

Agenda & Minutes

Family Advisory Board (FAB)

Family Resource Connections Project (FRC)

Meeting Information

- October 16, 2025 | 5-6:30 p.m.
- Format: In-person, Central Service and License Center
1261 Woodlane Dr., Woodbury, MN 55125 | conference room E115

Family Advisory Board Members

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Timothy Brewington II | <input checked="" type="checkbox"/> Karen Bauman | <input checked="" type="checkbox"/> Sandra Jemie |
| <input checked="" 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 | |

Family Resource Connections (FRC) Project Team Representatives

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

Agenda Items

- Ice breaker
 - The group participated in a Parent Café activity, learning about and demonstrating how the Parent Café curriculum ties with the 5 Protective Factors.
- Service Collaborative update. The group discussed efforts to establish a joint Children’s Mental Health and Family Services Collaborative. If approved by the state, the Collaborative has the opportunity to access funds to support efforts sponsored by the FRC and other family serving agencies within Washington County. Washington County Community Services is still working to gather potential members, with the goal of

submitting an application to the Minnesota Department Children, Youth, and Families (DCYF) by the end of the calendar year.

- Bylaw review
 - The FAB discussed the bylaw draft that was sent out to members ahead of the meeting. After spending additional time discussing and reviewing, the FAB agreed to adopt the Bylaws as drafted, without edits. Going forward, the bylaws will be reviewed on an annual basis and scheduled for review again in October 2026, or sooner as needed.
- FRC project update
 - Events attended
 - PIT Stop Resource Fair, Cottage Grove:
 - Cottage Grove Armory | Thursday, October 9 | 9 a.m.-1 p.m.
 - Children’s Prevention staff attended on behalf of FRC project team and provided information and donated socks to attendees. It is estimated that 350 people attended this year’s event.
 - MN Community Family Resource Network Fall Gathering, Staples, MN
 - Thursday and Friday October 9-10
 - This two-day gathering of the Minnesota Family Resource Network was attended by both Jerry and Megan. The gathering included breakout sessions for technical support and opportunities to network with other counties/nonprofits that are in various stages of Family Resource Center development.
 - For Washington County, some key takeaways included:
 - As project progresses and programs become more formal, we will need to develop a mission, vision, and goals
 - Continue to develop and collaborate with community partners and parent leaders
 - Define core services and be creative to earn trust of families
 - Secure diverse funding sources and continue to engage with funders
 - The need to evaluate programming. This is driving our effort to have the FAB trained on the National Family Support Network’s Standards of Quality
 - Hosted events
 - Since the September meeting the only hosted events were Park Grove and R.H Stafford Library FRC hours. Additional activities are in development.
 - Upcoming events and activities

- The group discussed the initiative to host Parent Cafés. More information was provided later in discussion.
 - A legal advice presentation is in development with Southern MN Regional Law Services (SMRLS), Raices Latinas, and Washington County’s Community Engagement team. The presentation will tentatively cover the family law topics of child custody, child support, divorce, small claims and immigration. It is tentatively scheduled to be hosted at Skyview Middle School in Oakdale. The goal is to host in November or December.
 - Tech-Savvy Parent training course. FRC staff is working to develop a second session of Tech-Savvy social media for parents training. The first Tech-Savvy parent training was held on September 18 and was poorly attended, despite the content being viewed as useful for parents. At the September FAB meeting, the group provided some recommendations to aid in improving attendance and those recommendations are being included for future community event planning.
 - Cimarron Food Distribution, Lake Elmo
 - Cimarron Park | October 20, November 3, November 17 | 3-4 pm
 - This event is an opportunity for families to received food support and share FRC and Children’s Division information and resources with Cimarron families. The last event for the year is in November and will most likely resume in Spring 2026.
- Parent Café discussion. The group spent additional time discussing and learning about the Be Strong Families model of Parent Cafés. This included watching a short video on the topic and having open discussion. Staff described needing assistance recruiting 1-3 more parents to volunteer to attend the training, co-design, and co-facilitate cafés with FRC staff. The FAB appreciated the Parent Café approach to building community and agreed that offering volunteers per diem and asking for a one-year commitment seemed like a fair agreement. Parents and FRC staff will co-design and co-lead Parent Cafés. Once the parent volunteers have been selected, the group (including FRC staff) will attend a 3-day online training as a cohort.
- Closing and next steps
 - Next meeting: Thursday November 20th 5:00 pm-6:30 pm at the Central Service and License Center.

