

## Agenda & Meeting Minutes

### Family Advisory Board (FAB)

#### Community Family Resource Connections Project (CFRC)

#### Meeting Information

- March 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

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Timothy Brewington II  | <input checked="" type="checkbox"/> Karen Bauman     | <input checked="" type="checkbox"/> Sandra Jemie     |
| <input type="checkbox"/> Maryan Ali                        | <input type="checkbox"/> Ntang Elad                  | <input checked="" type="checkbox"/> Sandra Wahlquist |
| <input checked="" type="checkbox"/> Germaine Ratsitefaline | <input checked="" type="checkbox"/> Rebecca Thompson |  |

#### Community Family Resource Connections (CFRC) Project Team Representatives

- Ayantu Feyissa-Yadassa | CFRC Project Planner
- Gerald Klebsch | CFRC Project Coordinator

#### Agenda Items

- Welcome new members

*The group welcomed new Family Advisory Board members Rebecca T, Sandra W, and Germaine R to the meeting. Additional time was provided for welcome and introductions. Time was also provided to review and discussed the group's shared agreement that was adopted at the February 2025 FAB meeting.*

- CFRC project overview and update

*The project team updated the FAB members on the CRFC's transition from the project development stage into implementation. This was achieved by meeting the two primary objectives of the development stage:*

- 1. Have a fully staffed Family Advisory Board. It was announced that given the current scope of the CRFC project, the FAB is currently considered full at eight members, with an additional seven applicants on the waitlist. Community outreach going forward will continue to invite parents to submit a FAB application with the understanding it will be put on a waitlist. Applicants will be contacted in the order that their applications were received when the board expands or there is member turnover that creates a vacancy.*
- 2. Reconnect with communities and organizations that participated in earlier stages of the project to provide project updates and offer them a chance to participate in the FAB. All communities and agencies that participated in the assessment stage of the project have been contacted and information sessions held for those interested in learning more about the CRFC project.*

- Implementation plan*

*The project team updated FAB members on efforts related to the initial implementation of CRFC services. The project team described the following efforts:*

- 1. Establish a schedule of reoccurring services at the Park Library (Cottage Grove) and R.H. Stafford Library (Woodbury). The team is aiming to offer services twice a month, ideally at times adjacent to Community Services Resource Navigators, which are in the same locations twice a week. Services would include, but are not limited to, offering rotating access to county service providers and offering concrete needs like a diaper bank and/or offering food boxes to start. Based on community response, services may be modified to better fit the need. Meetings are pending with managers from each of the two libraries.*
- 2. Community connections and event opportunities. The project team described a desire to continue participating in one-time and short-term community events that bring community together and solicited suggestions from the FAB. Suggestions included:*
  - a. Participating in Woodbury Days*
  - b. Cottage Grove Strawberry Festival*
  - c. White Bear Lake Market Festival*
  - d. Consider participating in other ongoing library events*
  - e. Arts in the Park – Forest Lake*
  - f. Oakdale summer festival*
- 3. Hosting a series of events for teens in June, July, and August 2025. The CRFC project team described working to schedule 2-4 events per month at multiple locations in Washington County. Potential locations for the events include Granada Lakes Townhomes (Oakdale), Landfall, Cimarron (Lake Elmo), and Hinton Heights Apartments (Cottage Grove). Activities currently being considered are virtual reality job exploration,*

*projects, University of Minnesota Extension 4-H program activities, and other activities. The series of teen activities are still in the early stages of planning and ongoing efforts are aimed at scheduling and coordinating a calendar of events for promotion.*

*There was discussion around facilitating the planned events. CFRC staff explained that the planned events will most likely be a combination of staff- and vendor-facilitated activities. The FAB asked and was encouraged to send any community connections for potential CFRC activities to the project team.*

*Discussion was held regarding planning or participating in activities with faith communities. The project team described the ability to partner with faith communities if the events do not require participation in religious activities, are aligned with project goals, and accessible to the public.*

- Community outreach/event participation

*Project staff provided an overview of the outreach activities held at Granada Lakes Townhomes and Landfall communities since the last meeting.*

- Branding/promotion ideas

*The FAB was given an update on the project team's efforts to establish a CFRC logo/icon. The branding efforts are aimed at raising awareness around the CFRC project and associated activities.*

*The FAB was asked for recommendations for promotion of CFRC activities. Recommendations included:*

1. *The Connector of Woodbury (magazine)*
2. *Woodbury City Update (newsletter)*
3. *Woodbury News Net (<https://woodburynewsnet.org>)*
4. *Targeted social media ads*

- Budget overview

*A brief budget overview of the approximate funds available for upcoming CFRC activities was provided to members.*

- Review Bylaws

*Due to time constraints the draft Bylaws were not reviewed. An updated draft version of the document was provided to members and will be reviewed as part of an ongoing process to finalize.*

