



New Hope Advocacy

A COMMUNITY INITIATIVE
FOR
MENTAL WELLNESS

PREPARED FOR:
BUFFALO TRACE DISTRICT

Bridging the Gap for Hope

A Community Initiative of Buffalo Trace District

(Bracken, Fleming, Lewis, Mason, Robertson Counties)

Winter 2009

Prepared for the Buffalo Trace District Leadership
and its
Community Members



Advocacy for the Future

Prepared by:

New Hope Advocacy
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Introduction

New Hope Advocacy (The Advocacy) leads the way to the advancement of legislation, funds and services for people with mental illness and their families. The Advocacy prides itself by working on three separate yet conjoined levels:

First, we provide information and referrals to help organizations and community members acquire specific information on the availability of services and how to access them.

Second, our **Bridging the Gap for Hope** project provides community case advocacy where we work intensively with our community to assist families needing access to services currently not available in our area. Whether it is treatment, housing support, insurance, employment or education, we at The Advocacy strive to serve. (This Program is funded in part by the Buffalo Trace Agency for Substance Abuse Policy and an educational grant from Strategic Prevention Framework Incentive Grant. No personally-identifiable information regarding any individual or family is provided to any grant provider.)

Third, under the direction of our four staffed leadership and in collaboration with our Community Mental Health organization, Comprehend, Inc., we do systems advocacy as part of an ongoing effort to create, expand or improve the mental health service system within our own communities as well as advocate for policy changes through state and federal levels.

Other recent examples of systemic advocacy include:

- Legislation requiring the approval of the Department of Mental Health before any restrictions can be placed on the access of MassHealth (Medicaid) enrollees to medications used in the treatment of mental illness.

- Legislation giving the Department of Mental Health new authority over the disposition of the property formerly used for Medfield State Hospital.

It is the vision of this organization to foster initiatives that further advocacy for the rights of all humans.



It is the mission of this advocacy to advocate for human rights; to empower clients through social and community development; and to establish moral and ethical guidelines for a common purpose.



The values of The Advocacy is to

- Support equality
- Support individual rights and empowerment
- Ethical operations
- Respect of oneself and others
- Self-awareness



It is the mission of this agency to advocate
for human rights;
to empower clients through social
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VALUES

- Equality
- Support individual rights and empowerment
- Ethics
- Respect
- Self-awareness

Meet the Staff

DIRECTOR – ALICIA M. GREENE, M.ED, LPC

Alicia is a 2009 graduate of Lindsey Wilson College of Professional Counseling. She offers nearly ten years of community support through substance abuse interventions and counseling. She is a Maysville resident and currently volunteers on local coalitions in support of mental health advocacy and policy changes for a better community network.

CHIEF FINANCIAL OFFICER – TABITHA BAXTER, M.ED, LPC

Tabitha is a 2009 graduate of Lindsey Wilson College of Professional Counseling. She has come from a background of social service through nursing home facilitation and certified public accountant work through corporate levels. Ms. Baxter has an interest in coalition maintenance and overseeing grant spending and budget control. Offering several years of experience, she brings to New Hope Advocacy fresh perspectives and analytical maneuvers to establish ground based services through advocacy and community support.

DIRECTOR OF HUMAN RESOURCES – MARIBETH STEVENS, M.ED, LPC

Maribeth Stevens a graduate student of Lindsey Wilson College. Has worked in the community with life skills for 10 years through Comprehend, Inc and worked in the public school system with adolescents with special needs for 15 years. Ms. Stevens is currently pursuing a counseling position as a second career.

ADVOCATE / LIAISON OFFICER – DORA JEAN COOKSEY, M.ED, LPC

Dora Jean is a 2009 graduate of Lindsey Wilson College of Professional Counseling. Working extensively in advocacy in the field of substance abuse prevention, Ms. Cooksey came to New Hope Advocacy in 2008 to further the organizations goals in pursuing excellence through advocacy both locally and state-wide.



**Director -
Alicia M. Greene, M.Ed, LPC**

**CFO/Ombudsman -
Tabitha Baxter, M.Ed, LPC**

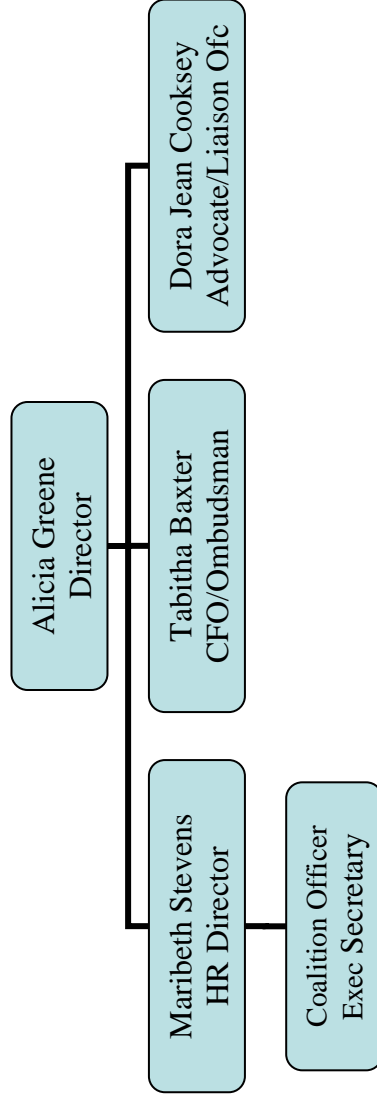
**HR Director/Coalitions Officer -
Maribeth Stevens, M.Ed, LPC**

**Community Laison/Advocate -
Dora Jean Cooksey, M.Ed, LPC**





Advocacy for the Future



New Hope Advocacy

Title: Job Titles and Descriptions

DIRECTOR: One that supervises, controls, or manages.

Primary Responsibilities:

- Assisting in the planning, development, expansion, and execution of services
- Hiring, supervision, and training of professionals
- Ensure client files and cases are managed in accordance with contract
- Responsible for representing the agency and the mental health programs at County and various funder meetings
- Provide a strong, positive and highly professional presence in the community

HUMAN RESOURCES DIRECTOR: Guides and manages the overall provision of Human Resources services, policies, and programs for the entire company.

Primary Responsibilities:

- Recruiting and staffing
- Organizational and space planning
- Performance management and improvement systems
- Organization development
- Employment and compliance to regulatory concerns
- Policy development and documentation
- Employee relations
- Company-wide committee facilitation
- Company employee and community communication
- Compensation and benefits administration
- Employee safety, welfare, wellness and health
- Employee services and counseling

CFO: The corporate executive having financial authority to make appropriations and authorize expenditures for a firm.

Primary Responsibilities:

- Serves as the Chief financial Officer for the District by evaluating, planning, organizing and directing the District's financial, accounting, outside audit and investment activities
- Responsible for preparation and presentation of financial reports, financial statements, and the District's annual budget
- Provides for procedures and information systems to provide adequate internal accounting and financial controls, and maintain proper records, budget projections, and forecasts.
- Provides direct supervision for the Accounting personnel
- Interfaces with District customers, state and local government agencies, financial institutions, consultants and vendors
- Prepares RFP's and specifications for banking, auditing, legal, and other related services
- Oversees and manages all District grant writing and grant acquisition activity

ADVOCATE: To speak, plead, or argue in favor of.

Primary Responsibilities:

- Liaison, client advocacy and coordination among those involved with the client's situation including health care providers and settings, trust departments, officers and committees, guardians, facility staff, multidisciplinary teams, schools, and other services and providers
- Provide ongoing education to client and family members in the form of verbal and or written consulting or educational materials
- Prepare written updates for client/family. Monitor the status of the client, reevaluate the care plan and revise written plan as needed.
- Provide key contact with monthly phone or e-mail update; evaluate outcomes of care plan
- Timely completion of reports, letters and documentation such as data entry, initial assessment and care plan, care notes, updates, correspondence and the cost effectiveness plan. Include statement of responsibility and other disclaimers as needed with client materials.

COALITION DIRECTOR: An alliance especially a temporary one, of people, factions, parties, or nations. A combination into one body; a union.

Primary Responsibilities:

- Vision, mission and goals are written down
- Residents and institutions are aware of vision, mission, and goals
- Active committees
- Members have copies of the bylaws
- Executive board and committees communicate regularly
- Method of communication that keeps the community updated regularly and informed about activities
- Publish survey results and use them to guide projects
- Advertises its meeting with sufficient notice by sending out agendas and fliers in advance
- Meetings in central accessible, and comfortable places and at convenient times for most members
- Activity or project is evaluated on how it went in order to learn from the experience
- Undertake projects, develop action plans that identify tasks, who will do them, and by what target dates
- Participates in citywide activities and demonstrates focus on community issues

EXECUTIVE SECRETARY: Provide full range of administrative and meeting support.