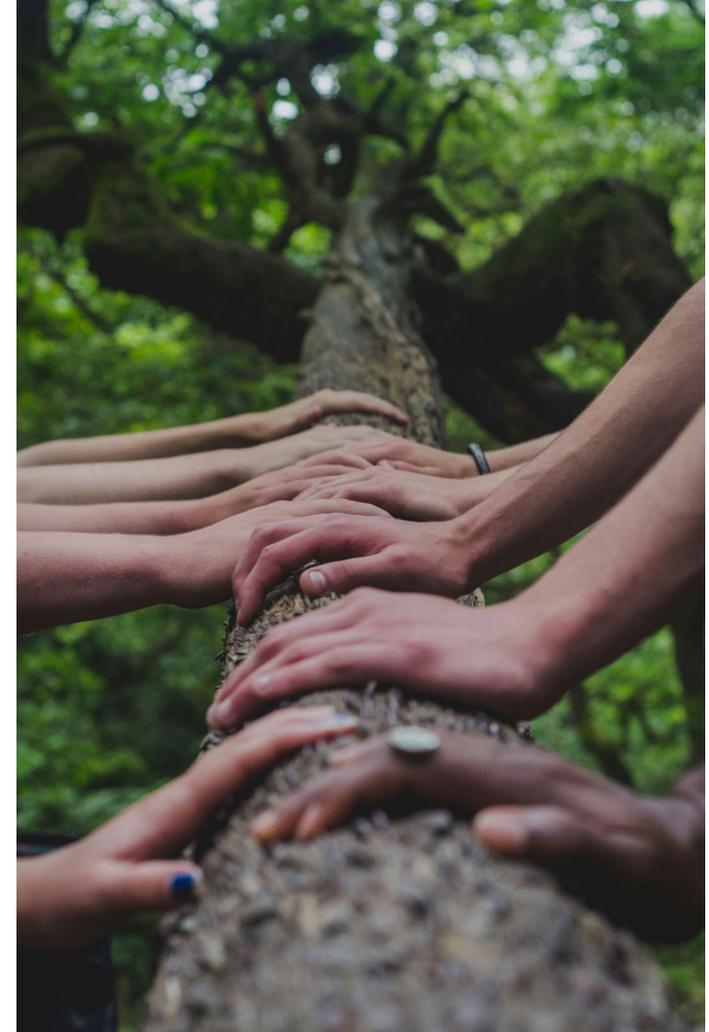


Family Advisory Board Meeting October 2025

Family Resource Connections (FRC) project

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.



Family Advisory Board - October 2025 Meeting Agenda

- Ice breaker
- Final review Bylaws
- FRC project update
 - Events attended
 - Hosted events
 - Upcoming events and activities
- More on Parent Cafés
- Closing and next steps



Ice Breaker

An intro to Parent Cafés

- Choose one the 5 Protective Factor-related questions on the card you were provided
- Read one to the group that you feel comfortable discussing and answer the question
- Parent Café Agreements:
 - **Speak from your own experiences.** Use “I” statements.
 - **Listen attentively.** Do not interrupt.
 - **No judgements.** Positive or negative.
 - **Do not give advice.**
 - **Confidentiality.** What the group talks about, stays with the group
 - **Full presence.** Please, no multi-tasking.



Bylaws – Final Review

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

- Final 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.

