



LCC Meeting Minutes

Coalition Name and County	Partners for a Drug Free Cass County
Meeting Date and Time	2-10-25 and 12:15-12:40pm
Meeting Location	Revolution and Zoom
Minutes Drafted Date	2-13-25

Attendees

Rick Hollering, Nikki Malott, Ed Schroder, Will Scott, Steven Snyder, Chuck Newton (z), Tom Keller (z), Jennifer Lombard, Veronica Osborn, Carol Smithley, Rebekah Morgan (z), Tressie Hansen (z), Kristal Mattes, Penny Titus, Chris Hess, Laura Vietti, Stacey Marcelo, Sarai Cabrera, Cardiel Cabrera, Scott Jewell

Meeting Notes (Old/New Business, Decisions, Agendas)

Meeting Minutes - February 10, 2025

Health Department DAP Trailer The meeting began with a 15-minute walk through the Health Department's Drug Abuse Prevention (DAP) trailer. It is set up like a "Hidden in Plain Sight" trailer, similar to Clinton County's version. If you are interested in walking through or having the trailer at an event please contact the Health Department.

Approval of Minutes The minutes from January were approved. Steve motioned for approval, and Carol seconded the motion.

Financial Report A financial report was circulated. Members were advised to notify Nikki of any errors. All submitted documents have been processed. Many categories are currently low, and the Sheriff plans to submit a claim for a conference this month, which will affect those figures. Financial reports are available on the website and in the Google Drive.

Funding and Membership To apply for funding, attendance at six sessions and volunteering for two hours at a qualifying event are required. Membership applications for the 2025-2026 year must be submitted by March 31st.

Grant Submissions Grant submissions are due by February 28th. Although initially stated to be due today, submissions will be accepted until the Friday before the March meeting,

which is scheduled for March 10th. During this meeting, grant applications will be reviewed for approval or denial.

Comprehensive Community Plan (CCP) The CCP is due by April 1st. Following the grant process in March, Nikki will submit the CCP with new grant proposals for approval. Members should look out for emails from Nikki to update data with 2023 or 2024 information.

Officer Elections Officer elections will take place next month. Chuck has stepped down from the Chair position. Dave has expressed willingness to serve as Chair if no other nominations are made.

Chair Nominations Rick & Dave. Members not present will have the opportunity to nominate themselves or others for the Chair position. Nikki will distribute the minutes promptly and follow up with an email inviting further nominations for officer positions. Co-chairs will lead monthly meetings and occasionally meet outside of regular meetings when necessary.

Coordinator Position Nikki has been nominated to continue as Coordinator. This role involves reporting to the Indiana Criminal Justice Institute, managing agendas and minutes, collecting data, updating the CCP yearly, and handling financial responsibilities between the group and auditor. Anyone interested in the Coordinator position may also submit a nomination.

March Meeting Applicants for grants should attend the March 10th meeting to answer questions. The meeting is expected to last at least an hour.

Important Dates to Remember

Grant applications due: February 28th

Officer nominations due: March 9th

Officer voting meeting: March 10th

Fiscal year ends: March 31st

Membership applications due: March 31st

CCP due: April 1st

End of year reports due: April 15th

Please ensure all necessary applications and nominations are submitted by the specified deadlines. Chuck Motioned to adjourn and Will seconded.