Primary Responsibilities:

- Provides a full range of administrative, clerical and office support.
- Word processing production for variety of executive team members
- Manages calendars
- Assists in phone reception for executive and administrative departments
- Prepares and coordinate mail, faxes, and express packages
- Provide filing assistance
- Provides clerical/administrative support, including the composition and preparation of routine correspondence and presentations using computer software applications
- Prepares and maintains telephone directory and other company information
- Performs photocopying and other production services

- Prepares and maintains Administrative Assistant procedures. Maintains training curriculum and provides training to back-up personnel
- Advises supervisor of any issues to ensure excellent customer service

OMBUDSMAN: IN HOUSE ADVOCATE

- Investigates complaints by private citizens against other officials or government agencies
- Attempts to resolve complaints and problems, as between employees and an employer or between students and a university.



Advocacy for the Future

333 New Hope Drive
Maysville, Kentucky 41056
(606) 759-2222

Equal Opportunity Employer

The following policies and procedures are designed to provide a consistent and efficient process for the conduct of administrative affairs within New Hope Advocacy. There may be situations which are not addressed by these policies and procedures to which necessitate immediate action outside the scope of normal process. When these situations occur, actions should be consistent with the normal administrative philosophy of New Hope Advocacy and should not violate any policy established by the Director. Every attempt will be made to expedite the service delivery aspect of the agency's activities and administrative rules will be examined prior to implementation to ensure that such regulations do not impede service delivery. However, it must be understood that documentation of services and proper fiscal management are critical to our basic mission, especially in providing New Hope Advocacy with the opportunity for future expansion of services while remaining financially secure.

New Hope Advocacy
Administrative Policy
Title: Personnel Records

It is the policy of the Human Resources Office to be the official repository for all personnel files and records for New Hope Advocacy and its affiliates.

The Director of Human Resources shall be the official custodian of all personnel records.

1. The contents of employee personnel files shall be the property of New Hope Advocacy Agency and shall contain at minimum the following information:
 - Original appointment letter, high school diploma (if required by program area), bachelor's/master's diplomas, certifications/licensures, transcript, resume and/or application, recommendation for employment and references
 - Federal and state withholding forms
 - Applicable fringe benefits forms (health insurance, dental/vision insurance, Kentucky Employee Retirement form, 401(k), Life and Long Term Disability
 - Personnel Action Forms
 - P-1 (employment, position and salary changes)
 - P-2 (termination)
 - Performance Evaluations
 - In-service Training Certificates
 - Work related memos/letters
2. Information in the files shall be held in strictest confidence and shall not be released to persons outside of New Hope Advocacy unless the Director of Human Resources has received written permission by the employee to do so or is directed to do so by subpoena or Court Order.
3. An employee may review his/her own personnel file at any reasonable time by requesting an appointment to do so with and under the supervision of the Executive Director, Executive Assistant, Director of Human Resources. Employees may not remove any material from the file.

New Hope Advocacy

Personnel Policy

Title: Code of Ethics

Statement of Policy

It is the policy of New Hope Advocacy to identify herein, a set of policies for staff. It is also recognized that all staff employed by the agency have an ethical responsibility towards those whom the organization serves. The assurance of quality services to the community can only be established through the employment of competent staff that adheres to standards for assuring consumers of our services that their interest and welfare are protected. For these purposes a Code of Ethics will be in existence within the New Hope Advocacy agency, and enforced by all associated with the agency.

- I. Each staff member will be required to review and sign a copy of the code of ethics, reflecting willingness to comply with the identified standards.
- II. Further, all staff will be required to comply with any ethical standard set forth by their individual licensure or certification board applicable to their profession.

Equal Employment Opportunity, this agency will not discriminate based on race, sex, age, or religion.

ETHICS CODE – CONSUMER/STAFF RELATIONSHIP

As a staff member of New Hope Advocacy, I shall:

- 1) Treat all information shared by or about a consumer as confidential except when written permission to an identified source allows specified facts to be shared.
- 2) Agree not to enter into any personal relationship with a consumer of services provided by the agency, during the time the consumer is receiving services and for at least five years following the termination of all agency services. This includes any sexual, financial, employment, or other personal relationship, as well as engaging in any social activity that would be considered inappropriate or is unrelated to the documented treatment of the consumer. Such relationships may appear to be adverse or exploitative to the consumer and are considered to be a violation of the Ethics Code.
- 3) **In situations where there is a question regarding potential violation or conflict; or that may appear to be a violation it is the primary responsibility to report and or disclose the specifics of the situation to the Director as well as Human Resources if applicable. A written statement of the disclosure will be submitted to the Executive Director and placed on file.**
- 4) Communicate with persons outside the agency in a positive or constructive manner in regard to the organization and its staff.
- 5) Report any incident causing physical or psychological injury to a consumer of services, whether the incident is committed by self, another employee, or others.
- 6) Not in any way discriminate among consumers on the basis of race, color, creed, sex, age, or diagnosis.
- 7) Agree to notify the Human Resources Office of any potential conflict of interest, real or apparent.
- 8) Agree to abide by and to any ethics code set forth by a licensing or certification board which is applicable to my individual field of practice.

_____ Date

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New Hope Advocacy

Personnel Policy

Title: Grievance Procedure

Statement of Policy

It is the intention of the New Hope Advocacy, to be ultimately responsible for all employee matters according to the policies of New Hope Advocacy, to assure an aggrieved staff of the agency's expectations for due process. When disciplinary measures are necessary, it is the belief of the agency that at least two (2) steps must be available for resolution to be pursued by the staff member against whom the action is being taken.

An employee is encouraged to resolve problems with his or her supervisor. However, when problems between the supervisor and the employee cannot be resolved, the employee has the right to appeal in writing to the Human Resource Director for resolution with a copy being forwarded to Director. The following policy is available towards assurance of offering reasonable internal avenues.

Any time an employee has a grievance, concern or complaint he/she should go to their immediate supervisor, Director of Human Resources Director or Director in that order, and employees are encouraged to use this procedure. However, any employee may feel free to express any problems or concerns directly with the Director of Human Resources at any time. It is inappropriate and does not resolve the problem for the staff member to share any concerns directly with Board members, community persons or other staff without first taking appropriate internal, organizational steps to resolve the difficulty.

I. STAGE I

1. The employee shall state the complaint to the immediate supervisor within ten (10) working days of the incident or action precipitating the grievance.
2. If the employee is not willing to accept the verbal response of the immediate supervisor, the employee shall state the complaint in writing within five (5) working days of any incident about which there is dissatisfaction.
3. The immediate supervisor shall respond in writing within five (5) working days after receipt of the written complaint. The supervisor shall forward a copy of the complaint and the supervisor's response to that complaint to the Director of Human Resources who will retain the copies in the employee's personnel file.

II. STAGE II

1. If the employee is not willing to accept the written response of the Human Resource Director, the employee may appeal to the Director within five (5) working days after receipt of the Human Resource Director's written response. The employee shall supply in writing such additional information as the Director shall require.
2. The Director shall respond in writing within five (5) working days with copies of the response sent to the Director of Human Resources to be included in the personnel file of the aggrieved employee.

Equal Employment Opportunity, this agency will not discriminate based on race, sex, age, or religion.

New Hope Advocacy

Administrative Policy

Title: Retention and Disposal of Records

Statement of Policy

It is the policy of New Hope Advocacy to follow a guideline of procedures regarding the Retention and Disposal of Records as with the one outlined below drafted by the Commonwealth of Kentucky's State Archives and Records Commission in 1977, we will continue to follow these guidelines until such time a new policy is adopted by the Commission.

A. Definitions

1. Permanent Records

All records likely to be of continuing value to the Local Government, to the State Government, or to future researchers must be retained permanently. This includes organizational charts, minutes of meetings, special studies, annual reports, and official correspondence.

2. Correspondence

a. Official correspondence documents the major functions of the office and the important events in its history. Official correspondence must be retained permanently. Transitory materials should be screened from the files periodically and prior to removal from active files.

b. General correspondence is correspondence that is not crucial to the preservation of the administrative history of the office. It is generally of a non-policy nature and without permanent value. It deals only with the general operations of the office that are documented by other records maintained by the office. Five years is normally an adequate retention period for general correspondence.

c. Routine correspondence consists of documents such as form letters, notices of meetings, routine intra-office memorandums, and duplicates of other correspondence, when the duplicates are made for reference purposes only. Such correspondence may be destroyed when obsolete. This type record should never be kept longer than two years.