- Closing and next steps

*The next meeting is scheduled for Thursday, April 17, 2025, at the Woodbury CareerForce Center.*



# Family Advisory Board Meeting – March 2025

Community Family Resource Connections (CFRC) Project

# Family Advisory Board--Mar 2025 Meeting Agenda

- Welcome new members!
- CFRC project overview and update
  - Implementation planning
  - Community outreach
  - Budget
  - Branding
- Review draft Bylaws
- Closing and next steps



# Welcome New Members!

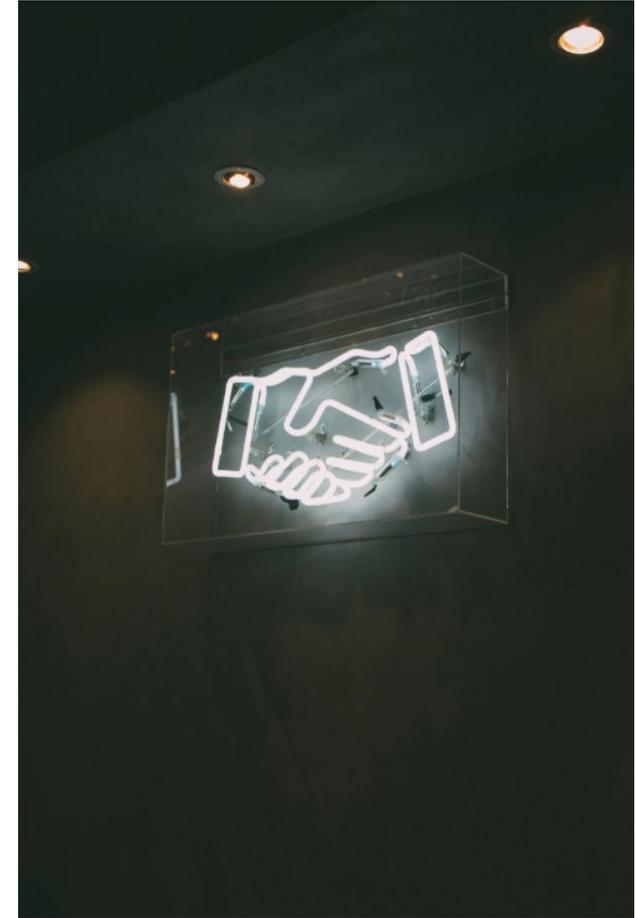
Welcome Sandra W, Rebecca, and Germaine!

- **Tell us about yourself**
- Hometown? Where do you currently live?
- Tell us about your family?
- What groups, organizations, activities are important to you?
- What do you like to do?
- What is one change you would like to see happen in your community?



# FAB Shared Agreement

- Step-up and Step-back
- Only one person speaks at a time
- Attend and participate in meetings—Let us know if you can't make it to 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



# CFRC Project Update—Implementation Planning

## Service roll-out plan

- Reengaging with Cottage Grove and Woodbury libraries
  - 2x month at each location
  - Service navigation, rotating county services, concrete needs support
- Community connections and events
  - End of school year fair – June 2025?
  - Connecting with Community Engagement Team
  - Other opportunities?
- Teen events
  - Potential Locations: Granada Lakes, Landfall, Cimarron, Hinton Heights, YMCA
  - VR Job exploration, projects, activities
  - 2-4x/month June, July, August



# CFRC Project Update

- Outreach to community
  - Granada Townhomes – 2/26/25
  - Landfall Village – 3/10/25
- Event participation
  - 3/6/2025 – Resource Fair – Forest Lake
  - 3/26/25 – MSSA Conference
- FAB recruitment update
  - Waitlist applications
- CFRC Branding planning
- CFRC promotion ideas?



# CFRC Project Update—Budget Overview

Expense	Total Amount	Year 1	Year 2	Description	YTD Spent
<b>Materials/Promotions</b>	\$1640	\$1420	\$220	Shirts, booth, promotional items	\$368
<b>Community Gatherings</b>	\$6000	\$2000	\$4000	Supplies, materials, space rental	\$140
<b>Facilitator Compensation</b>	\$10,000	\$2000	\$8000	Group facilitators, instructors	
<b>Flexible</b>	\$30,000	\$30,000 by June 2025		Services for families, concrete supports, supplies for CFRC, training or professional development	
<b>Concrete Supports</b>	\$9,000	\$9,000	Undetermined	Diapers, gas/food cards, car repair, etc.	

# Ongoing 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, April 17, 2025, Woodbury CareerForce Center
  - 5:00 p.m. to 6:30 p.m.
- Next for project team:
  - Continue working on service implementation
    - Library services
    - Teen summer events at apartments
    - Community events/connections
- What else? Anything for the project team? Anything for the next meeting?
- Updated group picture

