

Nebraska State Suicide Prevention Coalition (NSSPC)

Meeting Minutes

April 22, 2016, 1:00 PM CST

Bryan West Hospital – Classroom #2

Dr. Don Belau and Dr. Dave Miers, Co-Chairs

Tiffany Mullison, State Suicide Prevention Outreach Coordinator

Attendees: Don Belau, Dave Miers, Tiffany Mullison, Jill Hamilton, Pam Oltman, Terri Marti, Allison Woolcott, Nikki Carritt, Ray Reimer, Jolie Vega, Cindy Buesing, Kathy Karsting, Michelle Nelson, Tyler Irvine, Brenda McDonald, Donna Benson, Mikayla Hammon, and Quinn Lewandowski

I. Approval of Minutes and Agenda

Tiffany Mullison made a motion to approve the minutes from the March 25, 2016 meeting. Tyler Irvine seconded this motion; the motion to approve the March minutes was passed unanimously.

Ray Reimer made a motion to approve the agenda from the April 22, 2016 meeting. Tiffany Mullison seconded this motion; the motion to approve the agenda was passed unanimously.

II. Youth Suicide Prevention Outreach Specialist Update

Carryover funds were used to purchase materials for the three established LOSS teams. Materials that were ordered include: a display board; the children's book, Grief is Like a Snowflake by Julia Cook; Suicide Loss Booklets in English and Spanish; coping after a suicide brochure; and a handbook for survivors of suicide. There are still LOSS materials and QPR booklets still available for distribution. Please contact Tiffany Mullison if interested in any of the materials

An additional \$4,000 in NSSPC/LOSS is in the Year 2 budget, ideas on how to spend these remaining funds will be discussed at the June Coalition meeting. In May, Denise Bulling will be brought in to review the State Suicide Prevention plan and facilitate the Coalition in the formation of formulating goals for the remainder of 2016 and beyond.

III. Updates to the NSSPC bylaws

The executive committee and those that were interested in lending their input in revising and recrafting the NSSPC bylaws came together in early April. The revised draft of the bylaws were presented to the coalition and now reflect the current strategies and objectives for the coalition. The Coalition reviewed the bylaws and Pam Oltman made a motion to approve the revised NSSPC bylaws. Kathy Karsting seconded this motion; the motion to approve the revised NSSPC bylaws was passed unanimously. THE APPROVED NSSPC BYLAWS ARE ATTACHED TO THIS DOCUMENT

IV. SAMHSA Grant Carryover Funds Update - Year One report submitted to SAMSHA in January by the University of Nebraska Public Policy Center. The carryover request for Year One has been approved, including requests for funds from five out of the six behavioral health regions. The full \$106,577 of funds which were unspent in Year One were requested for carryover. Of that full amount, \$92,175 were requested by the regions and \$14,402 was requested for DBH to purchase materials for the three established LOSS teams, update Ask A Question, Save a Life DVD, display boards for LOSS/NSSPC, and CAMS manuals for RBHA and the three Regional Centers. The State Plan is located on basecamp and will be posted on coalition specific websites soon. The plan to spend of the remaining \$4,000 on the rated priorities from the survey monkey will be under discussion in June.

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V. Behavioral Health Region Updates:

Region I – Region I is currently working with Professional Research Consultants, Inc. (PRC) to conduct an online survey of about 230 people on Youth Suicide Prevention. Their target population includes schools, mental health providers, and some counselors. Region I is planning on sending three people to Fort Worth, TX for the National LOSS Team Conference. The Panhandle Coalition will host a meeting on April 27th. Region I is currently discussing how to best assist QPR trainers, exploring and discussing bringing back the CAMS training, and hosting an AMSR training.

Region V – The Maternal Child Adolescent Program has been working with Region V to offer contact hours for nurses for attending QPR training. So far, MCAP has issued at least twenty contact hour certificates to nurses for attending QPR trainings. Region V continues to be very active in hosting QPR trainings.

VI. Coalition Updates:

Lincoln – The Lincoln Coalition has begun to incorporate some education into the meetings, their last meeting included a QPR training to start out the meeting. Currently developing public service announcements that will be shown at local theaters before the start of movies. Elementary suicide prevention become a focus of the coalition, and individuals are examining curriculums to provide prevention efforts that demographic.

Omaha – Omaha is forming a suicide prevention coalition. Meetings will soon commence and occur about once a month until the coalition is established.

Norfolk - March was extremely busy for the Norfolk coalition. Sally Spencer-Thomas and Kevin Hines were able to complete several speaking engagements throughout the area in March. Andres Sandoval taught a QPR class to approximately twenty ESU nurses. Norfolk will have their second annual shuffle board tourney in July. Last year raised the shuffle board tournament raised around \$12,000 for the Norfolk Coalition. The Norfolk Coalition will have signage on a wrecking derby car at Wayne Chicken Days. The car will be featured in the parade before the derby and provide spectators and interested parties with wristbands and awareness materials. Will host their annual walk in the fall. For the Oktoberfest event in the area the Norfolk will be sponsoring a sweater fun run were they will feature awareness.