3. Fiscal Records

- a. Recapitulatory fiscal records, such as General Ledgers and Warrant Registers, that provide a general picture of the fiscal operation of the local government, must be kept permanently. Audits and approved budgets are other permanent fiscal records.
- b. Original copies of source documents (requisitions, request for purchase, bank deposit slips, and cancelled checks) should be maintained for seven years and must be audited before they can be destroyed.
- c. Duplicate copies of source documents may be destroyed after a period of two years.

4. Minutes of Meetings

One copy of minutes of meetings of governing bodies such as fiscal courts and city councils should be forwarded to the Division of Archives and Records after each meeting for security preservation.

5. Personnel Records

- a. Original copies of personnel records must be kept permanently. Job applications of employees and personnel action recommendations are examples of permanent personnel records.
- b. Duplicate personnel records may be destroyed two years after termination of employment.

9. Duplicate Records

Duplicate records which have not been assigned a retention period in this schedule, and that function solely as Reference or Informational Material, may be destroyed when no longer useful. Normally the retention period on such records will not exceed two years. Unless otherwise stipulated in the Specific Agreements Section of this Schedule, micro-film copies of records shall have a retention period equal to that of the original records.

10. State Archives and Records Forms

The State Records Retention and Disposal Schedule, the Transmittal of State Archives and Records, and the State Certificate of Disposal must be kept permanently by the local government.

New Hope Advocacy

Personnel Policy

Title: Progressive Discipline

Statement of Policy

It is the policy of New Hope Advocacy to follow disciplinary steps in circumstances where an employee has demonstrated unsatisfactory job performance, excessive absenteeism, and disruptive conduct including insubordination or other misconduct or related offenses. In situations where offenses are considered a policy violation, require investigation, or are seen as potentially harmful to the health, safety, and welfare of consumers or fellow employees, the progressive steps may be bypassed.

The system is designed to provide feedback and support, communicate expectations, and provide for discussion, while giving opportunity for improvement.

An employee's refusal to participate in any step of the process may result in a forfeiture of the step and implementation of the next step.

I. Oral Warning - The immediate supervisor shall notify the employee, in a private interview session, that a violation or performance problem exists. The purpose of the interview will be to call the offense to the employee's attention, hear the employee's view, discuss possible solutions, and to explain what behaviors are expected and penalties for further offenses. The Human Resource Director shall keep within documentation or written report, record of oral warnings, in addition a copy signed by the employee, and director where applicable shall be placed in the employees personnel file. The documentation shall include:

- a. Description of problem or violation.
- b. Date of the interview.
- c. Summary of the discussion.
- d. A time frame for improvement.
- e. Signatures

II. Written Warning - A written warning will be issued if the employee fails to improve as directed in the oral warning, or if further offenses (of the same or different nature) occur following an oral warning. The written warning shall be a formal memo reviewed and approved by Human Resources and shall include:

- a. Review of oral warning, if applicable.
- b. Description of problem or violation.
- c. Outline of discipline that will follow continued violation.
- d. Description of steps for employee to remedy the problem.
- e. Define time frame for improvement.
- f. Signatures

The formal written warning shall be reviewed in an interview with the employee, the immediate Director and the Human Resource Director. The employee should acknowledge the warning by signing and dating the file copy. All written warnings will become a part of the permanent personnel record. After a period of one year, if no other problems have been documented, the employee may request that the warning be removed from the record. All requests should be forwarded to the Human Resource Director and must be approved by the Director.

III. Employees who receive two oral warnings within a six-month time period will receive a written warning. Employees who receive two written warnings within one year, (whether or not for like offenses), may be recommended for probation and or suspension upon further infractions or offenses.

IV. All actions beyond the written warning require recommendation of Human Resource Director and prior approval of Director.

Equal Employment Opportunity, this agency will not discriminate based on race, sex, age, or religion.

New Hope Advocacy

Personnel Policy

Title: Equal Employment Opportunity

Statement of Policy

It is the policy of New Hope Advocacy to provide opportunity for employment and shall be open to any person who, on the basis of merit, is qualified for the desired position. Applications shall be considered and persons will be appointed, promoted, demoted, or dismissed without regard to race, sex, age, religion, national or ethnic origin, political or religious opinions and affiliations, or physical or mental condition such that would not interfere with the appropriate discharge of job responsibilities and duties.

The Agency does hereby reaffirm its policy that it shall not discriminate on the basis of race, color, sex, age (over 40 years), religion, national or ethnic origin, political or religious opinions and functions and activities, including but not limited to employment, promotion, demotion, or dismissal of employees, or to services received by or rendered by the Agency.

I. Grievances

- A. Employees with grievances relevant to equal opportunity employment shall pursue those grievances in accordance with the grievance procedures outlined in the Agency's present Personnel Policies.

II. Employer Responsibilities

- A. The Director, will be responsible for ensuring that any advertisement for vacancies that are open, for these positions describes the Agency as "an equal employment opportunity employer".
- B. The Director shall review present, written job classifications to ensure that only job-related experience and training are the basic and necessary ingredients for job performance and/or job recruitment.
- C. The Agency shall ensure that information is disseminated to all present employees concerning job opportunities, and these job opportunities shall be filled through promotion of present employees when possible.
- D. It is the responsibility of all supervisors to assure that employees under their supervision act in accordance with this policy at all times.

Equal Employment Opportunity, this agency will not discriminate based on race, sex, age, or religion.

New Hope Advocacy
Administrative Policy
Title: Public Relations

Statement of Policy

It is the policy of New Hope Advocacy to authorize the Advocate/Liaison or the Human Resource Director as the spokesperson. Public announcements made by any other employee must have the advance approval of the Director.

A. News Releases, Media Contacts

1. Routine, non-controversial

New Hope Advocacy, on occasion, be contacted by local news media who wish to gain information. If the subject matter is routine, and non-controversial, program directors should be open, honest and cooperative. If the program director feels uncomfortable dealing with the media, he/she should request pertinent information and promise to follow-up. The program director should then contact the Director or the Human Resource Director.

2. Sensitive or non-routine

In matters of a sensitive or non-routine nature, the Director or the Human Resource Director is the only authorized spokesperson for New Hope Advocacy.

B. Other

1. All news releases or public service announcements must be approved by the Director or the Human Resource Director.

2. When dealing with the media, time follow-up is essential.

3. If a situation occurs that may have a negative impact on the agency's public image, notify the Director immediately. This allows time to develop a plan of action in an effort to minimize possible negative community relations.

New Hope Advocacy

Administrative Policy

Title: Privacy

Statement of Policy

It is the policy of New Hope Advocacy to describe how personal information about you may be used or disclosed and how you can get access to this information. Please review it carefully. If you have any questions, please contact New Hope Advocacy's Human Resource Director, whose name and number is at the end of this NOTICE

WHO WILL COMPLY WITH THIS NOTICE

This notice describes the New Hope Advocacy's practices and that of:

- ❖ all employees, staff and other personnel who may have access to your personal information

OUR PLEDGE REGARDING YOUR PERSONAL INFORMATION

We understand that personal information about you is personal and we are committed to protecting all information about you. This notice will tell you about the ways in which we may use and disclose information. We reserve the right to change the terms of this notice after doing the following:

- ❖ posting the revised NOTICE in our office
- ❖ making the revised NOTICE available upon request
- ❖ posting the revised NOTICE on our website.

WE ARE REQUIRED BY LAW TO:

- ❖ make sure that personal information that identifies you is kept private;
- ❖ give you this Notice of our legal duties and privacy practices with respect to personal information about you; and
- ❖ follow the terms of the Notice that is currently in effect.
- ❖ to take every precaution to limit information to the minimum necessary to facilitate the use or disclosure.

WE MAY USE AND DISCLOSE PERSONAL INFORMATION ABOUT YOU WITHOUT YOUR AUTHORIZATION IN THE FOLLOWING GENERAL CIRCUMSTANCES.

WHEN REQUIRED BY LAW. We will disclose personal information about you when required to do so by federal, state or local law. Such activities might include reporting to the appropriate governmental agency incidents of child abuse , neglect or domestic violence.

TO AVERT A SERIOUS THREAT TO HEALTH OR SAFETY. We may use and disclose personal information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

PUBLIC HEALTH RISKS. We may disclose personal information about you for public health activities. These activities generally include the following:

- ❖ to prevent or control disease, injury or disability;
- ❖ to report births and deaths;
- ❖ to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition

LAWSUITS AND DISPUTES. If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order.

