

## Agenda & Minutes

### Family Advisory Board (FAB)

### Family Resource Connections Project (FRC)

#### Meeting Information

- June 26, 2025 | 5-6:30 p.m.
- Format: In-person, Woodbury Service Center  
2150 Radio Dr. Woodbury | Lower-level conference room

#### Family Advisory Board Members

- |  |  |  |
|--|--|--|
| <input 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 type="checkbox"/> Rebecca Thompson        |  |

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

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

#### Agenda Items

- Introductions:
  - The group welcomed Sarah Amundson, Children’s Division Manager. As FRC project sponsor, Sarah shared her professional experiences and background that led her to being the Division Manager for the Children’s Division at Washington County Community Services. Sarah shared background on her vision for bringing an FRC to Washington County after seeing the work that was being done in Scott County and support from the Association of Minnesota Counties.

- FRC project update:
  - FRC event participation. In the last month, FRC was present and participated in the following events:
    - **Juneteenth Celebration** hosted by Woodbury for Justice & Equality—Woodbury.
    - **Mental Health support for Spanish speaking families** hosted by SoWashCo. Schools and the Community Engagement Team, with sponsorship by the Prevention Team—Nueva Fronteras school.
    - **Bears Explore Outdoors family event** hosted by the White Bear Lake School District—Bald Eagle Lake Park.
    - **Community Wellness Event for East African community** hosted by the Community Engagement Team—Pondview Townhomes.
    - **Woodbury nonprofit roundtable**—Woodbury.
  - Navigation service hours for the FRC have been secured for the following:
    - **Park Grove Library** | Cottage Grove | 1<sup>st</sup> and 3<sup>rd</sup> Mondays each month | 11 a.m.-2 p.m.
    - **R.H. Stafford Library** | Woodbury | 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month | 10 a.m.-1 p.m.
  - Program planning. Other events being considered by the FRC project team include:
    - **Heathy electronics use for children training.** Based on direction from the FAB and data collected through the Prevention Team, the FRC project team researched parent courses that address healthy electronic use for children and youth. The decision was made to purchase 10 licenses for a self-paced online course aimed at parents. Individual licenses for the curriculum will be distributed to parents of students referred to the diversion program. The project team is continuing to explore parent education opportunities and is in communication with the Youth Service Bureau on services that they offer for group classes and events.
    - **Single parent support group-ON HOLD.** The FRC project team received feedback from providers on the challenges of establishing a trusted, well-attended support group and will not move forward with the group at this time. The project team will use future FRC events as opportunities to solicit feedback from parents to develop future support group opportunities and programs.
    - Based on feedback from the MN Family Resource Center Network, the project team is exploring the possibility of hosting one-time family-focused events instead of extended support group sessions currently. Instead, the FRC project team intends to lead fun and family engaging

activities to establish trust before inviting parents to participate in ongoing support groups.

- In April the FRC project team applied for a MN Department of Education grant for capital improvement to a structure that would support the FRC. The proposal included renovation of the Oakdale Library. In June, the team received notice that Washington County was not awarded the grant.
- Upcoming events
  - **The Fellowship Annual Community Picnic** | Carver Park | Woodbury.
    - Saturday, July 7 | Noon-4 p.m.
  - **Stillwater school district enrollment and resource fair** | Brookview Elementary School | Woodbury.
    - Wednesday, July 16 | 2:30-6:30 p.m.
  - **Stillwater PIT Stop** | First Presbyterian Church | Stillwater.
    - Thursday, July 17 | 9 a.m.-1 p.m.
  - **Cimarron Free Food Distribution** | Cimarron | Lake Elmo.
    - Ongoing. Two Mondays each month through November.
  - **Back to School events** hosted by the Community Engagement Team:
    - Landfall Township: Aug. 14 | 4:30-7:30 p.m.
    - Oakdale: Aug. 21 | 4:30-6:30 p.m.
- Closing and Next Steps:
  - Next meeting: **Thursday, July 17** | 5-6:30 p.m.
    - Picnic/potluck at Richard Walton Park in Oakdale.
    - Family members welcome to are join, no agenda or action items will be taken.
    - Rain plan will be the Woodbury Service Center.
  - Next for project team:
    - Ongoing navigation services at libraries.
    - Resource fairs and community event participation.
    - Continue service planning.



