

Agenda and Minutes

Family Advisory Board (FAB)

Community Family Resource Connections Project

Meeting Information

- February 20, 2025, from 5:00 p.m. to 6:30 p.m.
- Format: In-person, Woodbury Service Center, 2150 Radio Dr. Woodbury, MN 55125, lower-level conference room

Family Advisory Board Members

- Timothy Brewington II
- Karen Bauman
- Sandra Jemie
- Maryan Ali
- Ntang Elad

Community Family Resource Connections (CFRC) Project Team Representatives

- Megan Roy | CFRC Project Lead
- Gerald Klebsch | CFRC Project Coordinator

Agenda Items

Welcome and video activity

Viewed a brief video demonstrating how the Strengthening Families, 5 Protective Factors look in real life. Discussion held regarding each of the protective capacities and how the CFRC could support each. Members shared the following ideas:

Parental resilience support may include financial management classes, exercise and/or mindfulness classes, teaching organizational and life skills, promoting work/life balance

Social connection support may include groups for moms and dads, support groups focused on other similar interests or culture, bridging gaps between generations, experienced parents supporting newer parents

Knowledge of parenting and child development support may include supporting normal parenting struggles, giving parents permission to 'let things go' or not feel they have to be perfect, allowing for child play time while giving parents information on child development

Concrete supports in time of need may include supporting parents to access low-cost childcare, assisting parents in finding quality childcare, building partnerships with current childcare providers in the community

Social and emotional competence of children can be supported through coaching for parents and teens around concerns related to social media

Viewed the Family Resource Center of Scott County website as an example of services, partnerships, and structure of an existing FRC, and how the supports offered relate back to the 5 Protective Factors.

CFRC project overview and update

The CFRC project team provided an update on the board's interest in exploring possible service delivery locations. Locations followed up on were the Washington County libraries in Woodbury and Cottage Grove. The Woodbury library has current spacing barriers due to construction and the Cottage Grove library generally has limited space access and quickly books up. Also explored was the use of space at the local YMCA in Woodbury, which does have flexible space availability for a cost. The Fairview site has conference room availability, also for a cost.

The CFRC project team presented the top 10 needs identified through the Community Needs Assessment in combination with information collected through an environmental scan of current resources and supports available in the community.

1. Resource Navigation services
2. Community connections
3. Cultural connections opportunities
4. Parent supports (groups)
5. Parent education
6. Teen supports
7. Financial supports
8. Youth support

9. Healthcare

10. Caregiver supports

Discussion regarding what the board would like the CFRC project team to focus on for initial implementation of supports and services. Discussion led to top priorities of:

- *Resource navigation—also a current priority of WCCS*
- *Cultural connections—creating opportunity to provide orientation to local climate and culture to families new to the country*
- *Classes and opportunities to bring parents together*
- *Teen support—consider places for teens (such as gyms) to gather for little to no cost, college preparation for teens, increase teen opportunities such as what is available at the libraries (which are frequently booked), and opportunities for children with disabilities to gather*

Other updates provided by the CFRC project team were provided:

- *Partnership opportunities:*
 - *2/10/2025 CFRC Coordinator met with Basic Needs to discuss future opportunities to partner. Coordinator will join monthly collaboration meetings with SoWashCo. CARES, #833 Adult Education, and Basic Needs*
 - *SoWashCo. CARES presented CFRC project team with a gap in availability of Wi-Fi hotspots in the community. CFRC Coordinated learned that the library formerly had 500 hotspots available for check-out, but with the loss of funding the number of available hotspots is down to 50. CFRC project team is exploring what, if any, partnership opportunity this could bring for the project.*
- *Information and recruitment outreach*
 - *2/11/2025 Information and recruitment outreach with Forest Lake Family Learning*
 - *2/26/2025 Information and recruitment outreach with Granada Townhomes, Oakdale*
 - *3/10/2025 Information and recruitment outreach with Landfall Village*
- *Event Participation*
 - *2/24/2025 Multilingual resource fair in Cottage Grove*
 - *3/6/2025 Resource fair in Forest Lake*

CFRC Coordinator reported that since the last FAB meeting, 5 additional applications for board membership have been received. One application had to be disqualified due to a conflict; CFRC Coordinator will be scheduling meetings with the other 4.

Shared Agreement

Review and discussion of proposed draft of shared agreement for the conduct of board members. Following discussion group arrived at consensus for the shared agreement.

Bylaws

Review and discussion of proposed draft of bylaws. Following discussion, board requested language regarding term limits to include the option for the initiating board to have optional 2- or 3-year terms, then stagger terms to 2 years from there to allow for experienced members to be integrated with newly onboarded members. Bylaws will be reviewed yearly; term lengths and limits will be amended once the board is fully established.

Board recommended language be added addressing protocol on removing officer positions, if such positions are created.

CFRC Coordinator will draft proposed amendments and distribute a revised draft for review at the next meeting. Additional review and discussion required before finalizing.

