went through the Action Plan items. Some of the items were highlighted to show where members could get involved and also how we could change this action plan each year of the grant. Kris Wilsusen mentioned it would be great to get “cards” of some type to be given to students for the “Plant the Promise” initiative so that they can pledge to stay substance free.

Next, Carly went over some of the volunteer opportunities. She spoke about the Sticker Shock campaign & other materials that can be handed out in the community. Kris Wilsusen mentioned it would be good to get the students involved in the sticker shock and bring them to local bagel shops, and pizza stores. Carly also spoke about social media. Many members in the chat voiced that they could share flyers on their different social media pages.

Ashley talked next about opportunities for youth involvement. Especially focusing on National Drug & Alcohol Fact week and Alcohol Awareness month in April. Kim Reid suggested hosting something in April with Teen Scene at the school that the kids can put on. Then, we can suggest that kids need to bring a parent so that both the students and parents are getting involved. Kris Wilsusen also mentioned doing a “Beat the Clock” idea. Other ideas that were thrown out were to have an art contest or Tik Tok challenge and have students make a form of art that shows their “Natural High”.

The zoom was interrupted briefly for technical issues but was resumed shortly after.

Colleen mentioned that it is important to also think of the students that may not be involved and how to create activities that can get them involved. Something like getting them active in dodgeball or other physical activities.

Carly then listed some of the upcoming events. Including, the Hidden in Plain Sight event on Monday January 17th. The Cannabis Legalization virtual event on Tuesday January 18th. Carly spoke about some of the PIK staff going to CADCA to educate themselves and see what other DFC grants are doing around the country.

Patrice spoke about how all Jefferson Township schools are going to be a “pilot” for being trained in being trauma attuned. They will have the Center for Great Expectations come and train all staff.

Kris Wilsusen mentioned the changing of the youth meeting to January 25th.

The meeting ended at 6:30 pm.

Jefferson Township Youth Coalition, Minutes of March 14th, 2022 Meeting Zoom

In attendance: Carly Sinnott (PIK), Ashley Brown (PIK), Bill Carroll (Law Enforcement), Jeremy Romash (Law Enforcement), Kristine Wilsusen (JTMAC), Melissa Kiritsis (JTConnect), Heather Marsh (JTMAC), Michael Lonie (High School), Michael Smith (Nisivoccia), Laura Brinson (Epiphany), Abigail, April Tarabocchia (JTEF), Pamela Graham (JTEF), Wendy Stabile (JTMAC), Colleen Orlando (Community Member), Jes Mondino (YSAC).

The meeting started at 5:30 pm with welcome and introductions via zoom.

Carly began the meeting by giving an overview of what JTYC has been up to for the past few months. She went over the Hidden in Plain Sight, thanking the Police Department. And also just giving an update that it was a great way for parents to connect. She also mentioned that there was a meeting with the middle school and high school to discuss bringing a Peer to Peer mentor program to the schools. Carly also gave an update that JTMAC and JTYC will be combining efforts in the future. This includes combining meetings and activities. Kris Wilsusen spoke that she is excited about this merge because the two groups seem to have very similar ideas and goals.

Ashley spoke next about some action items for the group. The first was about the SBIRT program and how it would be a great opportunity for Jefferson schools to get involved. Kris also echoed this statement. Michael Lonie said that he could bring the SBIRT materials to Mr. Lipton at the school. Ashley also mentioned that we have to begin thinking about the youth student survey. Kris Wilsusen said that we can contact Mrs. Howe to ask about getting the survey into the schools. Ashley also spoke about getting the lighting at Stanlick School. Jeremy Romash spoke about how we can contact Mr. Pappa and discuss what he would like and then we will have to contact JCP&L.

