

**Children’s Board Family Resource Centers in Central Tampa**  
**MINUTES - Family Community Advisory Council Meeting**  
**Date: January 12, 2017 @ 6pm**

**In Attendance:** Loris Penn, Lathesia Penn, Jodi Sullivan, Carolyn Nelson, Mary Johnson, Phyllis Newman, Elsa Ellis, Ivy Melendez, and Cheryl Fitzpatrick.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action(s) to be Taken</b>	<b>Responsible Person(s)</b>	<b>Date Due</b>
<b>Approval of Minutes</b>	Last month’s minutes were reviewed and approved.			
<b>Data Review</b>	<b>Monthly demographics and utilization:</b> Reviewed the ANTS Utilization data for the month of October 2016. <b>FCAC Attendance:</b> Council met the goals of 5 members attending 7 meetings for FY 2015-16. Thank you for your active participation.			
<b>Topics for Review from Partnership Meeting</b>	<b>Child Develop Registration Update.</b> All CBFRC staff received updated procedures and training for January 2017 registration. <b>ELC VPK Training:</b> Plans are underway to equip each CBFRC center with a scanner to assist parents with the application process. <b>Strawberry Parade:</b> Monday, March 6, 2017 @ 11:30am. CBFRC received another invitation to participate in community parade.	Support upcoming registration and share information with the public.  Schedule VPK Training for staff  Attend the parade	FCAC/Center  Cheryl  IVY	On-going
<b>Budget Update and Decisions</b>	<b>Budget:</b> The current budget balance \$1,453.10. The actual cost of the Holiday Gathering Event was \$322.93. The project cost for the School Refill event in January or February is \$150.00 -\$175.00. A total of 70 adults/children attend the event.	Plan School Refill event.	FCAC/Staff	On-going
<b>Community Café</b>	<b>The Community Café:</b> No discussion.			
<b>Suggestion Box Review</b>	<b>Review Suggestion(s):</b> “Have disinfecting wipes available in the common areas. Clean toys & tables before and after use to promote a healthy environment”. (parent)		Center	On-going

	CBFRC staff shared the Daily Operation Policy regarding Sanitizing/Cleaning/Securing Play Areas and Toys. Disinfecting wipes are used by staff and located at the front desk, in the break room, and in the Child Development Room (blue). Disinfecting gel is located throughout the Center.			
<b>Center Programming and Center Appearance</b>	<b>MILO Book Donation:</b> The Junior League of Tampa donated books to give to members.	Distribute books to children at center-driven and themed events/activities.	Center	On-going
<b>Upcoming Center Events</b>	<b>Playgroup Registration:</b> Monday, January 9 <sup>th</sup> and January 12 <sup>th</sup> from 9am – 2pm. <b>myOn Story Time:</b> Wednesday, January 18 <sup>th</sup> @ 10:00am <b>Car Seat Safety Class:</b> Wednesday, January 25 <sup>th</sup> @ 9:30am.			
<b>Announcements/Other/Adjourn</b>	<b>Announcement:</b> No announcements. <b>Next FCAC Meeting:</b> Thursday, February 9, 2017 @ 6pm. <b>Adjourn meeting:</b> The meeting was adjourned at 7:38pm			