

**Family and Children's Trust Committee
November 3, 2014
Minutes of Meeting**

Members Present

Mary Kay Miller, Chair, , Carol Carillo, Marianne Gagen, Belinda Lucey, Karin Kauzer, Joe DeLuca, Deborah McGrath, Lisa Johnson, Simone Gikanga,. Debra Vinson arrived after the Call to Order.

Members Absent:

Ana Cortez, Alicia Coleman-Clark, Ruth Fernandez, Olga Jones

Staff Present: Elaine Burres, and Juliana Carson.

Call to order:

The meeting was called to order at 9:29. Juliana Carson, new FACT staff and Deborah McGrath, new member, At Large seat 2 were introduced.

Acceptance of Minutes

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

Nays: 0: Absent: Cortez, Fernandez, Coleman Clark, Jones and Vinson.

Update on the renewal of member seats to the Committee

All members' resumes and applications need to be submitted every 2 years in January for terms that begin the following September.

Review and Accept Conflict of Interest Forms

Mary Kay reminded us to turn in the conflict of interest forms.

Develop final Professional and Community Based Needs Assessment Forms

We decided to include *LGBTQ, foster/kinship support services and bullying prevention services* in both surveys. In the parent survey, #3, we will add *foster parent, single parent, and legal guardian*.

In the Provider survey, we decided to eliminate the question#2, #6, #7, #8, and duplicate the service list in the parent survey. On Number 9, we will add *cost of service*. In the question regarding the age groups, we are adding 13-18, and 19-24 age categories.

Simone Gikanga, made the motion to approve the changes to both surveys and Debra Vinson seconded. It passed unanimously: Ayes Miller, Gagen, Lucey, Kauzer, DeLuca, McGrath, Johnson, Gikanga, Vinson. Absent: Cortez, Coleman-Clark, Fernandez, Jones.

Discuss Distribution of Needs Assessment Forms

We will ask service providers to handout the parent survey, include it with their newsletters and include the website.

Identify Data Analysts to develop the online professional survey, input the data and analyze the information to develop RFP priorities

Debra identified people who are available and interested in doing the analysis.

Authorize website/data/publicity sub-committee meeting

Web Design, Data, and Marketing Report

Mary Kay will put out dates via email.

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Adjourn: The meeting was adjourned at 11:35.

NEXT MEETING:

December 1, 2014, 9:30-11:30 PM, 40 Douglas Drive, Room 101/102