

## **Family and Children's Trust Committee, Minutes of Meeting January 4, 2016**

**Members Present:** Joe De Luca, Karin Kauzer, Olga Jones, Gene Price, Marianne Gagen, Ruth Fernandez, Julia Miner, Carol Carillo. Lisa Johnson arrived after the call to order and acceptance of the December meeting minutes.

**Members Absent:** Deborah McGrath, Alicia Coleman-Clark.

**Staff Present:** Elaine Burres and Juliana Granzotta

**Call to Order** The meeting was called to order at 9:38.

**Acceptance of December 7, 2015 minutes:** Julia corrected the spelling of her last name to *Miner*. Gene moved, and Karin seconded the acceptance of the minutes. It passed unanimously. Yea: De Luca, Price, Kauzer, Jones, Gagen, Miner, Carillo. Nay:0 Abstain: Fernandez. Absent: Johnson, McGrath, Coleman-Clark .

### **Membership Update and Recruitment**

We have 4 vacancies: District 1, Education, At Large, Mental Health. We discussed various possibilities for potential committee members. What are the skill sets that we need? Statistical skills, employer views, are examples of needs. We specifically need Mental Health. Ruth will follow up on Mental Health.

Marianne moved that we recommend that Karin be moved from At Large to Education. Lisa seconded. It passed unanimously: Yea: De Luca, Kauzer, Jones, Price, Gagen, Fernandez, Miner, Carillo, Johnson. Nay:0; Absent: McGrath, Coleman-Clark. To recruit new members, Joe will check with Hanna Boys Center to see if there are any employees who live in CCC who would be interested in joining our Committee. He will check as well with his professional society; Ruth will check with Kaiser Mental Health; Juliana will check with Supervisor Gioia; Julia will ask Supervisor Anderson to encourage Supervisor Gioia to appoint a representative. Mary Flott, a candidate, will be invited to our next meeting.

### **Site Visit Updates and Planning**

We reviewed each agency and the setting of dates for site visits as well as the site visit lead.

Carol will bring a baby bag to the next meeting to show the committee its contents that we fund.

### **Documenting our Standard Work: Committee, Staff, Agency Roles and Responsibilities**

Joe reviewed the jobs that each group needs to do. Record keeping, budget, contracts and fiscal review are done by staff. Recruitment can be done by committee members and staff. Site monitoring was discussed. We discussed developing a protocol that documented: the date of the meeting, attendance, a progress review, areas of challenges for the agency, recommendations and solutions.

A discussion occurred regarding the purpose of a FACT site visit and role. The committee concluded that the purpose of a FACT site visit was to 1) review progress of the agency towards meeting the program goals and 2) learn about challenges the agency is facing as well as potential solutions.

A further discussion occurred regarding post FACT site visit process. It was decided that the FACT site visit findings would be discussed for each agency at a FACT meeting with staff present to provide additional information on fiscal and contract and status for discussion. Possible actions after this discussion could include no action required, or specific requests for additional information or specific follow-up action required by Contra Costa County contract and fiscal administration staff.

### **Educational and Awareness Topics of Interest**

We listed areas of concern such as: food scarcity/insecurity, mental health, gay violence, bullying, and meeting cultural needs. Each program representative on our committee is a resource for presenting the needs that they see in their clientele, and will provide overviews at future meetings. Juliana will provide us with County-wide information that is available. Each FACT member is encouraged to reflect on additional topics of interest from participation in the agency site visits that would help to inform the FACT committee and report back.

### **Fundraising Discussion**

Joe started a discussion regarding FACT fund raising activities in addition to the statutory funds received, in support of program expansion. Currently fund raising activities are limited to funds solicitation through the property tax insert.

The committee agreed that this should be an area of focus, and that we need to build a program of awareness, education on FACT, supporting material and social media/web presence. Further discussion will be put on future committee agendas. The supervisors could include information about our work in their monthly newsletters.

**Thank you letters need to be sent to donors to the Ann Adler fund.** We need to set up a data-base to track the donors and especially to be able to thank them for their donations. Joe and Ruth will work with staff to see how we can get this done for the recent donors. We will continue this discussion at future meetings.

**Innovation Grant Discussion** This will be a future agenda item.

### **Discussion/Announcement/Public Comment**

The Annual Young Children's Issue Forum will be March 12. Mary Kay and Belinda will be at our next meeting. Marianne will bring a plant for Belinda, Ruth will bring a Thank You card.

**Adjourn:** Meeting was adjourned at 11:40.