Military – Continue to use ASSIST for their suicide prevention program. Upcoming Omaha ASSIST training is scheduled to have approximately twenty-five attendees. Jolie Vega is planning on making a push for means restriction and encouraging military members to use gun locks in their home. The military branches continue to work with the Lincoln LOSS team in putting together a postvention

State Coalition – State LOSS team conference planning is underway. Will be doing the early or late March/early April. Hosting it in Omaha. Friday/Saturday thing.

VII. Mini-Grants

Five organizations were awarded funds, \$2,000 from SAMHA; \$5,350 from Kim Foundation were split between those organizations. The awarded organizations and their activities include:

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- Northeast Nebraska Coalition for Suicide Education and Prevention, Inc.
 - Sally Spencer-Thomas' speaker fee was paid for with the grant dollars.
- Legal Aid of Nebraska
 - Sent two people to QPR training in Lincoln. Issued six vouchers for counseling.
- Midtown Health Center
 - Funded a booth at the college where they then did screenings and some private follow up with individuals that showed some warning signs
- Sutherland Community Action Team
 - The grant dollars brought additional training to school teachers, purchased awareness materials and assessment tools, and also purchased firearm means restriction materials for distribution.
- Central Nebraska LOSS Team
 - The grant dollars helped purchase materials for an event for National Suicide Prevention.

DHB will not award mini-grants in subsequent years of the grant.

Tiffany Mullison announced that mini-grants will again be available. This year a total of \$4,000 is available thanks to Kim Foundation funding.

The timeline for this year's mini-grants:

- Application released 4/25/16, due 5/20/16
- Recipients will be announced 6/24/16
- Projects must be completed by 12/31/16
- Reports are due 1/20/2017
- Priorities and instructions will be emailed and posted on NSSPC website.

Priority for the mini-grants is given to applications with:

- Focus on youth suicide prevention
- Use of evidence based, best practice or promising practice initiatives
- Matching funds
- Use of evaluation to measure effectiveness
- Requests of \$1,000 or lower

VIII. National Updates

The Suicide Prevention Resource Center (SPRC) will be hosting a webinar on March 1st on self-injury.

There are also two new Spark talks available on SPRC's website, and those new topics include: "Reducing Gun Access" and "Safe Reporting on Suicide." Please go to www.sprc.org for more information.

IX. Awareness:

Don't Be Sidelined Campaign - Date for Don't Be Sidelined Campaign Husker Baseball event is set for May 11th in Lincoln, NE.

September State Office Display Update – Tiffany Mullison has reserved one of the State Office building displays in September for National Suicide Prevention Month. The display area has no tables, no TV, no outlet access, and the display is limited to the two bulletin boards by main entrance. It is envisioned that the display boards will have one topic related to Suicide Prevention per week. If you are interested in possibly helping with the display or providing print materials to display, please contact Tiffany Mullison at Tiffany.Mullison@nebraska.gov.

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AFSP – Out of the Darkness Campus Walks occurred locally on UNO and UNL campuses in mid-April. UNO’s Campus Walk had almost 500 participants and raised over \$15,000. UNL’s Campus Walk had just over 600 participants and raised over \$25,000. The walks inspired hope, raised awareness, reduced the stigma surrounding mental illness/suicide, and created a sense of community among those passionate towards the prevention of suicide.

Other Awareness Activities - The coalition’s own Dr. Dave Miers of Bryan Medical Center and Julia Hebenstreit of the Kim Foundation will be featured on NET’s *Consider This* program to talk about suicide prevention. Their presentation will be featured here: <http://netnebraska.org/interactive-multimedia/outreach/consider-suicide-prevention-1924>.

X. Other Updates from Members

Project Extra Mile –Project Extra Mile co-hosted a national conference in DC, called Alcohol Policy Conference 17 that focused on policy and how that influences health and safety. On May 18th, PEM is hosting Robert Pezzolesi from the New York Alcohol Policy Alliance to give a presentation entitled “Alcohol and Cancer: Research and Policy Implications.” On June 9th, PEM will also help host a presentation on the issues surrounding the alcohol sales in Whiteclay, NE. Please visit <http://www.projectextramile.org/events/documentary-screening-sober-indiandangerous-indian> for more information on that upcoming presentation.

