

Isanti County Beyond the Yellow Ribbon, Inc.

Action Plan

August 13, 2009

Updated: October 8, 2009; February 17, 2011; January 19, 2012; May 21, 2015

Purpose: We will inform and solicit all available resource providers to support all past and present service members and their families with a goal of establishing an Isanti County-wide Deployment Cycle Support program that provides information, services, referral, and proactive outreach opportunities for Service Members, Veterans and their Families.

County to mentor: As requested by the BYR State headquarters

Apprentice County Point of Contact: Provided by the BYR State Headquarters

Date of Apprentice County Training: As agreed upon by Isanti County, Apprentice County, and the State BYR Hdqtrs

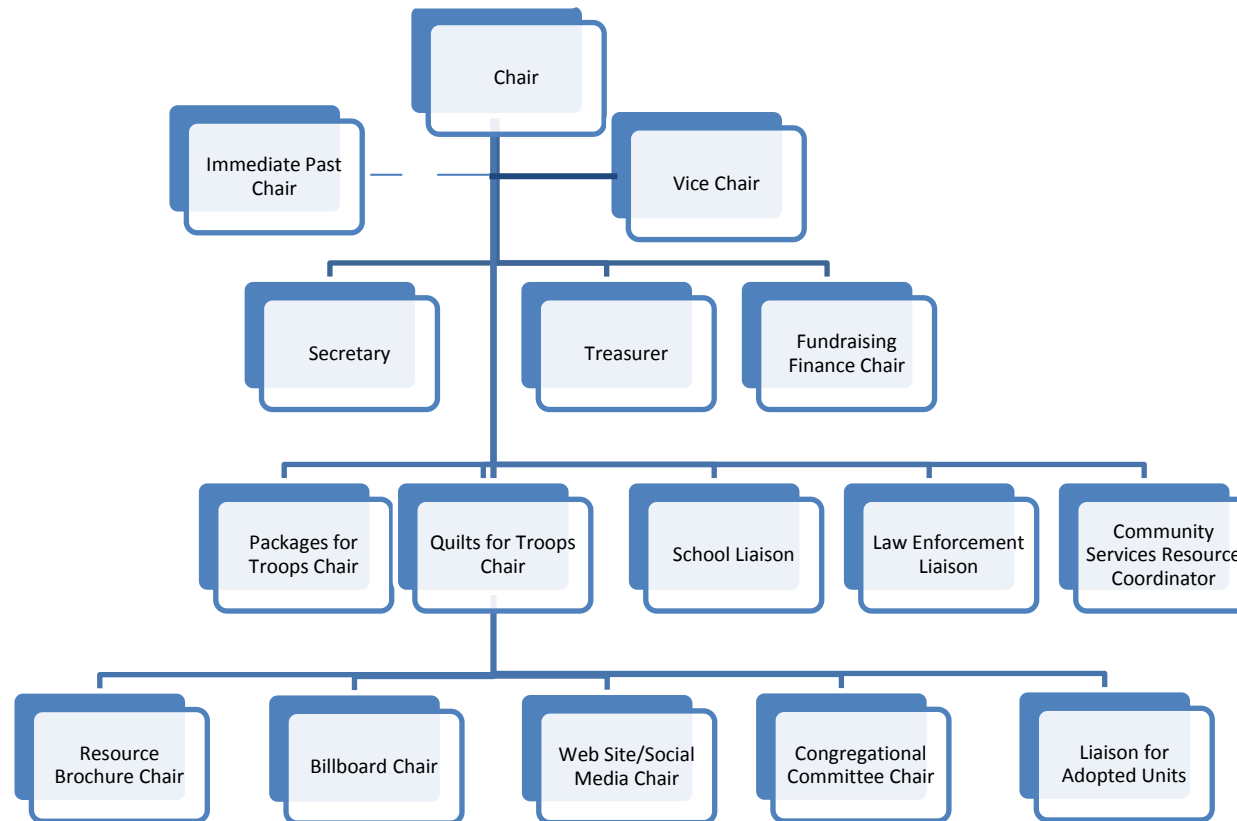
Mission Statement

To support Isanti County's military service members, veterans, and their families by coordinating services and resources available to them.

