



MONROE COUNTY VETERANS SERVICES

202 South K. St Room # 5

Sparta, WI 54656

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SUICIDE PREVENTION TASK FORCE MEETING

Wednesday, July 24, 2024

9:00 a.m.

Monroe County Assembly Room

210 W. Oak Street

Sparta, WI 54656

Join via Webex Meeting

Meeting link:

<https://monroecountywi.webex.com/>

Meeting number: 2487 028 8917

Password: Caring

Join Via Phone

+14043971516 US Toll

Access Code: 248 702 88917

1. Call to Order

2. Introductions

- a. **Attendees:** Charles Weaver, Elise Anderson, Robert Smith, Eric Weihe, Cedric Schnitzler, Eryn Leahy, Amanda Falkers, Mandy Dinger, Tina Osterberg, Chelsea Van Gundy, Tom Graber, Tara Nichols, Chris (with Vet Center)

3. Roles with the organization:

- a. Vendors: Tara Nichols
- b. Press releases: April Anderson
- c. Outreach/social media: Eryn Leahy
- d. PAO: Charles Weaver
- e. What additional roles are needed?
- i. Budget coordinator to know total donation money and to coordinate spending for each event.
- f. What are requirements for roles?
- i. Each role should create document of standard operating plans/process for their role. Helps with sustainability to keep this work going. Ex: contact lists, process map, etc.

4. Confirm Address for the September Walk/Run Event: Winnebago Park- 1020 Brandon Street, Tomah, WI
 - i. This is the address that should be used on all advertisement for the event. Please ensure that this is what is on all social media adverts as well as what is released to any other media outlets when promoting the event.
 - ii. Address has been updated on Facebook event:
<https://www.facebook.com/share/TD6xELjFH194yhkj/>

5. "Be The Light" Discussion:
 - a. **Banner:** up in Sparta from September 1-16. Waiting on permission from Tomah. There should be no cost for Public Works to hang banners.
 - i. Agreement from group to purchase 2 banners at best cost.
 - b. **Promotion:** Registration for Run/Walk - forms are ready, who will print?
 - i. Charles will be printing at his office and recording printing for reimbursement from Taskforce funds.
 - ii. Anyone who prints should keep record for reimbursement.
 - iii. If there are any costs for advertising or marketing, please get receipts/invoices to be reimbursed from donation fund.
 - iv. WE NEED TO START MARKETING ASAP.
 - c. **Distribution** of Registration Forms and Flyers: Who, where and how are we getting them out there? Minimize duplication of effort. Come up with a list of where we are distributing and whom is going to distribute to an area.
 - i. **Promotion plan:** Please keep track of where you are completing outreach/who you're contacting. Materials committee to send PNG (online) and PDF (print) version of flyer and registration to group for circulation.
 1. Flyers and forms should be at each county department represented in this Taskforce.
 2. Non-county employees to do business outreach:
 - a. Amanda Falkers in Tomah
 - b. Mandy Dinger in Sparta
 - c. Anyone else willing?
 3. Tara to Chambers, town clerks, and vendors
 4. Cedric to Board members
 5. Eryn to coalitions and meal sites
 6. Adrian/Tina to all county employees
 7. April to libraries

- ii. Tara took over shared task list. If you aren't able to edit, please send your updates to Tara to be recorded in document.
 - iii. Alternate pickup site for shirts and marketing that site.
 - 1. Any issues with t-shirt pickup, have shirts at Charles' office afterwards organized for people to pick up.
 - 2. This can be posted on Facebook page after event.
- d. **T-shirt:** group agreed on Eric's final t-shirt design.
- e. **Volunteer FAQ document:** Amanda created reference guide for those handing out flyers and registration. County employees should use caution for printing and distribution of this form.
- f. **Press release:** April created and distributed press release. Link to registration form and flyer was included: <https://bit.ly/MCBeTheLight>
- g. **First aid plan:** Tomah EMS charges \$85/hour to be stationed at event.
 - i. Bob talking to Adam to negotiate price. Also talking to Sheriff's Office to be stationed there/have presence.
 - ii. Eryn to talk to PH nurses to volunteer time, have trailer stationed at event, and AED. Also run liability concerns through Corp Counsel.
- h. **Route:** Tara and Eryn visited Tomah to scope out feasibility of route, create space for clear turnaround, and identify any logistical concerns. Eryn presented proposed 5K route to have loops at Winnebago Park and Butts Park. Eryn's family allowed for use of paid mapping software account to create this route: <https://www.mapmyrun.com/routes/view/6158335543/>
 - i. Group discussed changes to initial loop and Eryn made edits.
 - 1. Concerns about narrow trails for number of participants.
Decided to see how this year goes and make changes in future.
 - ii. Will need permission from Tomah PD for Winnebago Park neighborhood utilization at beginning of route.
 - iii. Will need cones and markers for identification of route. Volunteers should be stationed around both parks and help with foot traffic.
- i. Any questions about event should be directed to mcsptf@co.monroe.wi.us

6. New Business

7. Old Business

8. Miscellaneous Business

- "Operation Green Light" –Presented by Adrian Lockington: table for next meeting

9. Topics for Next Meeting

- “Be the Light” Run Walk

10. Next Meeting Date/Time: August 15th at 2 p.m. in Assembly Room

11. Adjournment