

Kentucky Agency for Substance Abuse Policy (KY-ASAP)  
Woodford County Local Board

BY-LAWS OF THE LOCAL BOARD

**Article I: Name**

The body shall be known as the Kentucky Agency for Substance Abuse Policy Woodford County Local Board, hereinafter referred to as the Local Board.

**Article II: Mission**

Section. 2.1: The mission of the Local Board is to develop a long-term strategy that is designed to reduce the occurrence of youth and adult alcohol, tobacco and other drug use and addiction by the implementation of prevention, intervention and treatment strategies.

Section 2.2: The local Board will work to develop a strategy which:

1. Considers all county resources.
2. Includes an assessment of needs and available services in Woodford County
3. Reflects the mission of the Local Board
4. Enables the coordination and collaboration of alcohol, tobacco use, and drug and alcohol abuse prevention and treatment resources and systems in the Bluegrass Area Development District.

**Article III: Geographic Area**

Section 3.1: The area to be served by the Local Board shall include all of Woodford County.

**Article IV: Board Standards**

Section 4.1: Membership

Board membership shall consist of a minimum of fifteen (15) and a maximum of twenty (20) members. No more than twenty-five percent (25%) of the Local Board can live outside of Woodford County.

Section 4.2a: Composition

The Local Board shall be comprised of a comprehensive representation of Woodford County. The Local Board shall have the following permanent members:

1. County Judge Executive or designee
2. Executive Director of Comprehensive Care or designee
3. Director of Woodford County Health Department or designee
4. Coordinator of Family Resource or Youth Services Center or designee
5. Superintendent of Woodford County schools or designee
6. Service Region Administrator of the Cabinet for Families and Children, Department of Community Based Services or designee.

Section 4.2b: Non-permanent members of the Local Board will be drawn from the following community arenas:

- Counselor
- Religious Organizations
- Versailles Representative
- Midway Representative
- Judicial System
- Law Enforcement
- Coalition Chair
- Adult Community citizen
- Youth Community citizen
- Residential Treatment Center
- Community Organizations
- Business
- Media
- Health Care
- Groups whose mission is to provide alcohol, tobacco and other drug prevention
- Groups whose mission is to provide alcohol, tobacco and other drug treatment
- Local leaders in the area of alcohol, tobacco, and other drug prevention
- Midway College
- Representatives from Special Needs Populations

#### Section 4.3: Nominations and Appointments

Board representation as specified in Subsection 4.2a and 4.2b shall not exceed 10% per category of the total board composition. Representatives from health departments and community mental health centers shall be equivalent.

#### Section 4.4: Terms of Appointment

The term of board members as specified in Section 4.2a shall not expire. Non-permanent board members as specified in Section 4.2b shall serve two year terms. Terms shall begin January.

#### Section 4.5: Termination

\* Two consecutive unexcused absences on the part of any permanent member to regularly scheduled meetings of the Local Board shall serve to prompt the chairperson of the Local Board to inquire as to whether the members intends to remain on the Local Board. If the member decides he/she is no longer interested or does not reply within two weeks, the chairperson shall fill the vacancy as outlined below.

#### Section 4.6: Vacancy

In the event of a vacancy in a nonpermanent member position, the Chairperson shall appoint a nominating committee to recommend a new board member to the full board. At which time, the full board will vote on the candidate.

In the event of a vacancy in a permanent member position, the Chairperson shall contact the appropriate agency to solicit a new board member.

#### Section 4.7: Local KY-ASAP Board Requirements

Local Board requirements include:

1. Maintaining a written description of how members and officers are defined and selected
2. Written by-laws
3. An organization chart
4. A written description of the responsibilities of officers
5. A written description of procedures for decision-making
6. A written description for member rotation
7. Establishment of meeting times at regular time and date
8. Preparation of a written agenda for each meeting
9. Provision of a standard orientation for all new members
10. Distribution of meeting minutes to members prior to each meeting
11. A written description of procedures for dispute resolutions
12. Selection of a Fiscal Agent that receives funding from state or federal government
13. The Fiscal Agent shall be a permanent member of the Local Board

#### Section 4.8: Conflict of Interest

Any member of the Local Board having direct or indirect interest, beyond being a Local Board member, in any issue before the Local Board or any of its committees, shall reclude himself/herself from discussion of or decision on said issue.