ANY OTHER USE OR DISCLOSURE REQUIRES AN AUTHORIZATION FROM YOU

For uses and disclosures beyond payment and operation purposes, we are required to have your written authorization, unless the use or disclosure falls within one of the exceptions listed above. Authorizations can be revoked at any time to stop future uses/disclosures, except to the extent that we have already undertaken an a use or disclosure.

YOUR RIGHTS REGARDING YOUR PERSONAL INFORMATION

You have the following rights regarding all information we maintain about you:

RIGHT TO INSPECT AND REQUEST COPY OF YOUR PERSONAL RECORD You have the right to inspect and/or request a copy of personal information that may be used to make decisions about your case.

To inspect and copy personal information that may be used to make decisions about you, you must submit your request in writing to New Hope Advocacy's Human Resource Director. We will respond to your request within 30 days. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to personal information, you may request that the denial be reviewed. An Ombudsman, employed by New Hope Advocacy, will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

RIGHT TO A PAPER COPY OF THIS NOTICE. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. You may obtain a copy of this notice at our website, www.newhopeadvocacy.com.

RIGHT TO FILE A COMPLAINTS_ If you believe your privacy rights have been violated, you may file a complaint with New Hope Advocacy or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. To file a complaint with New Hope Advocacy, contact: Maribeth Stevens, Privacy Officer/Human Resource Director
333 New Hope Drive, Maysville KY 41056
(606)759-2222 Ext: 111

To contact the Department of Health and Human Services you may call or write to the following address:

200 Independence Avenue, S.W.
Washington, D.C. 20201
Telephone: 202-619-0257

Equal Employment Opportunity, this agency will not discriminate based on race, sex, age, or religion.

New Hope Advocacy

Meeting Minutes January 23, 2009

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Alicia Greene Maribeth Stevens Dora Jean Cooksey Tabitha Baxter		Teka Cloyd
		OTHERS ABSENT

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
Call to Order	Alicia Greene called the meeting to order.	
Roll Call	Roll call was administered by Alicia Greene.	A quorum was noted
Previous Meeting Minutes <i>Minutes E-mailed to Members.</i>		
Financial Report	Tabitha Baxter presented a financial report for the month of January. Motion to accept report: Alicia Greene Second: Maribeth Stevens	
Executive Committee Report Summary <i>Copy of minutes included in packet.</i>	Alicia Greene reported to the Board on the January 23, Executive Committee meeting: <ul style="list-style-type: none"> ▪ Development of new agency. ▪ Issue of mental/addiction rehabilitation. ▪ Project: Rehabilitation center for alcohol/drug coming out of long term treatment, "half-way house". ▪ Purpose: Reintegration of addicts to community. ▪ Issue: Of beds and what counties it would serve. ▪ Examples of Mission statement. ▪ Examples of Vision statement. ▪ Examples of Values. 	Nomination is to be submitted by Alicia Greene, Maribeth Stevens, Dora Jean Cooksey, and Tabitha Baxter.

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW -UP
'09 KY ASAP Request for Proposal <i>Copy of letter of award included in packet</i>	Tabitha Baxter announced that the new RFP for ASAP funds has been approved for a total of \$250,000. An overview of the grant projects are as follows:	
Project Update:	Alicia Greene assigned titles to members of the New Hope Agency.	
Upcoming Meetings and Training Opportunities	Executive Committee January 23, 4:45 PM - 8 PM - MCTC, Room 318 Executive Committee January 24, 9 AM - 12 PM - MCTC, Room 318 Executive Committee January 31, 1 PM - 4 PM- MCTC, Room 318	Minutes should be submitted Prior to January 31, 2009.
Adjournment	Alicia Greene adjourned meeting at 8 PM. Maribeth Stevens second the motion.	
Minutes By:	Maribeth Stevens	

New Hope Advocacy

Meeting Minutes January 24, 2009

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Alicia Greene Maribeth Stevens Dora Jean Cooksey Tabitha Baxter		
		OTHERS ABSENT

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW- UP
Call to Order	Alicia Greene called the meeting to order.	
Roll Call	Roll call was administered by Alicia Greene.	A quorum was noted
Previous Meeting Minutes <i>Minutes E-mailed to Members.</i>		
Financial Report	Tabitha Baxter presented a financial report for the month of January. Motion to accept report: Alicia Greene Second: Maribeth Stevens	
Executive Committee Report Summary <i>Copy of minutes included in packet.</i>	<p>Alicia Greene reported to the Board on the January 24, Executive Committee meeting:</p> <ul style="list-style-type: none"> ▪ Assignments of Job titles. <ul style="list-style-type: none"> .Director - Alicia Greene .CFO - Tabitha Baxter .Secretary/Coalition Director/HRM- <ul style="list-style-type: none"> Maribeth Stevens .Advocate - Dora Jean Cooksey ▪ Assign tasks from task list. ▪ Develop strategy for community buy -in. ▪ Director met with each team member and discussed roles and responsibilities. ▪ Issue: Presenting information about the agency to local, county, and state officials. ▪ Developed Mission statement. ▪ Developed Vision statement. 	

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
	<ul style="list-style-type: none"> ▪ Developed Values. ▪ Discussion of Fund raiser and advertising the event. Gala at Convention Center Invitation only/dinner with presentation 	
'09 KY ASAP Request for Proposal	Tabitha Baxter will present a budget for the development of the New Hope Agency by February 6, 2009. The total funds of \$250,000 will be allocated.	
Project Update:	<p>Mission Statement: It is the mission of this agency to advocate for human rights, to empower clients through social and community development, and to establish moral and ethics guidelines for a common purpose.</p> <p>Vision Statement: It is the vision of this agency to foster initiatives, to encourage advocacy for the rights of all humans.</p> <p>Values: Equality Individual rights and empowerment Ethics Respect Self-awareness</p>	All committee members motion to accept the mission statement, vision statement, and the values for this agency.
Upcoming Meetings and Training Opportunities	<p>Executive Committee January 24, 9 AM - 12 PM - MCTC, Room 318</p> <p>Executive Committee January 31, 1 PM - 4 PM- MCTC, Room 318</p>	Minutes should be submitted Prior to January 31, 2009.
Adjournment	Alicia Greene adjourned meeting at 12 PM. Maribeth Stevens second the motion.	
Minutes By:	Maribeth Stevens	

New Hope Advocacy

Meeting Minutes January 31, 2009

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Alicia Greene Maribeth Stevens Dora Jean Cooksey Tabitha Baxter		
		OTHERS ABSENT

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
Call to Order	Alicia Green called the meeting to order.	
Roll Call	Roll call was administered by Alicia Greene at 12:30 P.M.	A quorum was noted
Previous Meeting Minutes <i>Minutes E-mailed to Members.</i>	Maribeth Stevens reviewed previous minutes for January 24, 2009.	
Financial Report	Tabitha Baxter presented a financial report for the month of January. Motion to accept report: Alicia Greene Second: Maribeth Stevens	
Executive Committee Report Summary	Alicia Greene reported to the Board on the January 31, Executive Committee meeting: <ul style="list-style-type: none"> ▪ Developed the agency logo. ▪ Developed the budget allotment. ▪ Director met with each team member and discussed roles and responsibilities and answered questions. ▪ Issue: Survey to be used to collect data. ▪ Discussion of collecting demographics. 	All managers agreed upon set logo and budget allotment.

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW -UP
'09 KY ASAP Request for Proposal	Tabitha Baxter presented budget allotments for : .salaries .fundraiser allotment .communication and utilities .copy machine expenses .revenue project fee schedule .state and local grants	
Upcoming Meetings and Training Opportunities	Executive Committee meeting on February 6, 2009; 4:45-8:30 P.M. at MCTC, Room 318. Executive Committee meeting on February 7, 2009; 9:00-12:00 A.M. at MCTC, Room 318.	Minutes should be submitted Prior to February 6, 2009.
Adjournment	Alicia Greene adjourned meeting at 2:00 P.M. Maribeth Stevens second the motion.	
Minutes By:	Maribeth Stevens	

New Hope Advocacy

Meeting Minutes February 6, 2009

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Alicia Greene Maribeth Stevens Dora Jean Cooksey Tabitha Baxter		
		OTHERS ABSENT

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
Call to Order	Alicia Greene called the meeting to order.	
Roll Call	Roll call was administered by Alicia Greene.	A quorum was noted
Previous Meeting Minutes <i>Minutes E-mailed to Members.</i>	Discussed old business from previous meeting.	
Financial Report	Tabitha Baxter presented a financial report for the month of February. Payroll was adjusted. Motion to accept report: Alicia Greene Second: Maribeth Stevens	
Executive Committee Report Summary	Alicia Greene reported to the Board on the February 6, Executive Committee meeting: <ul style="list-style-type: none"> ▪ Discussion of press release presented by Dora Jean, membership edited ▪ Discussed and Developed Strategic Plan. ▪ Discussion and Development of policy and procedures. ▪ Developed list of local, state, federal officials to invite to the fund raiser. ▪ Developed poster for fund raiser. 	Committee agreed with summary report.