XI. Upcoming Training Opportunities

- a. Don’t Be Sidelined Husker Baseball Event – May 11th in Lincoln, NE
- b. AFSP Omaha Tour for Hope 2016 – May 22nd in Omaha, NE
- c. DBH Annual Conference – May 31st – June 2nd in Lincoln, NE
- d. No Wrong Door Workshop – July 13th in Lincoln, NE
- e. Health Youth Nebraska Conference – Sept. 19th in Kearney, NE
- f. National LOSS Team Conference – Sept. 28th & 29th in Fort Worth, TX

XII. Announcements

No announcements

XIII. April SPARK talk – Safe Reporting

Please visit: <http://sparktalks.sprc.org/video/safe-reporting>

XIV. Next Coalition Meeting

May 20, 2016 @ 1:00 PM CST – Classroom #2
Bryan West Hospital

Nebraska State Suicide Prevention Coalition

BYLAWS

Article I. Organization

The name of this body shall be the Nebraska State Suicide Prevention Coalition, henceforth referred to as NSSPC or the Coalition. As a statewide organization, the NSSPC is a cooperative and representative group of organizations, businesses, healthcare providers, state and behavioral health regions, agency representatives, advocacy groups, survivors, interested individuals, and faith and community-based organizations committed to suicide prevention in Nebraska.

Article II. Purpose

The purpose of the NSSPC is to support National Zero suicide efforts, and to help promote healing of communities, schools, families, and individuals after experiencing a death by suicide. This purpose will be achieved by setting short-term and long-term goals with action plans consistent with reducing the stigma of suicide. The Coalition will support local coalitions focused upon suicide prevention/postvention and the current Nebraska State Suicide Prevention Plan. These bylaws will be reviewed on annual basis by the Executive Committee.

Article III.---Executive Committee and Officers

Section 1 The Executive Committee shall consist of the two Co-Chairpersons, a Co-Chairperson elect, an appointed Secretary, Treasurer, and the Outreach Coordinator.

In 2017, for a term of one year, one Co-chairperson will continue to serve as a past-chair.

Section 2 The duties of the Executive Committee shall include the following:

- a) Monitor the overall policy and direction of the Coalition.
- b) Take necessary action to develop and manage the budget and determine the need for an independent audit.
- c) Convene regular meetings of the Coalition.
- d) Ensure that the activities of the Coalition are in alignment with the goals and the implementation of the Nebraska State Suicide Prevention Plan.

Section 3 The Executive Committee shall meet at as needed to handle necessary business with minutes being taken. A simple majority of the Members of the Executive Council shall constitute a quorum for the transaction of business.

Section 4 The terms of Executive Committee officers will begin upon conclusion of elections at the annual meeting, in January. Two Co-Chairpersons—with one serving a two year term, and the second Co-Chairperson, a three-year term. The Co-Chairperson-elect term shall be for three years. This position will progress without election to a Co-Chairperson(s) position.

Section 5 Each member of the Executive Committee shall be entitled to one vote on each matter submitted to a vote of the committee.

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Section 6 The Executive Committee shall receive no compensation.

Section 7 Vacancies

When a vacancy on the Executive Committee exists mid-term, the Secretary must receive nominations to fill the vacancy from the members of the full Coalition two weeks in advance of a meeting. These nominations shall be sent out to Coalition members with the regular Coalition meeting announcement, to be voted upon at the next meeting. These vacancies will be filled only to the end of the exiting Executive Committee member's term.

Section 7 Resignation, termination, and absences

- a) Resignations from the Executive Committee must be in writing and received by the Secretary 30 days prior to leaving the position.
- b) An Executive Committee member may be removed for reasons relating to ethical misconduct by a three-fourths vote of the remaining Executive Committee.

Section 8 Nominations shall be a standing meeting agenda item prior to the election of officers. Nominations shall be accepted from the floor the meeting prior to elections. The Executive Committee shall prepare a ballot for formal vote. Only members in good standing and present may participate in the vote. If a vacancy exists on a ballot, eligible voters may write in a vote. New officers will begin their term the meeting immediately following the election.

Candidates for Co-Chairperson elect, and Secretary-elect shall be nominated by a meeting of all active past Executive Committee officers. The annual nomination meeting will be held in each November. Special nomination meetings will be held as necessary to fill mid-term vacancies.

Duties of Executive Committee Officers

Section 1 The duties of the Co-Chairpersons shall include the following:

- a) Convene regularly scheduled Coalition meetings and preside, or arrange for other members of the Executive Committee to preside, at each meeting.
- b) Ensure that the meetings are started and ended on time.
- c) Call for corrections to the previous monthly minutes. If there are no corrections, the Co-Chairperson shall call for a vote to accept and adopt the minutes. In the case of corrections, if there are minimal corrections, the Co-Chairperson will call for a vote to accept and adopt the minutes to include the corrections. In the case of many conflicts in the minutes, the minutes will be tabled until the next meeting and the secretary will circulate the minutes again for corrections and revisions, and vote moved to the next meeting.
- d) Serve as the official spokesperson(s) for the Coalition.
- e) Carry out other duties as deemed appropriate by the Executive Committee such as working with groups promoting suicide prevention and/or suicide postvention activities.