Carly then discussed the upcoming events and things going on with the youth. The first was National Alcohol and Drug Fact week which will occur next week. There will be daily morning announcements, questions that students can ask other students, and a Tik Tok challenge for students. Carly also mentioned that Alcohol Awareness is coming up and spoke about a puzzle idea that we can do. And would love for any ideas from the group. Then, Carly brought in Laura Brinson to talk about doing a youth summit in the fall. Laura gave an overview of what the summit would look like.

Then, Ashley gave some updates on current Jefferson Township Youth Coalition activities. The schools in Jefferson have begun their trauma attuned training. Ashley also mentioned the Jefferson pop up center is beginning and Kris chimed in to mentioned she is excited for this and is trying to get business cards made up for the pop up center. Ashley also spoke about the webpage launch and how herself and Carly will be away for 2 weeks in April for a training and a conference. Then, Ashley let Kris take the floor to discuss the Hike for a Healthy Mind on June 4th. Jeremy said he can help with traffic.

Then, Kris spoke about some of the upcoming events in the community. On June 5th there will be a Hooked on Fishing Not Drugs for about 50 kids, Jeremy is the contact for this. On May 19th there will be a transitioning into middle school program for all 5th graders and their parents. It is a way to let the kids know what to expect in middle school and some coping skills they can use. Kris also spoke about a biking event with White Rock school that may be happening. Jeremy will reach out to Grace Ryan Smith about the biking event. Kris also said how we will be having health fair events at the elementary schools with the alliance students that Ashley and Carly will help out with. National Night out will be on August 2nd with the 60-75 police academy cadets. Kris also would like if we can have a Marijuana program for adults in Jefferson. And Kris also is getting shirts made for the Jefferson striders that will have the JTMAC and JTYC logo.

The meeting ending at 6:30 pm and the next meeting will be on Monday April 25th 2022 at 5:30 pm via zoom.

Jefferson Township Youth Coalition, Minutes of April 25th, 2022 Meeting Zoom

In attendance: Carly Sinnott (PIK), Ashley Brown (PIK), Bill Carroll (Law Enforcement), Kristine Wilsusen (JTMAC), Heather Marsh (JTMAC), Michael Smith (Nisivoccia), Laura Brinson (Epiphany), April Tarabocchia (JTEF), Pamela Graham (JTEF), Wendy Stabile (JTMAC), Carol Punetieri (Jefferson Arts), John Williams (JTEF), Jordana Van Wolde (Community Member), Al Salzano (Community Member).

The meeting started at 5:30 pm with welcome and introductions via zoom.

Carly began the meeting by giving an overview of what JTYC has been up to for the last month. She began by discussing how the National Drug & Alcohol Fact Week went. There were announcements made every day of the week that all of the students heard about different substances. As well as, a quiz that went out to students with different questions about substances. We got about 45 responses and were able to hand out a prize to someone. Next, Carly mentioned the Trauma Attuned schools training were completed for all Jefferson Township Schools. Last, Carly highlighted how her and Ashley were about the past 2 weeks. At the Coalition Academy, Carly and Ashley were able to create a logic model which will be shown to the group in the fall. Also, the Rx Summit highlighted the importance of getting the word out about fentanyl and how important that is because of how many overdoses are occurring.

Ashley spoke next about the opportunity to place 2 yellow picnic benches in the community. The benches are from the mental health association and can be painted by youth. They are supposed to represent hope and community gathering. One can be placed at the high school and then Ashley asked the group where the other one should be placed. Carol Punetieri mentioned that Camp Jefferson would be a good place. She said the contact is Grace Rynsmith and she can introduce us via email.

Ashley spoke about the upcoming events. On April 27th Our Hopes and Dreams is at the Library from 7-8 pm. May 8th – 14th is National Prevention Week and we will be posting prevention facts every day of the week. May 15th is Hike for a Healthy Minds from 9 – 11 am for those who want to hike with others in the community. May 19th is Transitioning into Middle School from 6-7:30 pm. June 6th is the tentative date for Cannabis 101 with the Jefferson Township PD. And June 8th is The Fentanyl Factor hosted by Prevention is Key at 10 am.