✕ Section 4.9: Board members unable to attend a meeting will be allowed to send a designee to represent him or her on the Board. The designee shall be given voting privileges.

### **Article V: Organization**

#### Section 5.1: Executive Committee

The officers of the Local Board shall include the Chairperson, Vice Chairperson, and Secretary/Treasurer. These officers make up the Executive Committee. The Executive Committee may sometimes make decisions for the Board to make necessary expenditures of less than \$1,000 that fit within the budget.

#### Section 5.2: Chairperson

The Chairperson of the Local Board shall preside at all regularly scheduled meetings of the Local Board and shall serve as a representative of the Local Board to the Kentucky Agency for Substance Abuse Policy.

### Section 5.3: Vice-Chairperson

The Vice Chairperson shall assume all duties of the Chairperson in his/her absence at regularly scheduled meetings. The Vice Chairperson will be responsible for providing orientation and training to all new Local Board members.

### Section 5.4: Secretary/Treasurer

The Secretary/Treasurer shall be responsible for maintaining the minutes of the regularly scheduled meetings and the distribution of said minutes prior to the next regularly scheduled meeting. Minutes will also be forwarded to all Advisory Network Subcommittee members. The Secretary/Treasurer will present fiscal reports from the fiscal agent to the Local Board. The Secretary/Treasurer will monitor the membership (term) needs of the board. The Secretary/Treasurer will maintain a list of Board members and individuals identified as their Advisory Network Subcommittee members. Secretary/Treasurer will notify Local Board members of upcoming meeting.

### Section 5.5: Personnel

The Local Board may employ needed personnel, or contract for any and all administrative and technical assistance necessary to develop and implement programs, plans, or grants; maintain the minutes of the regularly scheduled meetings; send meeting notices; prepare written meeting agendas; distribute minutes before the meeting; provide an orientation to newly elected Local Board Members; and provide other administrative assistance to the Local Board and all committees as needed and assigned by the Local Board. This will be done in accordance with the policies and procedures of the fiscal agent and any contractual requirements imposed by the funding source.

### Section 5.6: Terms of Office

Officers shall be elected or appointed for a term of two years. Officers will be able to serve additional terms upon reelection.

### Section 5.7: Election of Officers

A nominating committee shall be appointed by the chairperson and approved by the Local Board for election of officers. Candidates will be recommended to the Local Board by the nominating committee for election. Recommended candidates must be current Local Board members. Voting shall be by members present. Election of officers shall begin with the chairperson. The next office to be elected shall be the vice chairperson.

### Section 5.8: Initial Election of Officers

The Board will act as a nominating committee on the first meeting of the Local Board and agree on the offices of Chairperson, Vice Chairperson and Secretary/Treasurer by consensus.

## **Article VI: Committees**

### Section 6.1: Ad Hoc Committees

The Chairperson of the Local Board may appoint ad hoc committees as necessary.

1. The Chairperson of the committee must be a member of the Local Board and shall be approved by the committee members.
2. Membership of the committee is not limited to the Local Board members but will have at least one member of the Local Board and may include other interested or knowledgeable parties from the advisory network.
3. The Board shall establish the specific purpose for the committee. The committee shall report periodically to the Local Board. When the purpose for which the committee was appointed has been completed, the committee shall disband following its final report to the Local Board.

## **Article VII: Advisory Network**

### **Section 7.1: Purpose**

The role of the Advisory Network is to provide information and input to the Local Board, providing communication channels between the Local Board and Woodford County citizens.