Closing and next steps

Next meeting: Thursday March 20, 2025, from 5pm-6:30pm, In-person, Woodbury Service Center, 2150 Radio Dr. Woodbury, MN 55125, lower-level conference room

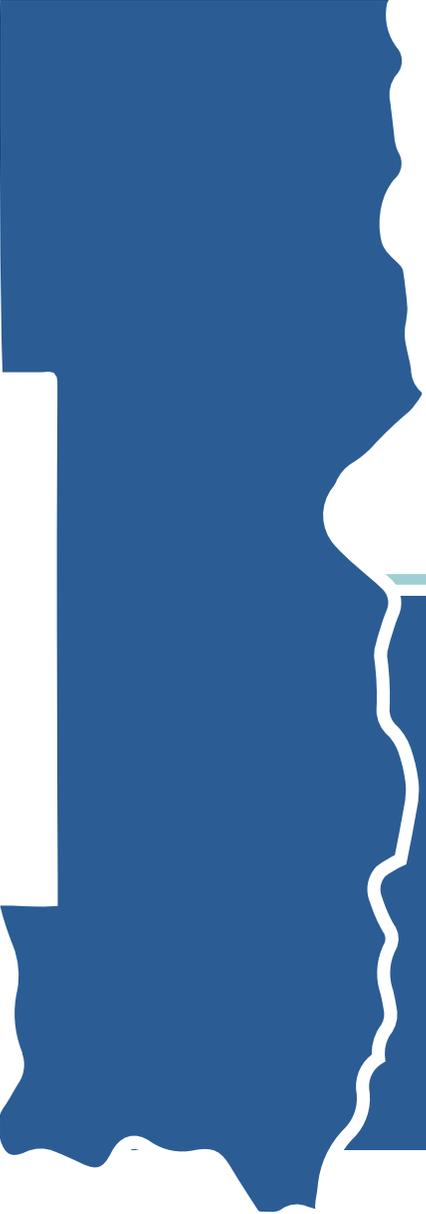
Prior to next meeting:

Project team will:

- *Continue working on service implementation plan*
- *Conduct interviews for additional FAB applicants*
- *Continue with community and partner engagement*
- *Draft and distribute amended draft of bylaws*

Family Advisor Board members will:

- *Review bylaws in preparation for additional review and discussion*

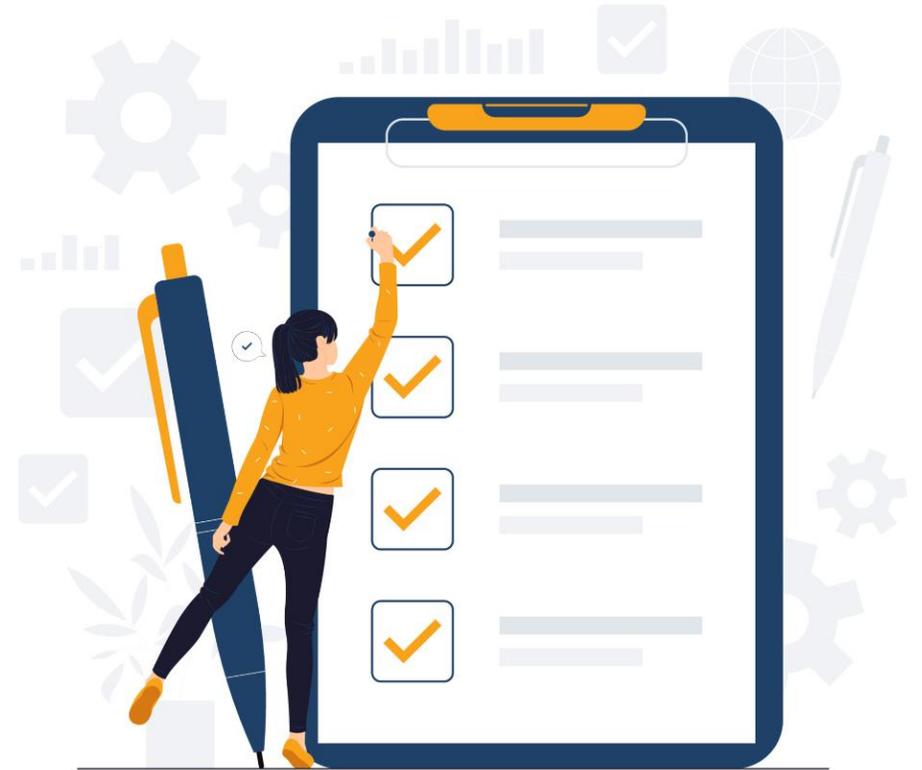
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Family Advisory Board Meeting – February 2025

Community Family Resource Connections (CFRC) Project

Family Advisory Board--Feb 2025 Meeting Agenda

- Welcome and Video Activity
- CFRC project overview and update
- Family Advisory Board recruitment update
- Review draft Shared Agreement
- Review draft Bylaws
- Closing and next steps