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
'09 KY ASAP Request for Proposal	Tabitha Baxter discussed and approved changes made to budget and payroll of staff.	
Project Update:		
Upcoming Meetings and Training Opportunities	<p>Executive Committee January 23, 4:45 PM - 8 PM - MCTC, Room 318</p> <p>Executive Committee January 24, 9 AM - 12 PM - MCTC, Room 318</p> <p>Executive Committee January 31, 1 PM - 4 PM- MCTC, Room 318</p>	Minutes should be submitted Prior to February 7, 2009.
Adjournment	Alicia Green adjourned meeting at 5:40 PM. Maribeth Stevens second the motion.	
Minutes By:	Maribeth Stevens	

New Hope Advocacy

Meeting Minutes February 6, 2009

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Alicia Greene Maribeth Stevens Dora Jean Cooksey Tabitha Baxter		
		OTHERS ABSENT

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
Call to Order	Alicia Greene called the meeting to order.	
Roll Call	Roll call was administered by Alicia Greene.	A quorum was noted
Previous Meeting Minutes <i>Minutes E-mailed to Members.</i>	Discussed old business from previous meeting.	
Financial Report	Tabitha Baxter presented a financial report for the month of February. Payroll was adjusted. Motion to accept report: Alicia Greene Second: Maribeth Stevens	
Executive Committee Report Summary	Alicia Greene reported to the Board on the February 6, Executive Committee meeting: <ul style="list-style-type: none"> ▪ Discussion of press release presented by Dora Jean, membership edited ▪ Discussed and Developed Strategic Plan. ▪ Discussion and Development of policy and procedures. ▪ Developed list of local, state, federal officials to invite to the fund raiser. ▪ Developed poster for fund raiser. 	Committee agreed with summary report.

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
'09 KY ASAP Request for Proposal	Tabitha Baxter discussed and approved changes made to budget and payroll of staff.	
Project Update:		
Upcoming Meetings and Training Opportunities	<p>Executive Committee January 23, 4:45 PM - 8 PM - MCTC, Room 318</p> <p>Executive Committee January 24, 9 AM - 12 PM - MCTC, Room 318</p> <p>Executive Committee January 31, 1 PM - 4 PM- MCTC, Room 318</p>	Minutes should be submitted Prior to February 7, 2009.
Adjournment	Alicia Green adjourned meeting at 5:40 PM. Maribeth Stevens second the motion.	
Minutes By:	Maribeth Stevens	

New Hope Advocacy

Meeting Minutes February 13, 2009

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Alicia Greene Maribeth Stevens Tabitha Baxter	Dora Jean Cooksey	
		OTHERS ABSENT

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
Call to Order	Alicia Green called the meeting to order.	
Roll Call	Roll call was administered by Alicia Greene at 2:00 P.M.	A quorum was noted
Previous Meeting Minutes <i>Minutes E-mailed to Members.</i>	Maribeth Stevens reviewed previous minutes for January 31, 2009.	
Financial Report	Tabitha Baxter presented a financial report for the month of February. Motion to accept report: Alicia Greene Second: Maribeth Stevens	
Executive Committee Report Summary	Alicia Greene reported to the Board on the February 13, 2009, Executive Committee meeting: <ul style="list-style-type: none"> ▪ Discussed and developed policy and procedures. ▪ Discussion of the budget allotment for the Gala Fundraiser event. ▪ Invitation was developed for local, county, and state officials. ▪ Issue: Educating the community through the media. ▪ Zero based budget was discussed and developed. 	Members motioned for policy and procedures to be passed.

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
'09 KY ASAP Request for Proposal	Tabitha Baxter discussed budget amounts spent.	
Project Update:		
Upcoming Meetings and Training Opportunities	<p>Executive Committee meeting on February 20, 2009; 4:45-8:30 P.M. at MCTC, Room 318.</p> <p>Executive Committee meeting on February 21, 2009; 9:00-12:00 A.M. at MCTC, Room 318.</p>	Minutes should be submitted Prior to February 20, 2009.
Adjournment	<p>Alicia Greene adjourned meeting at 2:00 P.M.</p> <p>Maribeth Stevens second the motion.</p>	
Minutes By:	Maribeth Stevens	

New Hope Advocacy

Meeting Minutes February 7, 2009

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Alicia Greene Maribeth Stevens Dora Jean Cooksey Tabitha Baxter		
		OTHERS ABSENT

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
Call to Order	Alicia Greene called the meeting to order.	
Roll Call	Roll call was administered by Alicia Greene.	A quorum was noted
Previous Meeting Minutes <i>Minutes E-mailed to Members.</i>	Discussed old business from previous meeting.	
Financial Report	Tabitha Baxter presented a financial report for the month of February. Tabitha reported the amount that is allotted for the fund raiser. Motion to accept report: Alicia Greene Second: Maribeth Stevens	
Executive Committee Report Summary	Alicia Greene reported to the Board on the February 7, Executive Committee meeting: <ul style="list-style-type: none"> ▪ Edited poster for fund raiser. ▪ Discussed and Developed Strategic Plan in detail. ▪ Developed two policy and procedures to add to the agency. ▪ Discussed the media. ▪ Discussed and developed the questionnaire to use in the community. ▪ Developed the EEO statement that will appear at the bottom of all the policy and procedures. ▪ Discussion of the name for the fund raiser poster, entertainment, and featuring a discussion panel and bid-off auction. 	Committee agreed and accepted motions to carry out assignments.

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
	<ul style="list-style-type: none"> ▪ Developed items to use for auction: vacation, weekend package to Los Vegas, and Rose Mary Clooney package of tickets. ▪ Discussed and developed the panel board for the fundraiser: New Hope Advocacy-Dora Jean Cooksey; Women’s Crisis Center-Sherry Stafford; Director of Office of Drug Control Policy-Van Ingram; Riverbend Treatment Center-Dr. David Matthews; and Branch Manager of Division of Mental Health and Substance abuse-Anita Jennings. ▪ Developed the date and location of the fund raiser. 	
Budget Review	Tabitha Baxter discussed and edited budget changes with approval from Director, Alicia Greene.	
Project Update:	Alicia Greene discussed editing to the fund raiser poster with approval from staff members.	
Upcoming Meetings and Training Opportunities	<p>Executive Committee February 13, 2:00-3:30 PM - 8 PM - MCTC, Room 318</p> <p>Executive Committee February 20, 4:45-8:00 PM - MCTC, Room 318</p> <p>Executive Committee February 21, 9:00AM-12:00PM- MCTC, Room 318</p>	Minutes should be submitted Prior to February 13, 2009.
Adjournment	Alicia Greene adjourned meeting at 12:00 PM. Maribeth Stevens second the motion.	
Minutes By:	Maribeth Stevens	

New Hope Advocacy

Meeting Minutes February 17, 2009

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Alicia Greene Maribeth Stevens Dora Jean Cooksey Tabitha Baxter		
		OTHERS ABSENT

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
Call to Order	Alicia Greene called the meeting to order.	
Roll Call	Roll call was administered by Alicia Greene.	A quorum was noted
Previous Meeting Minutes <i>Minutes E-mailed to Members.</i>	Discussed old business from previous meeting.	
Financial Report	Tabitha Baxter presented a final, financial report for the month of February. Tabitha reported the amounts that were adjusted. Motion to accept report: Alicia Greene Second: Maribeth Stevens	
Executive Committee Report Summary	Alicia Greene reported to the Board on the February 17, Executive Committee meeting: <ul style="list-style-type: none"> ▪ Edited Strategic Plan. ▪ Approved the letter to be sent out to local, state, and federal officials. ▪ Approved the policy and procedures. ▪ Developed data from the Community Buy In. ▪ Developed and approved of the name for the fund raiser poster, entertainment, and featuring a discussion panel and bid-off auction. 	Committee agreed and accepted motions to carry out assignments.