Focus Areas (minimum of 3)

- a. Provide education to the community, veterans and their families concerning available services
- b. Provide family support for veterans and their dependents
- c. Recognize members of our armed forces, veterans and their families

Organizational Sustainment Plan



- Nominations of officers annually in November
- Election of officers annually in December
- Appointment of committee chairs annually by Chairman in January

Action Plans for Isanti County Leadership

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Develop an Awareness Campaign	Executive Board	Continuous	All
Coordinate Training for Local Agencies	Executive Board	Continuous	All
Update the Community Action Plan	Executive Board	Annually in September or as needed	All
Communicate BYR Activities to County Board	County Board Representative	Monthly Minutes/quarterly Briefing	All

Action Plans for Isanti County BYR Task Force

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Monthly Meeting for Oversight/Coordination	Task Force Chair	3rd Thursday (7:00-8:30 PM) at AFRCC	All
Subcommittee Oversight	Task Force Vice-Chair or designee	Continuous	All
Fundraising	Fundraising Chair	Continuous	All
Maintain the Website	Website Committee Chair	Continuous	All
Maintain and Install 4 x 8 Signs	Sign Committee Chair	Continuous	All
Brochures, Flyers, Signage, Magnets, and Decals	Resource Brochure Committee	Continuous	All
Continue to Seek New Members	Isanti County BYR Task Force	Continuous	All
Care Packages to Deployed Service Members	Support Our Troops Committee Chair	Continuous	All
Coordinate and facilitate support services	Community Service Resource Coordinator	Continuous	All

Action Ideas for K through 12 Administration and Staff

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Conduct Staff and Faculty Training	School Liaison	Continuous	Focus Area Item B
Early Childhood Classes for Deployed Family Members	School Liaison	Continuous	Focus Area Item B
Develop Support Groups at Each School	School Liaison	Continuous	Focus Area Item B
Provide tutoring for homework	School Liaison	Continuous	Focus Area Item B
With permission, list the students of deployed parents	School Liaison	Continuous	Focus Area Item B

Action Ideas for Veterans Organizations

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Provide Mentorship to All Veterans	County Veterans Service Office	Continuous	Focus Area Item A
Honor All Service Members and Their Families	American Legion, VFW and VVA, County VSO	Continuous	Focus Area Item A
Communicate Benefits to Local Service Members	County Veterans Service Office	Continuous	Focus Area Item A

Actions Ideas for Law Enforcement

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Conduct Awareness Training for Local Law Enforcement	Law Enforcement Liaison	Continuous	Focus Area Item A
House Checks for Deployed Service Members Homes	Law Enforcement Liaison	Continuous	Focus Area Item A
Support Veterans Court Concept	Veterans Service Officer	Continuous	Focus Area Item A

Action Ideas for Employers

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Create Veteran Friendly Hiring Opportunities	BYR Task Force and Business Community	Continuous	All
Free and Discount Services to Military Members (Friends)	BYR Task Force and Business Community	Continuous	All
Place Isanti BYR Logo on Their Web Sites	BYR Task Force and Business Community	Continuous	All
Provide Members to Isanti County BYR Task Force	BYR Task Force and Business Community	Continuous	All
Briefings to Chambers of Commerce	Task Force Chairman	Continuous	All

Action Ideas for High Demand Services – Medical Services

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Identify medical providers	Isanti County BYR Task Force and Medical Community	Continuous	Focus Area Item B
Identify dental providers	Isanti County BYR Task Force and Medical Community	Continuous	Focus Area Item B
Identify chiropractic providers	Isanti County BYR Task Force and Medical Community	Continuous	Focus Area Item B
Identify mental health providers	Isanti County BYR Task Force and Medical Community	Continuous	Focus Area Item B
Identify substance abuse services	Isanti County BYR Task Force and Medical Community	Continuous	Focus Area Item B

Action Ideas for High Demand Services – Social Services

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Identify financial assistance providers	Isanti County BYR Task Force and Social Services Community	Continuous	Focus Area Item B
Identify fuel assistance providers	Isanti County BYR Task Force and Social Services Community	Continuous	Focus Area Item B
Identify housing need providers	Isanti County BYR Task Force and Social Services Community	Continuous	Focus Area Item B
Identify counseling providers	Isanti County BYR Task Force and Social Services Community	Continuous	Focus Area Item B
Identify adult protection providers	Isanti County BYR Task Force and Social Services Community	Continuous	Focus Area Item B
Identify vocational retraining providers	Isanti County BYR Task Force and Social Services Community	Continuous	Focus Area Item B

