

JACKSON COUNTY DRUG-FREE COUNCIL, INC

2020

ANNUAL SCHEDULE

January

January 14

Monthly coalition meeting at 4:00 p.m. followed by Quarterly Board Meeting at 5:15 p.m.

- **First 2019 Semi-annual reports due 1/31**
- County Auditor's report of deposits in Community Drug Fund for previous year (including January's deposit for December's collections)
- Coalition Director evaluation & contract review by Board Members
- Quarterly Performance Report due to ICJI (Oct-Dec)
- **National Alcohol and Drug Facts Week (Jan 22 – Jan 28)**

February

February 11

Monthly coalition meeting at 4:00 p.m.

- 2019 Grant Recipient Presentations at monthly meeting
- Report 2019 statistics for Comprehensive Community Plan
- Local Grant Oversight Committee selected to review grant process and application for distribution
- Annual Financial Report due to ICJI
- **International Children of Alcoholics Week (Week of Valentine's Day)**

March

March 10

Monthly coalition meeting at 4:00 p.m.

- Update Comprehensive Community Plan
- Secure supportive data/statistics
- Quarterly Financial Report by Treasurer
- Approved grant application, instructions, & timeline posted on web site by March meeting
- Advertise grant announcement
- Conflict of Interest forms signed by grant review committee members
- **Kick Butts Day (March 18, 2020)**

April

April 14

Monthly coalition meeting at 4:00 p.m. followed by Quarterly Board Meeting at 5:15 p.m.

- Update Comprehensive Community Plan
- Quarterly Performance Report due to ICJI (Jan-Mar)
- Grant Proposal Applications due by 4/13/20 meeting at 5:00 p.m.
- Schedule review date for Local Grant Committee
- Allocation process conducted
- Community Drug Fund Recommendations sent to ICJI for approval on their form
- **Alcohol Awareness Month**
- **National Child Abuse Prevention Month**

May

May 12

Monthly coalition meeting at 4:00 p.m.

- Request time on County Commissioners agenda & County Council (as courtesy)
- Continue update of Comprehensive Community Plan
- Allocation recommendations presented to coalition members
- Present grant committee's recommendations to County Commissioners/Council
- **National Youth Traffic Safety Month**
- **National Prevention Week (MH & SA disorders) May 10 – May 16, 2020**

June

June 09

Monthly coalition meeting at 4:00 p.m.

- **Comprehensive Plan due to ICJI by June 30th (annually)**
- Report approval or changes by County Commissioners/Council
- Notify grant recipients of available funds
- **Marijuana Use and Abuse Awareness Month**

July

July 14 Monthly coalition meeting at 4:00 p.m. followed by Quarterly Board Meeting at 5:15 p.m.

- Quarterly Financial Report by Treasurer
- **Final 2019 grant Semi-Annual reports due by 7/31**
- Quarterly Performance Report due to ICJI (Apr-June)
- ***Prescription Drug Abuse Prevention Month***

August

August 11 Monthly coalition meeting at 4:00 p.m.

- National Night Out at Jamestown Apartments – community educational booth (1st Tuesday)
- ***International Overdose Awareness Day – prevention & remembrance (August 31st)***

September

September 08 Monthly coalition meeting at 4:00 p.m.

- Nominating Committee begins seeking candidates for officers and board member positions
- Annual Business Entity Report due by 9/30 (every 2 years)
- ***National Recovery Month***
- ***Fetal Alcohol Spectrum Disorders (FASD) Awareness Day 9/9 @ 9:00 am bells toll around the world***
- ***Suicide Prevention Week (second week in September)***

October

October 13 Monthly coalition meeting at 4:00 p.m. followed by Quarterly Board Meeting at 5:15 p.m.

- **E-file IRS form 990-N** for past year update (annually)
- Nominating committee presents slate of board members
- Election of new board members to replace expired/retiring board positions
- Quarterly Financial Report by Treasurer.
- Quarterly Performance Report due to ICJI (July – Sept)
- ***National Medicine Abuse Awareness Month***
- ***National Substance Abuse Prevention Month***
- ***College Alcohol Awareness Week (3rd week of October)***
- ***Red Ribbon Campaign (October 23-31)***

November

November 10 Monthly coalition meeting at 4:00 p.m.

- Nominating committee presents slate of officers
- Election of new officers from panel of board members
- ***The Great American Smoke out (3rd Thursday of November)***

December

December 08 Monthly coalition meeting at 4:00 p.m.

- Distribution of new board members & officers list.
- Review & Update Action Committees
- ***National Impaired Driving Prevention Month***