

P.R. MEETING MINUTES (7/27/2025)

1. Call meeting to order (3:05 pm)
2. Reminder to silence cell phones.
3. Moment of silence followed by serenity prayer.
4. Roll Call – P=Present A=Absent V=Vacant F=filling In

PR Chair
Secretary
Literature Coordinator
Helpline Coordinator
Special Projects Coordinator
Web Coordinator 1
Web Coordinator 2

P
F
V
P
V
A
P

PR Vice-Chair
H&I Coordinator
Schedules Coordinator
PI Coordinator
Newsletter Coordinator

V
P
A
V
V

5. Approval of previous meeting minutes (if applicable)

Approved

6. Read reports – FILL IN VERBAL REPORTS AND ATTACH FULL REPORTS TO BOTTOM BEFORE FINAL SUBMISSION

- PR Chair- Wasn't able to attend the ASC meeting. Region pr is looking for trivia question bank submissions and someone to go to a convention in vancouver canada. Some regions are doing bus ads which we are not currently equipped for. I have done some legwork to look into doing newcomer packages for frontline workers to hand out.

- H&I Coordinator- report copied below
- Web Coordinator 1- no report
- Web Coordinator 2- Guidelines were typed up and brought for approval
- Helpline Coordinator- Helpline is good, more missed calls than we would like. Definitely could use more support. Would like to make a Temporary Sponsor Phone List.
- Schedules Coordinator- no report

7. Old Business – (PLACE UNRESOLVED TOPICS FROM LAST MONTH HERE)

- None

8. New Business –

- Open Discussion - (NEW TOPICS BROUGHT UP FROM REPORTS)
 - i. Add Helpline to H&I Form - mary is cool with this and can take care of it
 - ii. Make Temporary Sponsor form for Helpline? idea is well received, maia will make a template or example and bring back next month for approval.
 - iii. Newcomer Packets? : some regions have packets for frontline workers to give out to people in active addiction that they encounter (police, hospitals, social workers, emts, etc.) these packets comprise of a schedule, a business card with the Area Helpline and website, and a couple IP's. Lennox will do some research on costs and bring back next month.
- Motions – (SUMMARY AND RESULTS)
 - i. Motion add zoom responsibilities to web guidelines - PASSED

- ii. Add Helpline to H&I Form - PASSED
 - iii. Make Temporary Sponsor form for Helpline - maia will make an example and bring it to meeting next month for vote
 - Elections – (LIST NOMINATIONS AND RESULTS)
- i. **July** - PR Recording Secretary - no nominations or volunteers - position remains open
9. Call to close (3:45pm)

Reports

PR Chair Wasn't able to attend the ASC meeting. Region pr is looking for trivia question bank submissions and someone to go to a convention in vancouver canada. Some regions are doing bus ads which we are not currently equipped for. I have done some legwork to look into doing newcomer packages for frontline workers to hand out.

H&I Coordinator:

Facilities Served

7 inpatient treatment facilities

- 1 long-term treatment facility
- 6 short-term treatment facilities

Panel Activity

- Total Panels Conducted: 15
- New Speakers Oriented: 2
- New Panel Leaders: 1

Progress Updates

- Seattle Post Acute Care: Launch postponed until at least September 2025
- Lynwood Detox: PI presentation scheduled for tomorrow - moving forward with restart process
- King County Jail Initiative: Major progress on new facility application
 - All 8 volunteers identified and committed to application process
 - Currently completing individual background checks (estimated 1 month completion)
 - County will conduct matching background verification
 - Two mandatory trainings required after background approval
 - Projected Timeline: Late fall/early winter 2025 for first panels
- H&I Guidelines Revision: Completed comprehensive revision of H&I guidelines
 - Distributing to subcommittee this month for review
 - Vote scheduled for August subcommittee meeting
 - Will bring to PR for final approval after subcommittee approval

Current Challenges

- Panel Leader Shortage: Ongoing need for additional panel leaders despite gaining 1 new leader in July
- Service Coverage: With assistance from South King County, now able to provide weekly service at most facilities

- South Seattle Coverage: Improved resource availability with South King County collaboration
 - King County Residential Treatment Program - Pioneer Human Services: 1st and 3rd Wednesdays at 7pm
 - Key Recovery: Mondays at 6:30pm

Budget Report

Literature Expenses - Last 3 Months: Approximately \$300 per quarter (recent order: \$197, ordered bi-monthly) Projected Literature Needs: With planned facility expansions, literature expenses expected to increase to \$400-550 per quarter:

- King County Jail: Significant literature needs once operational (late fall/early winter)
- Lynwood Detox: Anticipated 2-4 panels per week once fully operational
- Seattle Post Acute Care: Monthly panels when service begins in September

Immediate Needs

- Continue recruiting panel leaders for South Seattle area
- Maintain consistent service at all 7 current facilities
- King County Jail: Complete background check process and prepare for training phase

Looking Ahead - August 2025

- Lynwood Detox PI presentation and restart planning
- H&I Guidelines subcommittee vote
- King County Jail background check completion
- Seattle Post Acute Care rescheduling for September launch

Report Period: June 2025

H&I Coordinator: Mary V | 206-941-1175 | h-and-i@seattlena.org

Web Coordinator 1 - no report

Web Coordinator 2 - Guideline change has been written!

Helpline Coordinator - Volunteer Lookups (CALL) - 29

Meeting Lookups (CALL) - 9

Meeting Lookups (SMS) - 21

Volunteer Lookups (SMS) - 0

MISSED (CALL) - 12 (41%)

Report: Everything is going well! Going to orient a new volunteer, hopefully this week. This same guy (David) emailed me, suggesting an additional purpose of the helpline being a place to redirect callers to a spreadsheet of people who are willing to give their number to people who are wanting a temporary/regular sponsor. I talked to Alan and he also thinks this a good idea so I thought I'd bring it to the PR subcommittee for discussion and vote and then area if people think its a good idea!

-Maia

Schedules Coordinator - no report