### **Section 7.2: Organization**

Each board member will be in charge of identifying interested parties to form an Advisory Network Subcommittee. The board member will form an Advisory Network Subcommittee made up of professionals in his/her field and provide the Secretary/Treasurer with a list of those individuals so that minutes of the meetings can be forwarded

### **Section 7.3: Membership**

Any citizen who by virtue of interest or expertise is nominated by a Local Board member and accepts the invitation to participate as a member of the Advisory Network can participate in the Advisory Network.

### **Section 7.4: Development and Functional Architecture**

The development of the Advisory Network shall be one of the initial efforts of the Local Board. The purpose of the Advisory Network is to broaden, strengthen, and diversify the information that the Local Board has at its disposal when making decisions. The communication channels organized between the Local Board and the Advisory Network are intended to be two-way, affording communication in both directions.

Communication from the Local Board to the Advisory Network will, at a minimum, convey a summary of actions taken by the Local Board and a description of issues before the Local Board.

Communication from the Advisory Network will, at a minimum, summarize information gathered by the network relative to issues before the Local Board and, if needed, introduce issues arising from the Advisory Network's discussions and contacts with the community at large.

The form of communication among Network Members can take any form (written, electronic, or oral).

Publicity efforts such as the Web site ([www.woodfordcountyasap.org](http://www.woodfordcountyasap.org)) will alert the community at large about the Local Board's missions and membership as well as the Advisory Network's mission and membership. This will identify channels by which the community at large may be afforded input.

### **Article VIII: Local Board Meetings**

Section 8.1: Regularly scheduled meetings of the Local Board shall be at least quarterly at a regularly scheduled time and date.

Section 8.2: Special meetings shall be set as needed by the Chairperson or by one third of the membership at any time or place by giving sufficient notice to the Local Board. The time and place of special meetings shall be announced not less than forty-eight hours in advance of such meetings.

Section 8.3: A quorum for any meeting of the Local Board shall consist of 50% plus 1 of the membership.

Section 8.4: At all meetings of the Local Board, the members present shall have one (1) vote and all decisions shall require a majority vote of the members present and voting.

Section 8.5: In order to provide dispute resolution, any Local Board member may request the use of the Conflict Resolution Policy (attached to By-Laws) to provide a more systematic and objective means to a board decision.

Section 8.6: All meetings shall be conducted with the most recent version of Robert's Rules of Order.

Section 8.7: All meetings shall be conducted in accordance with the Open Meeting Law.

### **Article IX: Amendments**

Section 9.1: These By-Laws may be amended at any regular or special meeting of the Local Board provided all members of the Local Board are notified by mail of proposed changes at least fourteen (14) days prior to special meetings. The Local Board shall approve the proposed amendments by a two-thirds (2/3) majority vote of those members present

# KY-ASAP, Woodford County Local Board Strategic Plan 2015 – 2020

## Needs and Resource Assessment

### **GOAL 1: Utilize measurement instruments that allow meaningful comparisons of use of ATOD and demographics with State and national data and within Woodford County across time**

**Objective 1.1** Gather and analyze quantitative and qualitative data concerning attitudes towards and usage of ATOD (Alcohol Tobacco and Other Drugs) in Woodford County.

#### **Activities:**

- 1.1.A Review data available through local, state and national agencies annually
  - 1.1.B. Evaluate information based on demographics in regards to the KIP survey.
  - 1.1 C. Utilize reports from local law enforcement on crimes in Woodford County.
- Objective 1.4** Update the Needs and Resource Assessment biannually.

### **GOAL 2: Decrease self-reported ATOD among youth grades 6<sup>th</sup> through 12<sup>th</sup> in Woodford County as evidenced by changes in trend data.**

**Enforcement**—partnering with the school system, law enforcement and community members.

**Objective 2.1** Monitor reported sales to minors.

#### **Activities:**

- 2.1.A Monitor compliance checks within Woodford County.
- 2.1 B. Gather data in support of RBS ordinance in Versailles/Woodford County

**Objective 2.2:** Address/Research policy changes for Woodford County to include Social Host Ordinance which would establish legal consequences for persons who provide or actively or passively allow minors to use alcohol on the premises.

