

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;

May 2017; June 2019

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

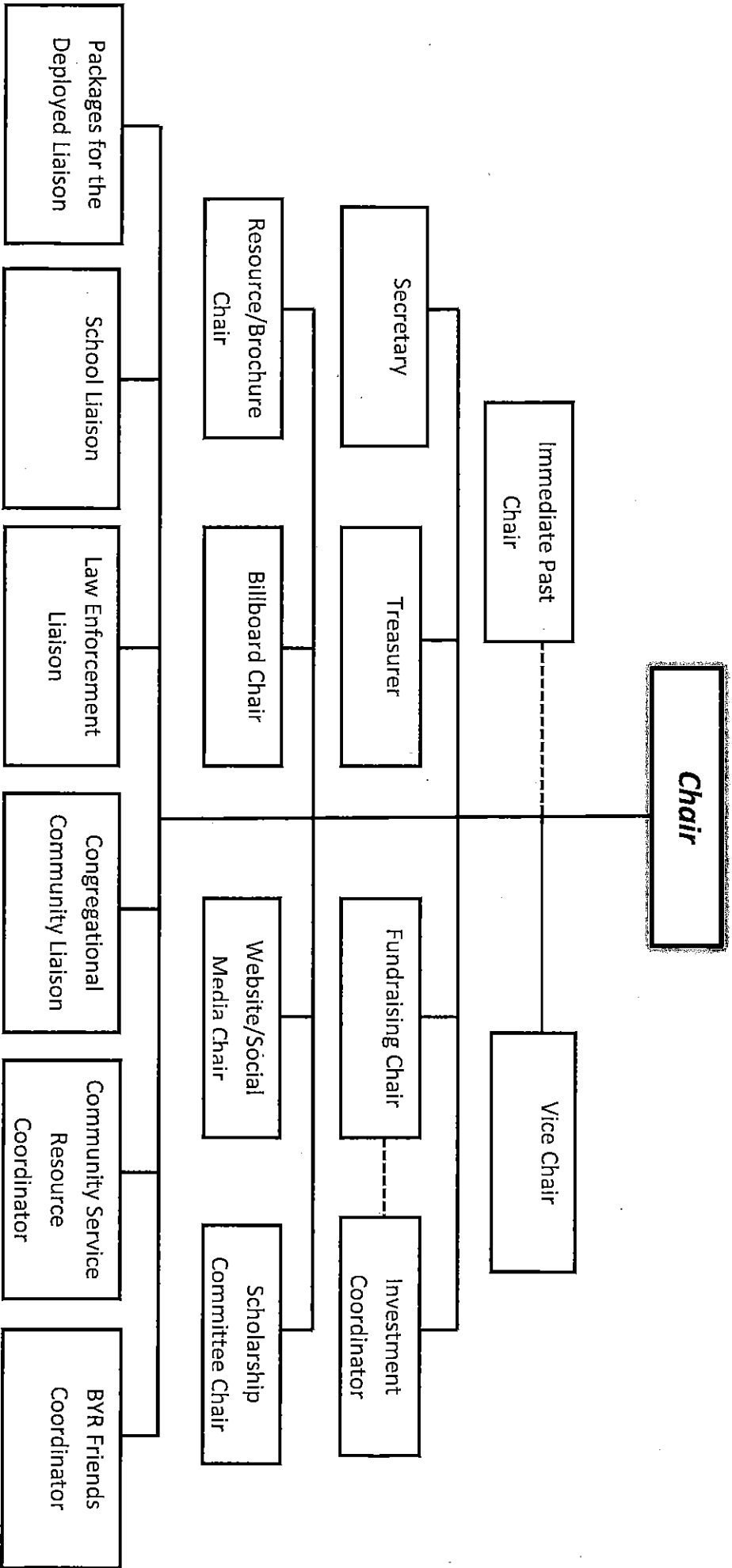
Mission Statement

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 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	Packages for the Deployed Liaison	Continuous	All
Coordinate and facilitate support services	Executive Board in collaboration with CVSO (as appropriate)	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
Provide ICBYR decals and magnets for law enforcement and public safety vehicles	Law Enforcement Liaison	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. Collaborate with ESGR.	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 Chair	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

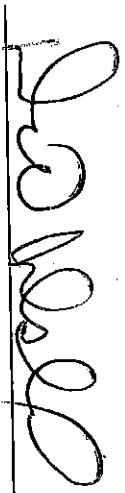
Presentations to local community organizations	ICBYR Executive Chair or designee	Continuous	All
ICBYR "Friends"	Recruit and retain local businesses to be "Friends of the ICBYR" and offer discounts to veterans	Continuous	All

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 June 12, 2019:



Jim Rostberg

Isanti County Beyond the Yellow Ribbon Chair



David Oslund

Isanti County Beyond the Yellow Ribbon Vice-Chair

Appendix A

Executive Board Position Description

These positions are part of the Executive Board. The Chair, Vice-Chair, Secretary, and Treasurer are elected annually by Isanti County BYR Task Force. The Fundraising Chair/Investment Coordinator are appointed by the Chair. The Immediate Past Chair serves for one year.

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

Chair Position Description

It shall be the responsibility of the Chair to:

1. Conduct the monthly meetings of the Isanti County BYR Task Force and Executive Board.
2. Be the spokesperson for Isanti County BYR.
3. Appoint all committee chairs/liaisons/coordinators.
4. Choose to attend any or all Committee meetings.
5. Be on the bank signature card and sign checks.

