

Polk County Positive Support Network
PBS Board Meeting August 24th, 2020 from 1pm - 2:30pm

Present: Jen Muller, Jenn Lilly, Maria Walker, Kathleen Larson, Bonnie McHugh, Becky Hines

Absent: Jen Muto

1. Training Academy Update:
 - a. Jody has some dates from AI C - all virtual
 - i. Ok with us recording and will have available on demand
 - b. Susan over zoom with compassion fatigue
 - c. NADSP is free for everyone!!
2. Annual Report (PBS board president)
 - a. No need to complete this year due to COVID and the hold on training.
3. Solicit Board Member
 - a. Will need two new people to join the board
 - i. James is super interested in being a board member (Candeo)
 - b. Jen Muller will send out
 - i. Child Serve, Candeo, Goodwill, Easter Seals, CSA, Eyerly Ball, Broadlawns, LSI, Mainstream, Crest, HOPE
 1. Have to Jen Muller by September 15th (will email to all board members on the 16th)
4. Update Board Calendar (secretary)
 - a. No updates!
5. Quarterly Strategic Plan Review
 - a. Next Meeting
6. Plan/Develop Board Retreat Agenda
 - a. Introduction & team building activity (time frame) - Jen Muller
 - i.
 - b. Introductions to Binders (time frame)
 - i. PBS Philosophy & History - Jen M
 - ii. PBSN Board Tenure - Bonnie M
 - iii. By-Laws (discuss officer duties) - Maria W
 - iv. Rule - Maria W
 - v. PBSN Board and Member Calendars - Becky H
 - vi. Liaison Role - Becky H
 - vii. Strategic Plan - Bonnie M
 - viii. Annual Report - Jenn L

- ix. Intro to website - Jenn L
 - x. PBSN Meeting agenda/Notes - Jen M
 - xi. PBSN Quarterly Meeting agenda/notes - Jen M
 - xii. Misc - Jen M
 - c. Strategic plan (time frame)
 - i. Next meeting
 - d. Team building activity (time frame) - Bonnie M
 - e. Strategic plan assignments (time frame) - Jen M
 - f. New member advice - Becky, Kathleen and Jen
 - g. Questions
7. Secure location for Board Orientation
- a. Zoom from 2pm - 4pm on November 5th
8. October 9th quarterly meeting
- a. Introduction and welcome - Jen Muller
 - i. Icebreaker - One positive thing that has come from COVID
 - b. Book Overview - The Social Distancing Survival Guide - pandemic edition by Lucy Reicks
 - c. 1st give away - Bonnie W
 - i. Winner send address in zoom chat
 - d. Direct Support Success Stories:
 - i. Kathleen L (will reach out)
 - ii. Jenn L (will reach out)
 - iii. Bonnie M (will reach out)
 - e. Team Building Activities (zoom style) - Jen Muto
 - i. Will a break out session on this, keeping everyone connected
 - f. 2nd give away - Bonnie M
 - i. Winner send address in zoom chat
 - g. Leadership Success story or PBS tool: (things agencies are doing to connect with staff)
 - i. Optima - weekly 7:3 training topics (micro learning sessions) - Bonnie
 - h. Hot Topic - Self Guided Meditation - Jen Lilly
 - i. 3rd give away - Bonnie M
 - i. Winner send address in zoom chat
 - j. Upcoming Trainings - Kathleen L
 - k. Networking Groups
 - i. Self Guided Meditation - Jen Lilly
 - ii. Coping with the Pandemic - Jen Muller & Bonnie M
 - iii. Keeping everyone connected - Jen Muto & Maria W
9. Create consistent message (blurb) to summarize meeting today to send out to Liaison (send below "blurb" to those for which you are a liaison to)

A meeting of the Board of Polk County's Positive Behavior Support Network was held on August 24th, 2020, beginning at 1:00pm.

Member Present: Jen Muller, Jenn Lilly, Bonnie McHugh, Kathleen Larson, Maria Walker, Becky Hines

Members Absent: Jen Muto

Discussions were conducted on the following topics:

- Discussed some movement on trainings being scheduled
- Emails will be sent to agencies for 2 open board positions - will be due by Sept 15th.
- Developed agenda for Board Retreat
- Developed agenda for Quarterly Meeting

The following action was taken:

- Quarterly meeting will be held on October 9th via Zoom
- No annual report will be completed this year
- Date set for board retreat - November 5th from 2pm - 4pm via zoom

Next Board Meeting will be September 10th, 2020 from 2:30 - 4pm via a zoom call