# Family Advisory Board Meeting June 2025

Family Resource Connections (FRC) project

# Family Advisory Board - June 2025 Meeting Agenda

- Introductions
- Welcome! Sarah Amundson, Children's Division Manager
- FRC project update
  - Events attended
  - Ongoing events and activities
  - Upcoming outreach and event participation
- Final review draft Bylaws
- Closing and next steps



# Introductions

## Tell us about yourself!

- Name?
- Where you live?
- Hometown?
- Role as parent or caregiver?
- Work or how do you spend your time?
- What activities do you like to do with your family?
- What is your experience using county programs?
- What attracted you the FAB?
- What do you hope to gain from being a FAB member?



# Welcome Sarah!

Sarah Amundson, LICSW, Children's Division Manager

- Challenges for department?
- FRC project background?
- FRC project vision/goals?
- Vision for family prevention services?
- Other priorities the division or department is focused on?
- State-level initiatives?



# Project Update

## Attended events May/June 2025:

- **Juneteenth Celebration** | Woodbury  
Ojibway Park | June 14 | 11 a.m-3 p.m.
- **Mental Health support for Spanish speaking families:**  
Nueva Fronteras | June 3 | 6-8 p.m.
- **White Bear Lake resource event:**  
Bald Eagle Lake park | May 30 | 5:30-7:30 p.m.
- ***Canceled* - Community Wellness Event for East African Community:**  
Pondview Townhomes | May 29 | 4-6 p.m.
- **Woodbury nonprofit roundtable:**  
Woodbury Community Foundation | May 22 | 2-3 p.m.



# Project Update

## Navigation service hours:

- **Park Grove Library** | Cottage Grove
  - First and third Mondays of each month | 11 a.m.-2 p.m.
- **R.H. Stafford Library** | Woodbury
  - Second and fourth Tuesdays of each month | 10 a.m.-1 p.m.
  - First onsite session was June 24.

## Other ongoing events and updates:

- Parent course - healthy electronics use for middle schoolers | Online
  - Self-paced online course for families working with Diversion team members.
- *ON-HOLD* – Single parent support group
  - Seeking additional feedback from community at upcoming events.
- MN Department of Education – grant update



# Project Update

## One-time and short-term event planning:

- Parent education – healthy and safe electronics use course
  - Exploring with Youth Service Bureau.
- Resource event - Oakdale
  - Coordinating with Community Engagement help guide future programming.
- Planning on 2-3 one-time family focused events
  - **Lead with fun and trust will follow!**
  - Focused on activities/events for children and/or teens
    - SoWashCo CARES Skoolie summer program
    - Family game night
    - Coffee & play, painting, bounce house, activity, youth night
- **What are we missing?**



# Project Update

## Upcoming events to attend:

- **The Fellowship Annual Comm. Picnic:**  
Carver Lake Park | July 5 | Noon-4 p.m.
- **Stillwater school district enrollment event:**  
Brookview Elementary | July 16 | 2:30-6:30 p.m.
- **Stillwater PIT Stop event:**  
First Presbyterian Church | July 17 | 9 a.m.-1 p.m.
- **Cimarron Free Food Pickup:**  
Cimarron, Lake Elmo | May – Nov. 2025.
- **Back-to-school events:**  
Landfall | Aug. 13/14      Oakdale | Aug. 21
- **Registration closed - Arts in the Park:**  
Forest Lake | Multiple dates



# Bylaws – Final Review

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

- Proposed next meeting:  
**Thursday, July 17** | Woodbury CareerForce Center |  
5-6:30 p.m.
- Next for project team:
  - Ongoing navigation services at libraries.
  - Resource fair and community event participation.
  - Continue service planning.
- What else? Anything for the project team?  
Anything for the next meeting?



# 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 an equal voice.
- Speak from your experience as a parent and community member.
- Meetings to occur monthly or as-needed.
- Have a meeting agenda.