AGENDA ITEMS	DISCUSSION/CONCLUSIONS/ RECOMMENDATIONS	ACTION/FOLLOW-UP
Budget Review	Tabitha Baxter made adjustments to the budget and presented it to the staff members with approval from Director, Alicia Greene.	
Project Update:	Alicia Greene presented the booklet to be used for presentation on February 21, 2009.	
Upcoming Meetings and Training Opportunities	<p>Executive Committee February 20, 4:45-8:30 PM - MCTC, Room 318</p> <p>Executive Committee February 21, 9:00AM-12:00PM- MCTC, Room 318</p>	Minutes should be submitted Prior to February 20, 2009.
Adjournment	Alicia Greene adjourned meeting at 7:30 PM. Maribeth Stevens second the motion.	
Minutes By:	Maribeth Stevens	

BUDGET

The Advocacy chose to use a zero-based budget as a technique of planning and decision-making. This type of planning reverses the working process of traditional budgeting. In traditional incremental budgeting, managers justify increases based on the previous year budget and what has been already spent is automatically sanctioned. No reference is made to the previous level of expenditure. By contrast, in zero-based budgeting, every department function is reviewed at length and all expenditures must be approved. Zero-based budgeting requires the budget request be justified in complete detail by each department manager starting from the zero-base. The zero-base is indifferent to whether the total budget is increased or decreased.

Advantages

1. Efficient allocation of resources, as it is based on needs and benefits.
2. Drives managers to find cost effective ways to improve operations.
3. Detects inflated budgets.
4. Municipal planning departments are exempt from this budgeting practice.
5. Useful for service departments where the output is difficult to identify.
6. Increases staff motivation by providing greater initiative and responsibility in decision-making.
7. Increases communication and coordination within the organization.
8. Identifies and eliminates wasteful and obsolete operations.
9. Identifies opportunities for outsourcing.
10. Forces cost centers to identify their mission and their relationship to overall goals.

Disadvantage

1. Difficult to define decision units and decision packages, as it is time-consuming and exhaustive.
2. Forced to justify every detail related to expenditure. The R&D department is threatened whereas the production department benefits.
3. Necessary to train managers. Zero-based budgeting must be clearly understood by managers at various levels to be successfully implemented. It becomes difficult to administer and communicate the budgeting because more managers are involved in the process.
4. In a large organization, the volume of forms may be so large that no one person could read it all. Compressing the information down to a usable size might remove critically important details.
5. Honesty of the managers must be reliable and uniform. Any manager that exaggerates skews the results.

Zero-Based Line Budgeting

"Active-Balanced Budgeting"

**Every dollar of income received
is budgeted and allocated
for. All monies are spent in
accordance to budgeted criteria.**

Assets	
Current Assets	
Cash	\$ 250,000
Total Current Assets	\$ 250,000
Other Assets	
Property & Equipment (less depreciation)	80,000
Includes land, buildings, vehicles	27,000
Furniture and equipment	28,000
TOTAL ASSETS	\$ 385,000
LIABILITIES	
Current Liabilities	
Accounts Payable	105,287
Accrued Personnel Expenses	90,000
Notes Payable, Current	1,657
Total Current Liabilities	\$ 196,944
Net Assets	
Unrestricted	160,000
Temporarily Restricted	87,000
TOTAL NET ASSETS	\$ 632,000
REVENUES	
Net Services (15% Project Fee)	65,000
State and Local Grants	None
Other Revenues	None
TOTAL REVENUES	\$ 65,000
EXPENSES	
Payroll and Fringes	90,000
Communications and Utilities	400
Depreciation	9,000
Fundraising Events	25,000
Other Operating Expenses	1,200
TOTAL EXPENSES	\$ 125,600
NET ASSETS BEGINNING OF YEAR	\$ 250,000
NET ASSETS END OF YEAR	\$ 374,456



New Hope Advocacy

A COMMUNITY INITIATIVE
FOR
MENTAL WELLNESS

THE PROJECT

Background

The Advocacy has been awarded a total of \$250,000 in mini-grants through support of its local Agency for Substance Abuse Policy Board as well as the Strategic Prevention Framework Incentive Grant (SPFSIG). The mini-grants awarded were designed to assist The Advocacy to develop a local needs and resource assessment, build capacity, and assist local organizational support through community education utilizing community resources such as the Regional Prevention Center, health departments and physician offices as well as assist the SPF process through its region. The outcome of its goals is to provide the Buffalo Trace District with a much needed Rehabilitation Center for ongoing treatment of substance abuse disorders.

As one component of its needs and resource assessment, The Advocacy hosted a survey project in Winter of 2009 to assess the attitudes and norms (beliefs) of adults in Buffalo Trace related to rehabilitation facilities (Halfway Houses). Specifically, The Advocacy was focused on learning about the level of support for halfway houses and community perception about its efficacy; preferences around mental health support; beliefs about substance abuse and the perceived problems around availability of mental health support. The results of this survey will help guide future efforts of The Advocacy. Because of the overall use in our community, statistical data collected from local and regional KIP surveys have been included to assist in comparative values of Buffalo Trace District youth and their own perception of substance use.

Currently, there is no rehabilitation centers established in our five-county region and those establishments that support in-house treatment are several counties away resulting in separation from family units of support.

**Buffalo Trace District
rates 54% smaller in
population than other
areas surrounding them.**

Lessons from the Research

**Buffalo Trace District holds our
population at 56,846 - 54% smaller
in population than other
regional areas surrounding us.
(US Census Data, 2007)**

**Braken County
8,655**

**Fleming County
14,576**

**Lewis County
14,012**

**Mason County
17,271**

**Robertson County
2,332**

Demographics

Survey respondents were asked to describe themselves regarding their gender, age, and level of educational attainment. Males and females were equally represented in the survey sample. A noticeably higher percentage of the population was 35 years or older suggesting a more mature group of individuals. Young adults were somewhat under-represented. In terms of educational attainment, the Survey sample includes a comparative selection of those with High School diplomas with 50% reporting attaining a college degree or higher in comparison to 25% for Buffalo Trace District area and 26.5% for Kentucky as a whole.

Overall, respondents appear to be a well-educated sample.

Methodology

A blind sampling was used in an effort to produce individual samples for the municipality of Buffalo Trace District (BTD) to sufficiently generalize the population at an acceptable level of confidence to combine the results to represent BTD as a whole.

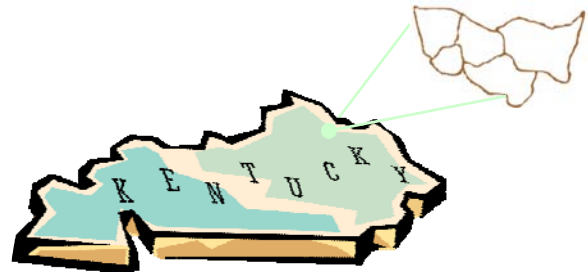
A total of 40 surveys were given by utilizing telephone interviews and personal interviews of 40 county residents. Respondents were screened to identify location of personal residences within the BTD area. Interviews were conducted from several local agencies:

The total sample of 40 cases has a margin of error of approximately ± 5 percentage points at the 95% level of confidence. This means that 95% of all Random samples of this size will produce results that can be expected to vary no more than 5 percentage points from the true population parameters. Findings are rounded to the nearest percentage point and may not add up 100% owing to rounding error.

Interviews Conducted :
Fleming County Hospital
Comprehend Inc.
Talbert House
Mason County Nursing Facility
Wal-Mart Super Center
Lewis County Primary Care
Meadowview Regional
Kroger

Counties	Population	Females	Males
Bracken	8,655	50.2%	49.8%
Fleming	14,576	50.9%	49.1%
Lewis	14,012	50%	50%
Mason	17,271	51.5%	48.5%
Robertson	2,332	51.5%	48.5%

US Census Bureau, 2007



Education Attainment	Kentucky	Buffalo Trace Dist	Survey Sample
Pop 18>	2,812,772	76.6%	4.9%
Some HS	11.8%	26%	9%
HS Grad	34.7%	33.3%	30%
Some College	18.4%	16%	11%
College Grad	26.5%	25.1%	50%

US Census Bureau, 2007

Support of a residential treatment facility within BTB.

SURVEY ITEM: "I support a residential addictions treatment facility in Buffalo Trace District."

Given that these estimates of support for are 28.6% across BTB, supporters in this survey may be under-represented. This under-representation; however, is not large. Additionally, analysis of the data shows that adult attitudes towards substance use and youth seem to be higher in rates of probability of use within our local youth population. 20% of respondents 35-44 reporting that they support a facility for treatment but for youth, not adults compared to the 18-25 age range rating at 33%.

Further analysis indicates that there is a strong tendency for supporters and non-supporters to have differing attitudes towards what is addiction. For instance, only 15% of the non-supporters said that addiction is a disease compared to 85% of the supporters. This is perhaps not surprising (and note that the divide is NOT clear cut), but underscores the tension that communities often encounter when pursuing supporting community developments where attitudes are uncertain to the project's purpose.

This type of response only reflects the necessity of community education where substance abuse is concerned and what actually defines a chronic user.

