

**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**