Action Ideas for High Demand Services Employers can Provide

Auto Repair	Tax Preparation	Carpentry	Computer Assistance
Legal Assistance	Plumbing	Financial Management	Appliance Repair
Other discounted services can be viewed at the Beyond the Yellow Ribbon Friends of BYR website			

Action Ideas for Faith Based Organizations

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Offer Marriage Retreats	Congregational Care Committee Chair	Continuous	All
Offer youth Activities (Retreats/Camps)	Congregational Care Committee Chair	Continuous	All
Congregational Training	Congregational Care Committee Chair	Continuous	All

Action Ideas for High Demand Services – Support Services

Idea (What you intend to do)	Owner (Who will be in charge)	Time (When you plan to accomplish)	Area (What Focus Area does this affect)
Child Care	Community Service Resource Coordinator	Continuous	All
Lawn Mowing	Community Service Resource Coordinator	Continuous	All
Light Home Maintenance	Community Service Resource Coordinator	Continuous	All
Light House Cleaning	Community Service Resource Coordinator	Continuous	All
Meal Preparation	Community Service Resource Coordinator	Continuous	All
Painting	Community Service Resource Coordinator	Continuous	All
Raking	Community Service Resource Coordinator	Continuous	All
Snow Shoveling	Community Service Resource Coordinator	Continuous	All
Yard and Garden Upkeep	Community Service Resource Coordinator	Continuous	All

The following signatures attest to Isanti County Beyond the Yellow Ribbon Task Force approval of the Isanti County Beyond the Yellow Ribbon Action Plan updated May 21, 2015

Jim Rostberg

Isanti County Beyond the Yellow Ribbon Chair

Susan Morris

Isanti County Beyond the Yellow Ribbon Vice-Chair

Appendix A

Chair Position Description

It shall be the responsibility of the Chair to:

1. Conduct the monthly meetings of the Isanti County BYR.
2. Spokesperson for Isanti County BYR.
3. Appoints all committee chairs.
4. May attend any or all Committee meetings.

Vice-Chair Position Description

It shall be the responsibility of the Vice-Chair to:

1. Conduct the monthly meetings of the Isanti County BYR in the absence of the Chair.
2. Spokesperson for Isanti County BYR.
3. Consult/advise the Chair on Committee appointment chairs.
4. May Chair a Committee.
5. May attend any or all Committee meetings.

Immediate Past Chair Position Description

It shall be the responsibility of the Immediate Past Chair to:

1. Assist the new Isanti County BYR Chair in role transition to assure continuity of Task Force functions
2. Be a non-voting Ex Officio member of the Isanti County BYR Executive Board for a period of one year.

Fund Raising Chair Position Description

It shall be the responsibility of the Fundraising Chair to:

3. Oversight of all fundraising efforts on behalf of the Isanti County BYR.
4. Tracking of all monies raised through fundraisers.
5. Approves all fundraising activities.
6. Collects and records all funds raised through fundraisers.
7. Collects all receipts for monies spent on fundraising efforts to be turned into the Treasurer for reimbursement.
8. Will send out thank you notes and receipts, as appropriate, for all donations received by Isanti County BYR.
9. Continually communicates the fundraising policies to Task Force members, organizations, and community members interested in making donations.
10. Be available for photo opportunities and newspaper releases regarding donations received by BYR.
11. Maintain inventory of decals, patches, magnets, etc.

Secretary Position Description

It shall be the responsibility of the Secretary to:

1. Prepares monthly agendas for Executive Board and Task Force meetings.
2. Distributes meeting agenda to Isanti County BYR members.
3. Prepares PowerPoint presentations for monthly Isanti County BYR meetings.
4. Takes minutes at Isanti County BYR monthly meetings.
5. Distributes minutes to Isanti County BYR members.
6. Handles communication matters for the Isanti County BYR at the direction of the Chair or Vice-Chair.
 - a. Monitors gmail account
 - b. Receives information from Minnesota BYR
7. Schedules Executive Committee meetings.
8. Schedules meeting location for Isanti County BYR meetings.
9. Maintains scrapbook for Isanti County BYR.