20% of those surveyed supported a residential treatment facility.

Lessons from the Research

For many people, more than one attempt at recovery is needed, sometimes over a long period of time because this disorder is a chronic, progressive and RELAPSING disorder.
(Center on Addiction and Substance Abuse at Columbia University, 1994)

Resources available for BTM community members in addiction services.

SURVEY ITEM: "There are several options for those seeking addictions treatment in the BTM area."

Even without having a residential treatment facility in Maysville, many of the survey respondents believe that there are enough resources available for community members in search of substance abuse treatment. The data is highly right skewed revealing that the majority of respondents actually "strongly agree" that "there are several options for those seeking addictions treatment." When compared to statewide survey data that less than half percent (43%) believe there is adequate mental health support for addiction services and that addiction is a serious health hazard (UK Health Care Survey, 2006), the BTM data shows a positive proportions.

A small percentage of respondents (3%) replied, they "don't know" if "treatment effectively reduces addiction." This indicates that although a 20% of the respondents support the residential treatment facility, the majority of those surveyed are educated on the harmful effects of addiction and the need of treatment for this.

Seventy-eight percent (78%) of the respondents in the area 'agree' or 'strongly agree' that there are several options available for those seeking treatment for addictions.

Lessons from the Research

Recovery support services have been critical to helping people sustain their recovery from addiction for the long term.
(drugfreecincinnati.org)

Attitude about substance use in BTD area.

SURVEY ITEM: *"I am concerned about drug/alcohol use in the Buffalo Trace District."*

For BTD, as a whole, very few respondents (3%) are ambiguous (not sure) whether or not they feel that BTD has a problem with drugs/alcohol use. The majority agree (75%) or strongly agree that such is a predominate and growing problem in the area.

As previously cited, there is a strong opposition for support of a residential care facility in the BTD area yet the attitudes reflected seem to acknowledge the need. This is perhaps not surprising giving the fact that a low percentage (20%) supported this project and that another 15 percent of non-supporters feel that addiction is treatable. The divide on this is not clear cut as it seems. But underscores the tension communities often encounter when pursuing projects that support an entity that the community just does not have an understanding about the consequences or outcomes associated with the disease.

Further analyses showed that gender was correlated with support for treatment facilities, such that women supported the facility more so than men. Educational attainment showed no correlation with support or not.

Seventy-five percent (75%) of the adults surveyed in the area "agree" or "strongly agree" that BTD has a drug and/or alcohol problem.

Lessons from the Research

Untreated addiction is the cause of other problems and illnesses like heart disease, lower work productivity, overcrowded jails and broken families. Yet millions of Americans cannot seem to access the treatment and recovery services they need to overcome their addiction(s).
(www.drugfreecincinnati.org)

Treatment facilities in reducing addiction.

SURVEY ITEM: "*Treatment effectively reduces addiction.*"

Across BTJ as a whole, a majority (60%) of respondents believed that treatment was a viable alternative to combating addiction. 18% were not sure and 22% disagreed that treatment is an effective way to reduce addiction.

It is interesting to note that there were a considerable percentage (18%) of respondents who were unsure if treatment would reduce addiction suggesting the need for more public awareness and education around this point.

Sixty percent (60%) of the adult population surveyed 'agree' or 'strongly agree' that treatment effectively reduces substance abuse.

Lessons from the Research

Some observers now view the treatment of recidivism, especially for criminal offenders who are at risk of re-incarceration, as being a mental health issue rather than a 'crime' issue for which choice theory based programs may be highly effective.

Perception of substance use correlated with crime.

SURVEY ITEM: *"I believe that drug/alcohol abuse is directly related to crime."*

**Sixty-three percent (63%)
of the population surveyed
'agree' or 'strongly agree'
that drugs is a problem
in the BTD area.**

While the analysis seems to reveal that substance abuse is an issue in BTD as a whole, there is some noteworthy variation among response patterns for this question. Looking at BTD as a whole, we see that a few respondents (11%) indicated that they 'disagree' or 'strongly disagree' that drugs is a problem among the population in the BTD area. Sixty-three percent (63%) of the population surveyed either 'agree' or 'strongly agree' that drugs are a problem. Notably, however, a significant portion (26%) of respondents noted 'not sure'.

Lessons from the Research

Recidivism rates compared between the US (60%) and UK (50%) show a 10% difference. The report attributed the lower recidivism rate in UK to a focus on rehabilitation and education of prisoners compared with the US focus on punishment, deterrence and keeping potentially dangerous individuals away from society. These educational objectives included treatment for addictions as well as mental health related problems.

The Survey

BUFFALO TRACE TRANSITIONAL TREATMENT SURVEY

This survey is conducted by the Buffalo Trace Coalition to help plan future activities.

We would like to know how you feel about different aspects of drug treatment facilities. Please mark the most appropriate response to the following statements.

	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1. I support a residential addictions treatment facility in Buffalo Trace District.	0	0	0	0	0
2. There are several options for those seeking addictions treatment in the Buffalo Trace District.	0	0	0	0	0
4. Treatment effectively reduces addiction.	0	0	0	0	0
5. I am concerned about drug/alcohol use in the Buffalo Trace District.	0	0	0	0	0
6. It is easy for anyone seeking residential addictions treatment to find it within the Buffalo Trace District.	0	0	0	0	0
7. Addiction is a disease.	0	0	0	0	0
8. My insurance covers addiction treatment.	0	0	0	0	0
9. My employer offers an Employee Assistance Program for addictions treatment.	0	0	0	0	0
10. I believe that drug/alcohol abuse is directly related to crime.	0	0	0	0	0

Please take a few moments to provide the following demographic information:

Are you Male Female

Age: 18-24 25-34 35-44 45-65 over 65

Education: Some HS HS Grad Some college BS or higher



New Hope Advocacy

A COMMUNITY INITIATIVE
FOR
MENTAL WELLNESS

FUNDRAISER

The Fundraiser

- "Service to others begins with one spark of hope." -
Dora Jean Cooksey

New Hope Advocacy Fund raiser began with discovery! Discovery that when it comes to substance addiction, provisions that allow for a **full recovery** from substance addiction are not available locally to those citizens from the Buffalo Trace District (BTD).

Addiction usually begins its reign in the form of many different scenarios. We have heard the stories of denial or how one got hooked. Undoubtedly addiction ends up extinguishing promise and hope from our citizens caught up in its grip. Most of us reading this can attest to this statement—somebody whispers in hush tones "they didn't start out like that—what happened?"

New Hope performed an attitudinal survey the ***BTD Trace Transitional Treatment Survey*** in December 2008. The results of the survey are included within the booklet "A Community Initiative for Mental Wellness -Winter 2009 Edition. Small samples of the results are introduced here. Seventy-Five (75%) percent of the adults surveyed in the area 'agree' or 'strongly agree' that BTD does have a drug and or alcohol problem. Sixty (60%) of the adult population survey 'agreed' or 'strongly agree' that treatment effectively reduces substance abuse and yet only twenty percent (20%) supported a residential facility in our area.

It should be noted that the little resources that are available in BTD are most often on an outpatient basis -- and make for a bandage approach. Citizens suffering from substance addition --most often are in need of intensive treatment—not a one day doctor visit. Nor is it feasible to send those suffering from additions to out of county long-terms facilities—general the cost is picked up by BTD taxpayer, it also impacts the family members—sometimes making it prohibitive to travel to distant places to support the addicted citizen. Therefore, New Hope envisions educating the BTD community at large, bringing on board state and local officials to buy in to the need for a Transition Center; to provide community statistical data, available resources all in the effort to bring to light this project's inception. .

For all the above reason—New Hope will kick off its first fund raiser a black tie gala event on April 18, 2009.

Seventy-eight percent (78%) of the respondents in the area 'agree' or 'strongly agree' that there are several options available for those seeking treatment for addictions.

Seventy-five percent (75%) of the adults surveyed in the area "agree" or "strongly agree" that BTD has a drug and/or alcohol problem.

Sixty percent (60%) of the adult population surveyed 'agree' or 'strongly agree' that treatment effectively reduces substance abuse.