**Objective 2.3** Support ordinances of preventing nicotine products and devices in indoor public places within Woodford County.

## **Prevention**

### **GOAL 3 Increase the perception of risk concerning usage of ATOD among youth in 6<sup>th</sup> grade through 12<sup>th</sup> grades in Woodford County.**

#### **Schools:**

**Objective 3.1:** Partnerships with local schools to increase the utilization of individual and environmental prevention strategies.

#### **Activities:**

- 3.1.A Provide support and programming year round at schools.
- 3.1.B Utilize channel 4, buzzmail and social media to alert the community of efforts.

## ***Students...***

**Objective 3.2** Increase the amount of current, accurate information available to youth on ATOD.

### **Activities:**

- 3.2.A Involve youth in Woodford County to create prevention messages within the community.
- 3.2.B Increase the information available on the risks of binge drinking by youth..
- 3.2.C Increase awareness to the youth especially during specific events to reduce underage drinking, tobacco and other drugs.

**Objective 3.3:** Increase the number of youth involved in leadership, education and advocacy roles concerning ATOD issues

### **Activities:**

- 3.3.A Maintain high schools representatives serve on the ASAP Board.
- 3.3.B Increase student participation in prevention messages through poster contests and essay contests.
- 3.3.C Support youth involvement by support of DARE, Project Graduation and other school programs.

## ***Parents***

**Objective 3.5:** Increase parental knowledge of consequences of ATOD use by underage youth.

### **Activities:**

- 3.5.A Distribution of information and literature of Party Guides, brochures with the water bills, and any other materials pertinent.
- 3.5.C Attempt to reach more parents through school newsletter and other events at schools.

## ***Adults and Community Education***

**Objective 3.6** Expand education in the community to increase the knowledge and understanding of substance abuse issues in Woodford County and surrounding counties, including through television and newspaper coverage

### **Activities:**

- 3.6.A Establish a partnership with The Woodford Sun local newspaper and the high school newspaper to present ATOD prevention messages to parents and families.

3.6 B Create and distribute materials regarding ATOD for identified restaurants.

**Objective 3.7:** Develop information targeting growing culturally specific populations in Woodford County.

### **Activities:**

- 3.7 A Translate prevention materials into Spanish, as needed, based on availability of funding.
- 3.7.B Distribute the Spanish ATOD materials by collaborating with health departments, school districts, churches and migrant networks.
- 3.7 C. Continue to seek ASAP members all of populations.

## **Treatment**

### **GOAL 4: Increase and promote utilization of treatment services in Woodford County.**

**Objective 4.1** Increase availability of educational materials that address substance abuse treatment.

### **Activities:**

- 4.1 A Distribute accurate information regarding treatment services.

**Objective 4.2** Collaborate with community partners to strengthen treatment infrastructure in Woodford County.

### **Activities:**

- 4.2 A Make information about treatment resources available on ASAP Web site and update annually.

**Objective 4.3** Increase availability of tobacco cessation programs in Woodford County.



**Activities:**

- 4.3 A Collaborate with the Woodford County Health Department and other service providers to make Cooper Clayton replacement patches available to more individuals.

**Coordination/Collaboration**

**GOAL 5 Bring together partner agencies for discussion and collaboration on ATOD issues.**

**Objective 5.1** Facilitate collaboration between service providers to increase opportunities for discussion and training on a continuous basis.

**Activities:**

- 5.1.A Continue to have ASAP board members and community members participate in workshop/training programs based on availability of funds.

**Objective 5.2** Facilitate opportunities to discuss substance abuse issues with elected officials as necessary.

**Activities:**

- 5.2.A Educate and collaborate with elected officials to enhance community education efforts.

**Objective 5.3** Continue to strive for a well-trained diverse board.

**Activities:**

- 5.3 A Consider diversity issues when filling open positions of Woodford County ASAP.

**Objective 5.4** Recognize contributions of volunteers and community partners in promoting a safe and healthy community.

**Activities:**

- 5.4 A Honor a Community Partner to recognize outstanding contributions of persons or organizations.