Other announcements were made by coalition members. Bill Carroll said this weekend on Saturday at the Jefferson Township Police Department is Drug Take Back day from 10 am – 2 pm. Heather Marsh said that National Night Out is coming up in August. Kris Wilsusen mentioned that we need people to help read scholarships, Ashley, Carly, and Al volunteered to read them. On May 6th from 9 am – 10:30 am will be the health fair at Stanlick and Ashley and Carly will do a Footprints lesson there. May 21st will be the Block Party and Kris said we can maybe make a list so that people can come in shifts.

There was also a discussion about how we need to get a better way of getting out some of the events. Everyone is finding that it is difficult to get messaging out about events. So Ashley suggested we will send a newsletter every month with a list of events. And whenever we go out into the community we need to be trying to get emails. And maybe everyone can send a list of contacts they have so we can begin to build out list serve.

The meeting ended at 6:30 pm and the next meeting will be on Monday May 23rd 2022 from 5:30 pm to 6:30 pm.

Jefferson Township Youth Coalition, Minutes of May 23rd, 2022 Meeting Zoom

In attendance: Carly Sinnott (PIK), Ashley Brown (PIK), Michael Smith (Nisivoccia), Laura Brinson (Epiphany), Adam Riley (Law Enforcement), Jeanne Howe (Superintendent).

The meeting started at 5:30 pm with welcome and introductions via zoom.

Carly began the meeting by sharing some new ideas. The first was about how a group of us are trying to create one central social media page. This way, people in the community do not have to go to all different pages to get information. A small group will be meeting again next week to discuss what the page will look like and who will run it. Carly also mentioned that we will be sending out monthly newsletters for JTYC. So if anyone ever has any events they can send it to us at the end of the month so we can put them in the newsletter.

Ashley then discussed some volunteer opportunities. The yellow picnic benches are being placed in the High School and at Camp Jefferson. There will be an opportunity for people to volunteer and help paint at the camp Jefferson location. As well as, if anyone would like to attend the ribbon cutting ceremony. Also, National Night Out is on August 2nd and volunteers will be needed for that.

Then, Carly spoke about some of the upcoming webinars. She first spoke about the Let's Talk Cannabis event that JTYC will be hosting with the Jefferson Police Department. She mentioned there were no registrants yet and Jeanne Howe suggested putting on the school website to get more registrants. There is also The Fentanyl Factor webinar on June 8th for the public to come to virtually.

Some members mentioned they would want to attend the yellow bench painting or ribbon cutting so Ashley is going to send out an email with the details on that.

The meeting ended at 6 pm and the next meeting will be announced at a later date.

Jefferson Township Youth Coalition, Minutes of September 27th, 2022 Meeting

In attendance: Carly Sinnott, Patrice Reilly, Kristine Wilsusen, Carol Punturei, Kelly Efchack, Wendy Stabile, Jordana Van Wolde.

The meeting began at 6:30 pm with welcome and introductions.

Carly began the meeting by starting with a post it activity. There were questions on the walls for participants to answer. Some questions were: what problems do we see contributing to substance use, how can we tackle these problems, other ideas, etc. Each participant was asked to write a few things on a post it that pertained to each question. A separate sheet has been created to keep track of what all participants wrote down.

Next, Carly went through some of the upcoming events. Red ribbon week was mentioned, and on October 25th at the high school, students will be putting out pinwheels for the pinwheel project. Carly also spoke about the upcoming dates for Cornell Thomas. Carly also mentioned the legislative breakfast happening on October 12th with PIK. It will be hybrid and all about harm reduction. Lastly, Carly mentioned the youth did a focus group that day and there will be a survey with information about substances that the youth will be taking.

Jordana then spoke about our new social media page. Jefferson Health Connection, will be a page for JTYC, JTMAC, and JTConnect. This will be a way to get more information out from both groups. Jordana also mentioned that we need people to be filmed for videos for the page. Kelly volunteered to be filmed and we brainstormed about maybe chiropractors or other health and wellness business that may want to be filmed.

