

**Family and Children's Trust Committee  
December,1, 2014  
Minutes of Meeting**

**Members Present**

Mary Kay Miller, Chair, Marianne Gagen, Belinda Lucey, Karin Kauzer, Joe DeLuca, Olga Jones, Deborah McGrath, Lisa Johnson, Ruth Fernandez. Debra Vinson arrived after the Call to Order.

**Members Absent:**

Alicia Coleman-Clark, Simone Gikanga, Carol Carillo,

**Staff Present:** Elaine Burren, and Juliana Carson.

**Call to order:**

The meeting was called to order at 9:40.

**Acceptance of Minutes**

Belinda moved that we accept the minutes and Joe seconded. It passed unanimously. Ayes: Miller, Lucey, Kauzer, DeLuca, Johnson, McGrath, Jones, Fernandez and Gagen.

Nays: 0: Absent: Coleman Clark, Gikanga, Vinson.

**Review Needs Assessment Status, Web-based Professional Survey, Parent/Community Survey, & Data Requirements**

The Professional Survey is not online yet because we have had difficulty hiring an analyst. The Parent survey has not as yet been translated into Spanish.

**Review 2013 Survey Analyses for Possible Changes/Consolidations of Tables/Charts**

We decided to have a sub committee review the data between the January and February meetings to make recommendations in February. Mary Kay will send out the 2013 RFP for us to review. Discussion ensued regarding simplifying the RFP and ensuring that our budget request matches County requirements. She will also send out the analysis of the provider survey from 2013.

**Website/Data/Publicity Sub-Committee Discussion**

Karin, Joe, Simone, Lisa, Ruth, and Mary Kay are on the sub-committee. Their next meeting will be Monday, 12/15, 3:30 at Lisa's office, 1485 Civic Ct., Concord.

**Review and Accept Conflict of Interest Forms**

Done.

**Discuss Distribution of Needs Assessment Forms**

The Provider survey will be sent out via Survey Monkey. The Parent survey will be emailed out to 32<sup>nd</sup> District of PTA and provider agencies to give to their parents. Each survey should match where questions overlap.

**Announcements/Public Comment**

Debra Vinson was elected to the Antioch School Board! Congratulations, Debra!!!!!!

**Adjourn:** The meeting adjourned at 11:16.

**NEXT MEETING:**

**January 12, 2015, 9:30-11:30 PM, 40 Douglas Drive, Room 101/102**