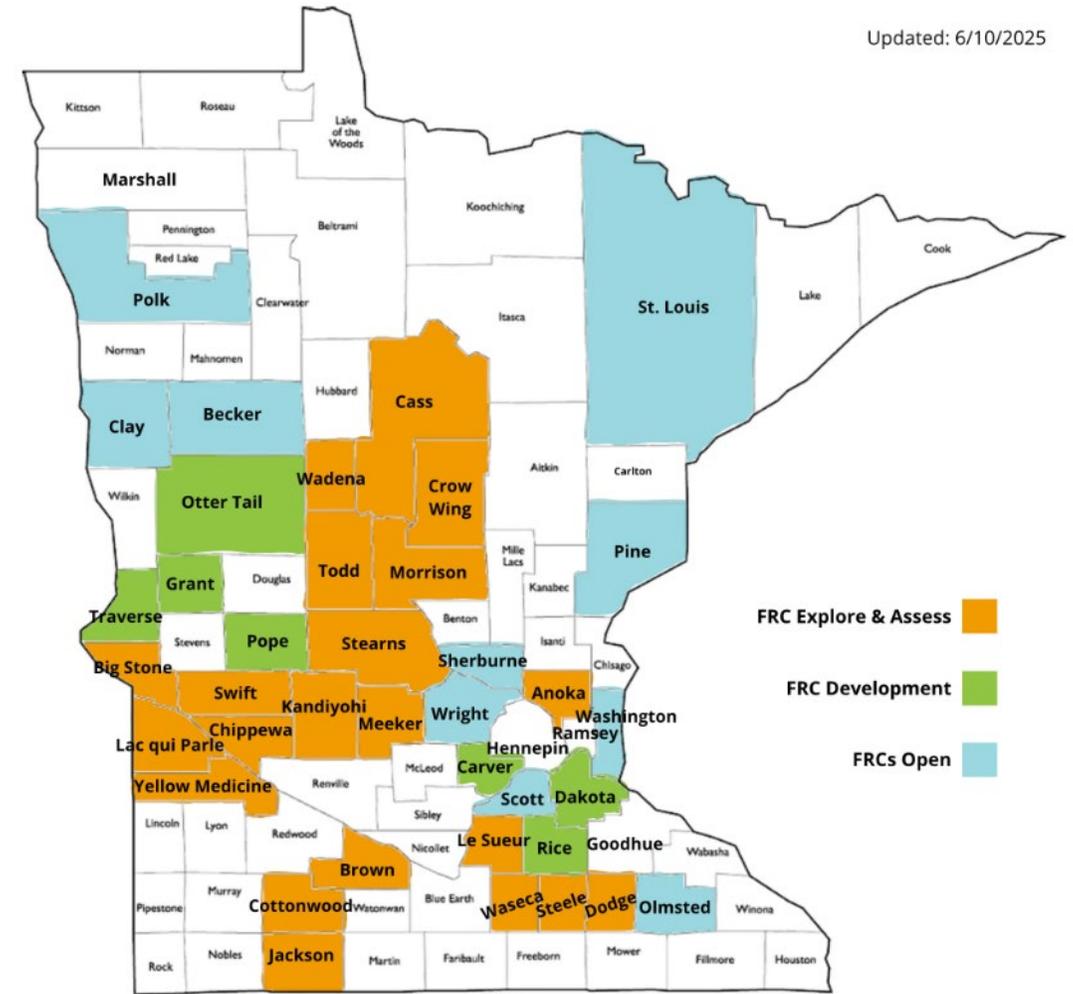


Project Update

Attended events September 2025:

- **PIT Stop Resource Fair | Cottage Grove**
 - Cottage Grove Armory | October 9 | 9 a.m.-1 p.m.
- **MN Community Family Resource Network Fall Gathering | Staples, MN | October 9-10**
 - Will need to develop mission, vision, and goals
 - Continue to collaborate with community partners and parent leaders (you!)
 - Define core services. Be creative, earn trust of families
 - Secure diverse funding sources and continue to engage with funders
 - The need to evaluate programming
 - **Standards of Quality training opportunity**

Updated: 6/10/2025



Project Update – Hosted Events

Navigation service hours:

- **Park Grove Library | Cottage Grove**
 - First and third Mondays of each month | 11:00 a.m.-2:00 p.m.
- **R.H. Stafford Library | Woodbury**
 - Second and fourth Tuesdays of each month | 10:00 a.m.-1:00 p.m.



Project Update – Upcoming Events/Activities

One-time and short-term event planning:

- Parent Café – training
 - Recruiting parents to attend training to co-lead
- Southern Minnesota Regional Law Services event(s)
 - Custody, child support, divorce, small claims (theft, rent etc.), domestic abuse/violence, immigration
 - Skyview Middle School - Oakdale
- Parent course – Tech-savvy social media and healthy electronics use
- Expanded library and outreach - pending
- **Cimarron Food Distribution** | Lake Elmo
 - Cimarron Park | October 20, November 3, November 17 | 3-4:00 p.m.



Parent Cafés

What are Parent Cafés?

- https://www.youtube.com/watch?v=TxT_vFONrC4
- Need one more parent. We will go through training as a cohort (4-6 people).
- Offering per diem, same as volunteering on advisory board to attend training and host cafés.
- Parents will co-design cafés with FRC staff.
- Asking for one-year commitment to co-lead cafés.
- Upcoming training offerings (all trainings online):
 - November 17-19, 2025 (3 days).
 - January 26-28, 2026 (3 days).
 - February 23-25, 2026 (3 days).



Closing and Next Steps

- Proposed next meeting:
Thursday, November 27 | Washington County
Service and License Center | 5-6:30 p.m.
- Next for project team:
 - Ongoing navigation services at libraries.
 - New event coordination.
 - Continued work on the service collaborative.
- What else? Anything for the project team?
Anything for the next meeting?