Other things discussed were as follows. Brainstorming about how to get more events out to the public. It was a topic of discussion that it is difficult to make people aware of events. Carol also mentioned the Jefferson Arts will be hosting an open mic in the spring and possibly a window painting contest in the winter. Kris mentioned JTConnect will be hosting something for veteran suicide awareness. There was also a discussion about possibly doing our own butterfly release in Jefferson for those who have lost loved ones to an overdose.

The next meeting will be October 24th at 6:30 pm at the municipal building.

Jefferson Township Youth Coalition, Minutes of October 24th,2022 Meeting

In attendance: Carly Sinnott (PIK), Bill Carroll (Law Enforcement), Kristine Wilsusen (JTMAC), Michael Smith (Nisivoccia), Laura Brinson (Epiphany), April Tarabocchia (JTEF), Jordana Van Wolde (Community Member), Al Salzano (Community Member), Adrianna Dionsio (Student), Marie Ann Granata (Community Member), Anna Caramanna (JTConnect).

The meeting began at 6:30 pm with welcome and introductions.

Carly began by talking about the upcoming events. She spoke about Cornell Thomas coming on October 25th and November 16th. This would be an opportunity for anyone who wants to volunteer to help table the event. There will also be the pinwheel project on October 25th with the high school students. 500 pinwheels will be put on the high school lawn to represent the 5000 annual underage lives lost to drinking. Carly will be doing a vaping presentation for the 6th graders during DARE. And there will be a Hidden in Plain Sight event on November 7th with the JTPD.

Carly then spoke about what the youth will be doing this year. The youth will be working on creating a health fair for 8th graders. There will be 5 stations that surround substances and mental health. Each station will have a few students who work on that specific topic. Carly also told the group about how a few students will be coming to CADCA Forum this year.

Kris spoke about some upcoming JTMAC events. Such as Bodies in Motion, as well as Cornell Thomas speaking at the Pasta and a Programs.

Bill Carroll spoke about needing volunteers for the police trunk or treat this coming Sunday. They will also be doing a donut painting contest.

Jordana spoke about our social media page and trying to get people to follow it, as well as get people to be in videos for the page.

Al Salzano, came on around 7 pm when the meeting was ending and spoke about how he wants to get involved with the social media.

Kris, Bill, Anna, and Carly stayed at the municipal building until 7:30 pm to discuss how we can try to create an opioid overdose awareness campaign in Jefferson Township. There were ideas for a walk, at the football game, or after school. Carly said she will brainstorm with students and JTYC to see what event would be best.

The meeting ended at 7:30 pm and the next meeting will be November 28th from 6:30 pm – 7:30 pm.

Meeting Template Package

This package contains templates to use for project management meetings. You can assign specific attendees to take charge of each form:

1. Attendance List
2. Assigned Task List
3. Status List
4. AOB (Any Other Business) items for Chairperson (out of Agenda)
5. Documents Circulated or Received List
6. Meeting Checklist

Attendance List

Date: *Monday Nov 28, 2022*
Next Mtg: *Monday Jan 23, 2023*

Venue: *Zoom*
JT Municipal Bldg.