**NEW HOPE ADVOCACY GALA BUDGET OUTLINE
SFY 2009**

Beginning Balance:		\$25,000
Operations:		
General Supplies - \$2,500 (decoration, floral, invitation, printing, postage, gift bags)		
	\$	2,500
Travel & Lodging (Guest Speaker/Entertainment) - \$800		
	\$	800
Other – Phase 1 - advertising (newspapers (3) and radio/television- \$250 Phase 2 – Media Campaign Stage 2 – Project Launch / Community Introduction (Rally @ Park) - \$4,200 Phase 3 - \$ Meeting Expenses with Discussion Panel - \$400		
	\$	4,850
Direct Costs:		
Catering and Site Rental \$15,000		
	\$	15,000
Miscellaneous:		
Incendiaries as needed \$ 1850	\$	1,850
TOTALS	\$	25,000

Date prepared: February 20, 2009

Prepared by: Dora Jean Cooksey



New Hope Advocacy

Points

A Path to the Future

FEATURING

MRS. CHARLOTTE WETHINGTON, GUEST SPEAKER

ENTERTAINMENT BY
THE MOUNTAIN TOP DULCIMER GROUP

Followed by the Discussion Panel

Saturday, April 18, 2009

7 pm - 10 pm

Maysville Convention Center, Maysville, KY

Auction of luxury items donated by local businesses hosted by Donald Tuomey, LLC

We of the new Hope Advocacy Group are inviting you to our kick-off celebration in an effort to raise awareness of a problematic issue that can no longer be ignored. Can our citizens who suffer from alcohol/drug addictions afford not to have rehabilitation help? That's right we will repeat—rehabilitation help in the form of a REHABILITATION CENTER for our citizens who are coming out of long term treatment - a “halfway house,” so to speak.

This fund raising event will be held on April 18, 2009 at the Maysville Convention Center. You should receive your official invitation in the mail on or before April 2, 2009 for a wonderful evening of food, fellowship and the opportunity to help our community.

Please plan to attend to hear our wonderful guest speaker Mrs. Charlotte Wethington, whose own tragic and compelling story reflects the potential devastating consequences which can arise when treatment resources are lacking in a community.

Additionally, we will provide a resource panel to answer questions and provide data and information on:

- ❖ Transition programs
- ❖ Short and long term impact of alcohol/drug additions on community health and development.
- ❖ Issues arising within communities that lack transitional resources, which can be potentially devastating as our guest speaker presented.
- ❖ Successful impact of transitional rehabilitation in varying setting and communities.
- ❖ Potential private and governmental resources available.

In the meantime, we at New Hope would encourage you to reflect on how the issue of alcohol/drug addition has impacted our community. Is it someone you know - a friend, a family member, a colleague, within a news story read, or perhaps even working in a related field of service? We are all aware that drug and alcohol issues are prevalent in our community. When citizens who are confronted with these issues want to find a means of help, many find only “speed bumps” - things that slow the progression towards healing. We have to take a stand.

New Hope Advocacy hopes you will take a stand with us; perhaps the first step, by attending our September 22 gala fund raiser.

GOVERNOR

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Frankfort, KY 40601

SENATORS

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Mitch McConnell
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COUNTY JUDGE EXECUTIVE

Larry Foxworthy
Steven Applegate
Gary Riggs
James Gallenstein

COUNTY ATTORNEY

John Price
John Estill
Jessie Melcher
Billy Allison
Clayton Lykins Jr
Michael Clark

SHERIFF

Scotty Royse
Patrick Boggs
Randy Insko
William Lewis
Chuck Rehtin

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Press Release

FOR IMMEDIATE RELEASE

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DATE:
February 19, 2009

HEADLINE:
New Hope Advocacy Launches Project Support Gala for "Bridging the Gap for Hope"

Body:

New Hope Advocacy's director Ms. Alicia Greene reports that the Kentucky Agency for Substance Abuse Policy (KY-ASAP) has awarded the agency a \$250,000 block grant in what Ms. Greene termed as a highly competitive process. KY-ASAP selected New Hope Advocacy because of their diligence in bringing awareness to the plight of citizens who suffer from substance addictions – "the many who are powerless and in need of interventions."

Ms. Dora Jean Cooksey, Advocate Liaison, announced that on April 18, 2009, New Hope will be holding a \$1,000 a plate black tie gala at the Maysville Convention Center in hopes to raise funds for district-wide transition center. "The need for a transition center is a critical link in the road to full recovery from substance addictions - the war on drugs continues to be problematic, despite costing the taxpayers 40 billion dollars a year – millions of Americans in the process of recovery are finding it difficult to gain access to educational opportunities, employment and health insurance due to discriminatory policies and laws." Ms. Cooksey stated that she is finding that many city, state and federal officials are looking at new approaches to the substance abuse problems, placing more emphasis on treatment rather than incarceration.

Ms. Cooksey is a 2009 graduate of Lindsey Wilson College of Professional Counseling. Working extensively in advocacy in the field of substance abuse prevention, Ms. Cooksey came to New Hope Advocacy in 2008 to further the organizations goals in pursuing excellence through advocacy both locally and state-wide.

CASEY'S STORY

Casey was an energetic young man who enjoyed life until it was “taken” by drugs. As a boy, he participated in a variety of sports such as soccer, baseball, basketball, and wrestling. He enjoyed collecting baseball cards, playing video games, playing the guitar, riding bikes, and skateboarding. All of that changed when he “didn’t know” what he liked to do to have fun anymore and turned to drugs.

Casey’s middle-class upbringing did not matter in the least when it came to the disease of addiction. Casey never intended to become addicted to drugs when he used the first time. What he did not realize was that his using would progress from abusing to dependence and then to the disease of addiction.

Casey’s early drug use caused his development to be arrested at the age of 14 or 15. Regardless of that fact, and the fact that he suffered from an ultimately fatal disease, he was expected to respond as a normal, healthy young adult and choose treatment for himself. Parental intervention was discouraged and denied. Now it is too late for Casey but because of him, there is hope for others who suffer from addiction.

Steps in the Process

- A petition is filed with the circuit clerk (clerk issuing drivers’/operators’ licenses) by a spouse, relative, friend, or guardian of the substance abuse impaired person.
- The court reviews the allegations in the petition and examines the petitioner under oath.
- The court determines whether there is probable cause to order treatment for the respondent (the person named in the petition).
- If probable cause is established, the court orders the respondent to be evaluated, and a hearing is set within fourteen (14) days.
- The respondent is notified of the date and purpose of the hearing.
- The respondent is evaluated by two (2) qualified health professionals, at least one (1) of whom is a physician.
- If the court finds the respondent should undergo treatment, the court shall order treatment from sixty (60) days or up to three hundred sixty (360) days, dependent upon the request in the petition and the result of the hearing.

The Matthew “Casey” Wethington Act for Substance Abuse Intervention
(taken from People Advocating for Recovery)



1978-2002

An involuntary treatment act for those who suffer from the disease of addiction.

History of the Act

The Matthew Casey Wethington Act for Substance Abuse Intervention became a law on April 9, 2004. On July 13, 2004, the law became effective in the state of Kentucky. This law was inspired by the death of Matthew Casey Wethington, who died of a heroin overdose at the age of 23.

What Kind of Law Is It?

This is a law for involuntary treatment.

Does Involuntary Treatment Work?

Studies show that involuntary treatment can be just as successful as voluntary treatment. Most individuals who are substance abuse impaired receive court-ordered treatment only after they have become arrested for a crime while under the influence of a substance. Drugs and crime often go hand in hand because people who are substance abuse impaired are forced by their disease to resort to any means necessary to procure their drug. Court-ordered treatment can be effective regardless of who initiates it.

Do the People with Substance Use Disorders Have to Want Help?

Denial and distorted thinking impedes their ability to make a rational decision. The “bottom” for many is death. Addiction is a progressive, life-threatening disease. The best hope of survival for a person who is substance abuse impaired is intervention.

Why Not Wait for Court Intervention?

Not all people who are substance abuse impaired are arrested or, in the event that they are, may not receive the necessary treatment.

What Does This Law Provide?

This act provides a means of intervening with someone who is unable to recognize his or her need for treatment due to their impairment. This law will allow parents, relatives, and/or friends to petition the court for treatment on behalf of the person who is substance abuse impaired.

What Is the Length of Treatment That Can Be Ordered?

Treatment options can vary depending on the circumstances of each individual case and can range from detoxification to intensive treatment through recovery.

What Happens If the Respondent Fails to Comply at Anytime During the Process?

Failure to comply may place the respondent in contempt of court.

Who Pays for the Treatment?

As the law is currently written, the petitioner is obligated to pay all costs incurred in the process as well as for treatment and must sign a guaranty for payment.

Where Can I Find a Copy of the Law?

The law can be accessed in its entirety at www.lrc.state.ky.us. Click on the "Legislative Resources" link and choose KRS 222.430 to 222.437.

How Can I Obtain a Copy of the Petition?

A copy of the petition can be obtained at the circuit clerk's office by requesting Form # 700A, the Verified Petition for Involuntary Treatment of Alcohol/Drug Abuse. At some point, the petition should be available at www.kycourts.net.