Section 2 The duties of the Secretary shall include the following:

- a) Record the minutes of the monthly Coalition meetings and make them available to the Executive Committee and Coalition members in a timely manner.

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- b) Record the minutes of any Executive Committee meeting.
- c) Create the agenda for the monthly meeting with the assistance from the Co-Chairpersons, and Outreach Coordinator; distributing the agenda prior to the meeting by email.
- d) Establish and keep the formal organizational records of the Coalition, including bylaws, meetings, minutes, activities, elections and policies.
- e) Assign another member to sit in for the Secretary in his/her absence and ensure that the minutes are taken at each meeting.
- f) Carry out other duties as delegated by the Co-Chairpersons.
- g) Will ensure that any technology and room assignment/location needed will be arranged in advance of the meeting

Section 3 The duties of the Outreach Coordinator shall include the following:

- a) Work with Secretary/designee to schedule Coalition and Executive Committee meetings
- b) Work with the Executive Committee and Coalition members to develop the goals and priorities of the Coalition with measureable outcomes and a strategic plan to meet the goals.
- c) Monitor and manage the process of the activities.
- d) Report the progress of Coalition activities at the regular monthly meetings.
- e) Carry out other duties as delegated by the Co-Chairpersons.
- f) Serves as the NSSP liaison as requested by Co-Chairpersons or Executive Committee.

Section 4 The Treasurer will be appointed for a two-year term by the Executive Committee. Duties of the Treasurer shall include the following:

- a) Prepare an annual budget in consultation with the Executive Committee and monitor spending.
- b) Supervise all assets and disbursement of funds.
- c) Provide written reports each meeting.
- d) Carry out other duties as delegated by the Co-Chairpersons.

Article IV. Coalition Membership – Roles and Duties of Members

Section 1 Membership of the Coalition shall include any interested person, such as representatives of public and private agencies and organizations as well as individual stakeholders, survivors, advocates, and non-profit organizations interested in suicide prevention, intervention, aftercare, and related issues.

Section 2 Membership in the Coalition shall be established by interested parties expressing an interest in Coalition activities and/or by expressing an interest in the Coalition by contacting the Outreach Coordinator requesting to participate in the Coalition email list.

Section 4 To be a voting member of the Coalition, a member must attend at least two meetings in the previous year, and be a member of the email list.

Article V. Meetings and Voting

Section 1 Coalition Meetings

Regular Meetings: Regular meetings of the Coalition will be held. The Secretary will provide notifications of meetings, minutes, and email reminders.

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Annual January Meeting: The annual meeting for the election of officers and the receipt of yearly officer reports, including year-end financial reports and the proposed budget will be held at the January meeting. At the conclusion of the election, the then serving Co-Chairperson-elect will assume the office of Co-Chairperson for the next meeting year(s).

Section 2 Notice of each meeting shall be given to each voting member by email.

Section 3 Members who have declared membership and are present at any properly announced meeting shall constitute a quorum.

Section 4 Committee Meetings.

The Executive committee, and/or Co-chairpersons may form an ad hoc committee(s) as needed to complete the goals of the Coalition.

Section 5 Special Meetings

Special meetings of the Coalition may be called by the Co-Chairpersons of the Executive Committee. Special meetings of a committee may be called by the chairperson of that committee.

Section 6 Voting

All voting by Coalition members shall be conducted at the regular meetings of the Coalition, and each eligible voting member present shall be entitled to one vote. The items to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place or by the Executive Committee.

Section 7 All meetings of the Coalition shall be open to the public.

Section 8 Robert's Rule of Order, Newly Revised, shall govern the conduct of business in all cases unless waived by an affirmative roll call vote by two-thirds (2/3) majority of those members present.

Article VI. Committees

Bylaws Committee

Section 1 The Bylaws Committee shall be designated by the Executive Committee. The duty of the Bylaws Committee shall be to maintain the Coalition rules of membership, conduct and activity.

Article VII. Amendments

Section 1 Bylaws may be amended when necessary by two-third majority vote of the Executive Committee. Proposed amendments must be submitted in writing to the Bylaws Committee. Those amendments shall be presented to the Executive Committee and considered within 60 days of receipt. The amendment will be offered for review by Coalition members at the following regular meeting of the Coalition and may be amended by a simple majority vote of Coalition members.

CERTIFICATION

These Bylaws were approved and adopted at a regular meeting of the NSSPC by two-thirds majority vote on April 22, 2016.