

**Campbell County Juvenile and Family Drug Court  
Management Committee and Operational Team Meeting  
Tuesday, September 21<sup>st</sup>, 2021  
12:00 p.m.-1:00 p.m.  
Aspen Room**

**Present:** Kim Hoff, Jim Lyon Jr., JR Bailey, Char Edwards, Jamie Hurich, Heidi Phipps, Jammie Walker, Colleen Faber, Rita Jordan (via teams), Sheri England, Ryan Anderson, Sally Craig, DaNece Day, and Megan Kincaid-Heidel

**Meeting Called to Order-** 12:03pm

**Approval of Prior Board Minutes**

DaNece Day moved to approve the August meeting minutes. Char Edwards second. Motion Carried

**Introduction of Youth Service Organization Board Member**

Jim introduced Ryan Anderson as the new Director of the YES House. The board then introduced themselves.

**Program Update**

JR Bailey gave the August 2021 program update

YIT: 7 served in August  
JFDC: 3 served in August

Court of Origin:  
Juvenile Court: 3  
Circuit Court: 3  
Municipal Court: 3  
Circuit and Muni: 1

Step Stone: 5  
YES House: 5

Phase I: 5  
Phase II: 2  
Phase III: 0

Graduated: 3  
Terminated: 0  
Absconded: 1  
Relapses: 2

New Participants: 03  
Pending: 1

Referrals: 2

Upcoming Graduations: 0

### **Coordinators Teleconference**

Jim Lyon, Jr. reported that the coordinators call was held September 13<sup>th</sup>. During the teleconference they discussed questions concerning the July reconciliation report, CST announced that the funding panel for the surcharge will meet on October 8<sup>th</sup>, and COVID funds have been acquired to cover the loss of slots for programs so that funding panel will meet and contact the programs to ask if they are in need of more slots.

### **CST Monthly Reconciliation Report for July**

July's report was due and submitted by September 15<sup>th</sup>. There was a discrepancy between treatment hours but our count was below so that was noted and CST will work on the back end to explain those treatment minutes.

### **Gift Card Audit Policy and Procedure**

A gift card policy has been requested by the auditor to ensure the security of the gift card funds. Jim has done the first audit. After a discussion it was decided that two people should complete and sign off on audits, one ideally being Beth Raab the Grant Specialist and a board member. Jim said he would ask Beth about doing the audit and if she can not then the board can revisit the auditing process.

### **Budget Update**

The updated budget was reviewed. There were no questions.

### **Other Business**

No other business was presented. The next meeting is October 19<sup>th</sup>, 2021.

**Meeting Adjourned-** 12:50 pm