Treasurer Position Description

It shall be the responsibility of the Treasurer to:

1. Keeps financial records for the Isanti County BYR.
2. Receives and deposits all monies on behalf of the Isanti County BYR.
3. Signs invoices and submits to Isanti County Auditor for payment.
4. In consultation with the Isanti County Auditor conducts semi-annual audits of the financial records of the Isanti County BYR. May conduct more frequent audits if necessary.

Executive Committee Position Description

These positions are part of the Executive Committee and are elected annually by Isanti County BYR Task Force:

1. Chair
2. Vice-Chair
3. Fundraising Chair
4. Secretary
5. Treasurer
6. Immediate Past Chair (Ex Officio; non-voting)

Appendix B

Brochure Committee Chair Position Description

1. Report monthly to the Isanti County BYR Task Force any activity or action due regarding brochure content or reorders.
2. Coordinate meeting/communication with Brochure/Resource subcommittee.
3. Review and update brochure, decal, magnet, and resource content at least annually with subcommittee.
4. Respond to inquiries from Isanti BYR Executive Committee as needed.

School Liaison Position Description

1. Coordinate in-service workshops with area schools.
2. Work with superintendents, principals, counselors and in-service coordinators.
3. Liaison between in-service coordinators and Minnesota National Guard social worker to coordinate workshops.
4. Provide resources to district buildings and staff on an ongoing basis.
5. Work with families and independent students on an as needed basis.
6. Encourage schools to identify and provide appropriate services to students of deployed service members.

Quilt Project Chair Position Description

1. Ensure the quilting room is opened and closed.
2. Ensure that the quilts go to the persons with an Isanti County connection.
3. Oversee the ordering of and payment for the kits.
4. Send periodic emails to the participants.
5. Maintain the roster of participants.
6. Assist in the orderly procedure of making the quilts.
7. Recruit persons for committees such as coffee pot and purchasing of supplies.
8. Report to the BYR taskforce.

Law Enforcement Liaison Position Description

Position description pending and will be added at a later date.

Packages for the Deployed Chair Position Description

1. Secure names and addresses of those deployed and the date, if possible, of the end of their deployment and provide to the Isanti County Veterans Service Office.
2. Gather donated items from the community for the service people to box and mail.
 - a. Divide the donated items as follows:
 - i. Items that can be shipped to service members
 - ii. Items the service member families could use
 - iii. Items that are close to expiration to the local food shelf
3. Submit all donated monies for service members to BYR treasurer for deposit to the Isanti County – Beyond the Yellow Ribbon account.
4. Submit voucher for reimbursement with all receipts to BYR treasurer to be paid by Isanti County Auditor from the BYR funds. The names and addresses of the deployed service members receiving the packages need to be included with the receipts (ex Customs Declaration).

Website/Social Media Chair Position Description

1. Update the website with the minutes and agendas.
2. Update Friends of BYR and update links as requested.
3. Update the calendar of events.
4. Answer webmaster emails.
5. Forward received Friend and community requests.
6. Update the facebook site with new events.
7. Post new photos on facebook and the website after events.
8. Give updates to the committee as needed.

Congregational Coordinator Position Description

To help with the temporal and spiritual needs; to see to the care and well being of troops and their family members.

1. Assist Community Service Resource Coordinator with service projects which include congregations.
2. Schedule and coordinate congregational conferences.
3. Be a resource for and assist congregations in supporting military families and deployed service members.

Community Service Resource Coordinator Position Description

Coordinate with community organizations, groups and individuals to provide assistance to the families of deployed service members. Some examples include:

1. Child Care
2. Lawn Mowing
3. Light Home Maintenance
4. Light House Cleaning
5. Meal Preparation
6. Painting
7. Raking
8. Snow Shoveling
9. Yard and Garden Upkeep

Billboard Committee Chair Position Description

Responsible for billboards and signs:

1. Obtain locations for billboards and signs
2. Obtain material for sign construction
3. Over see sign construction
4. Ensure proper placement of signs
5. Install and maintain 4 x 8 signs