Icebreaker Activity--Video

<https://www.youtube.com/watch?v=CgWja56J1hw>

Parental Resilience

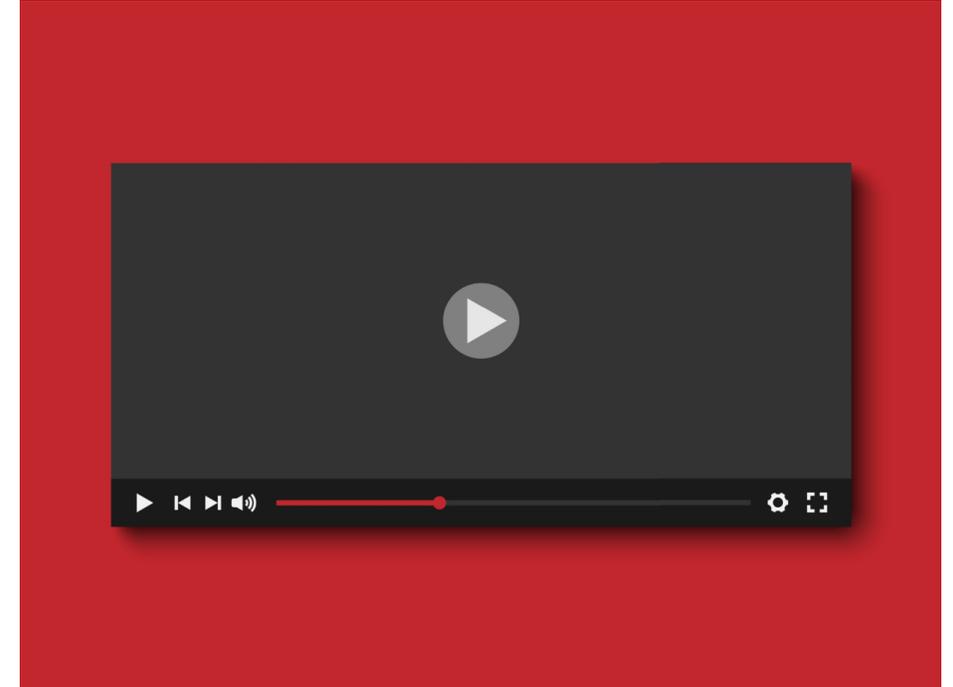
Social Connections

Knowledge of Parenting & Child Development

Concrete Support in Times of Need

Social & Emotional Competence of Children

What are some examples of ways we can grow each of the 5 Protective Factors through a Family Resource Center?



CFRC Project Update

- Potential locations to roll-out services
 - Park and Stafford libraries
 - YMCA - Woodbury, M Health Fairview Sports Center
- Environmental scan
 - 193 services available to South Washington County families
 - Does NOT include county services
- Prioritizing service offering preferences



Top 10 Responses for Service Needs – South Wash. Co.

- **Resource navigation services** – *Person to help accessing resources and supports*
- **Community connection** – *Community education, playgroups, cooking classes, crafting*
- **Cultural connections opportunities** – *Culturally specific gatherings, groups, activities*
- **Parent supports** – *Groups for parents*
- **Parent education** – *Parent classes*
- **Teen supports** – *After school activities, clubs, employment opportunities, college asst.*
- **Financial supports** – *Direct financial support to families*
- **Youth supports** – *Activities, play spaces, enrichment opportunities for young children*
- **Healthcare** – *Support accessing mental health supports, health care, insurance*
- **Caregiver supports** – *Connections/supports for foster parents, grandparents, kin and relative caregivers*

CFRC Project Update

- Meetings with project partners
 - Basic Needs – 2/10/25
 - Monthly meetings with SoWashCo CARES, #833 ABE, and Basic Needs
- Outreach to community
 - Forest Lake Family Learning – 2/11/25
 - Granada Townhomes – 2/26/25
 - Landfall Village – 3/10/25
- FAB recruitment update



CFRC Project Update - Continued

- Event participation
 - 3/6/2025 – Resource Fair – Forest Lake
- Exploring other opportunities
 - Internet hot spots - SoWashCo CARES



Review Draft Shared Agreement

- Ground rules to enhance teamwork and conversation clarity
 - Defines norms for discussions and decision making
- Help create more equitable, inclusive, and safe climate to speak your truths.

“Coming together is a beginning, staying together is progress, and working together is success.”

- Henry Ford



Draft FAB Shared Agreement

- Step-up and Step-back
- Only one person speaks at a time
- Attend and participate in meetings
- Listen to understand, not respond – we all have something different to offer
- Be open and respectful to the ideas of others – everyone has equal voice
- Speak from your experience as a parent and community member
- Meetings to occur monthly or as-needed
- Have a meeting agenda

Review Draft Bylaws

Advisory board bylaws are a set of written rules that govern how an advisory board operates.

- Continue review as a group today
- Continue to discuss and modify – vote to adopt today or at future FAB meeting
- Goal is to build consensus on content and language



Closing and Next Steps

- Next meeting – Thursday, March 20, 2025, Woodbury CareerForce Center
 - 5:00 p.m. to 6:30 p.m.
- Next for project team:
 - Continue working on service implementation
 - Conduct interviews with Family Advisory Board applicants
 - Ongoing coordination for Forest Lake Resource Fair
 - Continue community and partner engagements
- What else? Anything for the project team? Anything for the next meeting?