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. Be a spokesperson for Isanti County BYR.
3. Consult/advise the Chair on appointment of committee chairs/liaisons/coordinators.
4. Choose to Chair a committee.
5. Choose to attend any or all Committee meetings.
6. Be on the bank signature card and sign checks.

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.

Treasurer

Position Description

It shall be the responsibility of the Treasurer to:

1. Keep financial records for the Isanti County BYR.
2. Receive and deposit all monies on behalf of the Isanti County BYR.
3. Be on the bank signature card and sign checks.
4. Be responsible for paying ICBYR bills

Secretary Position Description

It shall be the responsibility of the Secretary to:

1. Prepare and distribute agendas for monthly ICBYR Executive Board and Task Force meetings.
2. Prepare PowerPoint presentations for monthly Isanti County BYR Task Force meetings.
3. Take minutes at Isanti County BYR monthly Executive Board meetings.
 - a. Distributes formal minutes to Isanti County BYR Executive Board members
 - b. Distributes meeting summary to Task Force members.
4. Take and distribute minutes at Isanti County BYR Task Force meetings.
5. Handle communication matters for the Isanti County BYR at the direction of the Chair or Vice-Chair.
 - a. Monitor the Gmail account
 - b. Receive information from Minnesota BYR
 - c. Complete and submit applications for participation in community events
6. Schedule Isanti County BYR Executive Board and Task Force meetings.
7. Schedule meeting location for Isanti County BYR Task Force meetings.
8. Maintain the calendar for Isanti County BYR Executive Board tasks
9. Maintain a scrapbook for Isanti County BYR.

Fund Raising Committee Chair

Position Description

It shall be the responsibility of the Fundraising Chair to:

1. Oversee of all fundraising efforts on behalf of the Isanti County BYR.
2. Track of all monies raised through fundraisers.
3. Approve all fundraising activities.
4. Collect and record all funds raised through fundraisers.
5. Collect all receipts for monies spent on fundraising efforts to be turned into the Treasurer for reimbursement.
6. Send out thank you notes and receipts, as appropriate, for all donations received by Isanti County BYR.
7. Continually communicate the fundraising policies to Task Force members, organizations, and community members interested in making donations.
8. Be available for photo opportunities and newspaper releases regarding donations received by BYR.
9. Maintain inventory of decals, patches, magnets, etc.
10. Be on the bank signature card and sign checks.
11. Perform an internal audit of ICBYR finances each month

Investment Coordinator Position Description

The Investment Coordinator is an additional responsibility of a current Isanti County BYR Executive Board and is appointed by the Chair. It shall be the responsibility of the Investment Coordinator to:

1. Serve as the liaison between the Board of Directors and the Investment Firm working with Isanti County BYR
2. Make recommendations to the Board of Directors on distribution of Isanti County BYR funds to the various investment accounts
3. Be responsible for moving the funds from the Isanti County BYR checking account to the investment accounts
4. Report to the Isanti County BYR Board of Directors on a monthly basis
5. Report to the Isanti County BYR Task Force on a quarterly basis

Appendix B

Resource/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 committee.
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.

Law Enforcement Liaison

Position Description

1. Function as a liaison between ICBYR and local law enforcement and public safety officials
2. Provide ICBYR decals and magnets to the local public safety departments

Packages for the Deployed Community Liaison

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 ICBYR community partners who mail the packages
2. Maintain a log of those who were referred to community partners
3. Gather donated items from the community:
 - 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
4. Submit all donated monies for service members to BYR treasurer for deposit to the Isanti County – Beyond the Yellow Ribbon account.

Website/Social Media Committee 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. Assure the Facebook site is updated with new events and photos of events.
7. Communicate Task Force meeting and event information as appropriate via Twitter or other social media.
8. Give updates to the committee as needed.

Congregational Community Liaison

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. Functions as a liaison between ICBYR and the clergy in Isanti County to bring awareness of ICBYR to the churches in the community
2. Assist Community Service Resource Coordinator with service projects which include congregations.
3. Schedule and coordinate congregational conferences.
4. Be a resource for and assist congregations in supporting military families and deployed service members.

Community Service Resource Coordinator Position Description

Coordinate with ICBYR members, community organizations, groups and individuals to provide assistance to veterans, military service personnel, their families and 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/Plowing
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. Oversee sign construction
4. Ensure proper placement of signs
5. Install and maintain signs

BYR Friends Coordinator Position Description

The ICBYR Friends Coordinator is responsible for:

1. Communication with local community businesses to make them aware of ICBYR and its mission
 - a. Includes offering ICBYR assistance to their employees
 - b. Recruitment of BYR Friends members who will offer support to Isanti County veterans, military service members and their families
 - c. An annual check-in with current BYR Friends members
2. Advertising BYR Friends to veterans, military service members and their families
3. Creating a BYR "Welcome Packet" for new BYR Friends and revised as needed
4. Creating a list of ICBYR fundraising opportunities/sponsorships to be shared with the local business community

Scholarship Committee Position Description

1. The Scholarship Committee consists of ICBYR Task Force members who are responsible for:
 - a. Determining scholarship eligibility
 - b. Determining scholarship amount(s)
 - c. Creation and distribution of application form
 - d. Development and implementation of advertising plan
 - e. Selection of scholarship winner(s)