Scribe: *Marie Ann Granata*

Purpose: *Review progress against plans and update status*

Chair: *Carly Sinnott*

No.	Name / Organization	Role	In Attendance	Email Contact #
1	Patrice Reilly Jefferson Township Youth Coalition JTYC PIK	Program Manager	via Zoom	preilly@mcpik.org
2	Carly Sinnott JTYC CaresNJ.org Center for Addiction Recovery Education & Success	Project Manager	JT Muni Bldg.	CSinnott@mcpik.org
3	Kris Wilsusen JTMAC / JTCONNECT / JYTC	Health Education Consultant	via Zoom	JTMAC@jeffersontownship.net 1-973-445-5476
4	Kim Reid / Caylan Reid JT Teen Scene	Teen Scene/Parent Student	JT Muni Bldg.	
5	Jordana VanWolde JT Health Connection	Media Lead	via Zoom	Jvw1418@gmail.com
6	Marie Ann Granata	Project Mngt consultant	JT Muni Bldg.	mbg865@gmail.com 1-201-412-1959
7	April Tarrabocchia JT Education Foundation (JTEF)	JTEF	via Zoom	Littlebug716@yahoo.com
8	Bill (William) Carroll	JTPD School Resource	via Zoom	WCarroll@jeffersonpolice.com
9	Alya Mental Health Alliance	Student	via Zoom	

Task / Discussion List

No.	Task/Issue/Item/Ref.	Status Now	Presented By	Date Due
1	<p><i>Dec 2022 Calendar of events discussion</i></p> <ul style="list-style-type: none"> • <i>Sun Dec 4 Lite Luminaries w licensed clinical social worker @ town gazebo also a FB live event</i> • <i>Sat Dec 3 Peak Yoga event @oakridge former divine light yoga studio 10A-4P</i> • <i>Sat/Sun Dec 3-4 Christmas in the village</i> • <i>Blue Elf & Marine Corps - Toys for Tots</i> • <i>Teen Scene Membership at parent info night in Dec to solicit more members - communicate on FB and possible chat with JHC</i> • <i>Annual Wreath Sale</i> 	<i>In progress</i>	<p><i>Kris W Jordana Bill Kim April</i></p>	<i>Dec 31 2022</i>
2	<p><i>Jan 2023 events discussion</i></p> <ul style="list-style-type: none"> • <i>Sat Jan 14 - MLK weekend Girl Scouts Save a Life Event - Hope One will be there as well. Hands Only CPR training. Perhaps CAN YOU SEE ME awareness at the event.</i> • <i>Jan 20th Teen Scene On FB page will use "Go Live" presentations</i> 	<i>Planned</i>	<p><i>Carly Kim</i></p>	<i>Jan 2023</i>
3	<p><i>Future events for 2023</i></p> <ul style="list-style-type: none"> • <i>National overdose awareness days August 2023</i> <ul style="list-style-type: none"> ○ <i>Discussion of butterfly release and name reading</i> ○ <i>Move to June before school term ends discussion as well as location and time of day.</i> ○ <i>Communication on channels such as "good morning Jefferson"</i> ○ <i>Discussion on securing posters, banners and memoriams</i> 	<i>Planning needed</i>	<p><i>Carly / Patrice Kris</i></p>	<i>Jan 2023</i>

AOB items for Chairperson (not already on Agenda)

No.	Item/Issue/Ref. <u>for discussion as point on AOB (Any Other Business)</u>	Urgency	Raised by
1			
2			
3			

MEETING CHECKLIST

Item	Tick	Item	Tick
1. Referred project stakeholder management plan		13. Re-confirmed venue and time/duration	
2. Referred project communication management plan		14. Appliances acquired (e.g., projector)	x
3. Prepared agenda and validated points	x	15. Peripherals acquired (e.g., extension cords, laser pointers)	
4. Prepared rules of meeting if required (e.g., for brainstorming)	x	16. Consumables acquired (e.g., flip sheets, markers)	x
5. Prepared distribution materials/reports/references		17. Refreshments acquired	
6. Confirmed venue and time/duration	x	18. Prepared passes/informed security if parking is required	
7. Updated project calendar/IS	x	19. Informed security on AV/CCTV recording requirement	
8. Prepared notice of meeting with items #3.-5.	x	20.	
9. Informed/invited attendees/guests with item #8.	x	21.	
10. Appointed/informed chairperson/alternate chairperson	x	22.	
11. Appointed/informed scribe/alternate scribe	x		
12. Emailed/texted/called to remind/confirm attendance	x		

