

***Crow Wing County Local Advisory Council***

***On Mental Health***

*Lutheran Social Service of MN Building*

716 E Street, Brainerd, MN 56401

Phone (218) 828-7379

**7/5/2024**

**2:00PM virtual meeting**

**Welcome and Introductions:**

**Present: Kathy H, Jenny V**

**Updates:**

Talked to the county: take invoices and sent to Tammy or Danielle at the county. They will put into Docusign and send to us to sign off. Then sent to whoever cuts the checks.

Send invoices to Kathy, Kathy sends to CWC, then CWC cuts check. Signers: admin member of board?

What form if we pay for it, put it on our card? Purchase order form, submit receipt as well: someone signs approving purchase.

Our own spreadsheet in addition to county ledger.

Webpage: using someone elses? Facebook? Instagram

**To-do**

**Jenny V: Accounting spreadsheet to Kathy**

**Denise: sketch logo to KK**

**Purchase**

**Adjourn**