

## **Family and Children's Trust Committee, Minutes of Meeting September 12, 2016**

**Members Present:** Joe De Luca, Karin Kauzer, Olga Jones, Mary Flott, Deborah McGrath, Marianne Gagen, Ruth Fernandez, Gene Price, Julia Miner, Carol Carrillo. Nora Foster arrived at 9:55. Lisa Johnson arrived at 10:05.

**Members Absent:** Alicia Coleman-Clark.

**Staff Present:** Juliana Mondragon. Elaine Burres

**Call to Order** The meeting was called to order at 9:40.

**Acceptance of minutes of June 6, 2016:** Gene moved, and Olga seconded the acceptance of the minutes as corrected. Motion passed. Yea: Joe De Luca, Karin Kauzer, Mary Flott, Julia Miner, Deborah McGrath, Ruth Fernandez, Marianne Gagen, Gene Price; Nay: 0; Absent: Lisa Johnson, Alicia Coleman-Clark. Nora Foster.

### **Membership Update (Seat Renewals)**

The Mental Health and District 1 seats are vacant. We will ask Candace Andersen to help fill those.

Ruth Fernandez announced that she would be resigning from the Committee due to new job responsibilities added to her workload that she will be taking. She will work to find a replacement with the Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC). We expressed our congratulations on her new project and regret that she will be leaving us.

Lisa, Ruth, Mary, Nora, and Deborah's seats have been approved. Olga's seat will be approved soon.

### **15-16 Contracts Closeout and 16-17 Contracts Status update**

Most contracted agencies have spent all their money. The money that is not spent may not be carried over by the agency. FACT can roll over the Ann Adler money and the Birth Certificate money. The rest of the money needs to be returned to the state. We will have ~\$600,000 to spend for next year. In addition we should have a reserve of 15%, which would be about \$90,000.

Carryover money will be available at the next meeting.

### **Needs Assessment surveys**

We will use Survey Monkey for the Needs Assessment as well as paper surveys.

**Ruth volunteered to contact 32<sup>nd</sup> District of PTA to ask if they would be willing to distribute the Needs Assessment survey to their members.**

Each Committee member will get recommendations for the Needs Assessment to Juliana by 9/26. Juliana will send out the statutory requirements for spending to the Committee.

The RFP will go to the BOS in December. The Bidders' Conference will be in January. At the February meeting we will hold the RFP review meeting. In March we will finalize RFP awards.

### **FACT Review & Planning Session**

We made a commitment to send to each supervisor an awareness document in the fall. Mary drafted a letter. Joe will review it. We will also draft a document to be inserted in their constituent newsletters. We decided to make a presentation at a BOS meeting and deliver our literature to them at that meeting.

**Discussion/Announcement/Public Comment:** None.

**Adjourn:** Meeting was adjourned at 11:15.

**Next meeting:** October 3