



## **Washoe County School District Council on Family Resource Centers Meeting Minutes**

March 21, 2018

### **Opening Items**

#### **1.01 Call to Order**

The meeting of the Family Resource Center Advisory Council was called to order at 6:05 p.m. at the Washoe County School District Administration Building, East Conference Room, 425 East Ninth St. Reno, NV 89512.

#### **1.02 Roll Call**

Members Sherilyn Elcano, Crystel Avalos, Amber Joiner (via telephone), and Vanessa Vancour (via telephone) were present at roll call. Member Susan Severt was not present. Staff Liaison Rechelle Murillo and staff were also present.

#### **1.03 Public Comment**

There was no public comment at this time.

#### **1.04 Action to Adopt the Agenda**

**On motion by Sherilyn Elcano, second by Crystel Avalos, the Council on Family Resource Centers Council approved the agenda as presented (Yea: Crystel**

**Avalos, Sherilyn Elcano, Amber Joiner and Vanessa Vancour). Final Resolution: Motion Carries 4-0**

### **2. Discussion, Presentation and Action Items**

#### **2.01 Discussion and Possible Action to Elect a Chair for the Council on Family Resource Centers for the Remaining Meetings of the 2017-18 School Year from the Existing Members: Sherilyn Elcano, Crystel Avalos, Amber Joiner, and Vanessa Vancour.**

Staff Committee Liaison Rechelle Murillo explained current that the current Chair had to resign due to other obligations. The process for electing a new chair was described to the members.

Member Vanessa Vancour expressed interest in becoming chair.

**On Motion by Sherilyn Elcano, second by Crystel Avaso, the Council on Family Resource Centers elected Vanessa Vancour as the chair on the Council for a term ending June 30, 2019** (Yea: Crystel Avaso, Sherilyn Elcano, Amber Joiner and Vanessa Vancour). Final Resolution: Motion Carries 4-0

Chair Vanessa Vancour, who was present via phone, asked that a council member present at the meeting conduct the duration of the meeting due to her physical absence at the meeting. Committee member Sherilyn Elcano volunteered and was passed the gavel to conduct the duration of the council meeting on Family Resource Centers.

**2.02 Approval of the Minutes of the Meeting of the Council on Family Resource Centers Dated January 29, 2018.**

**On motion by Crystel Avaso, second by Vanessa Vancour, the Council on Family Resource Centers approved the minutes of the meeting of the Council on Family Resource Centers dated January 29, 2018 with the suggested edits** (Yea: Crystel Avaso, Sherilyn Elcano, Amber Joiner, and Vanessa Vancour). Final Resolution: Motion Carries 4-0

**2.03 Discussion and Possible Action to Recommend Approval by the Superintendent for Two New Committee Members to Fill Recently Vacated Position on the Council for Family Resource Centers from the Following Applications (Brenda Costello, Raysel Long, Scott Benton, Vallery Labarre, and Rebecca Pairis) for Two-Year terms ending June 30, 2020.**

Staff Liaison Rechelle Murillo explained current council members should have received applications from all applicants to review. Ms. Murillo stated applicant Raysel Long withdrew her application via email on March 20, 2018.

Applicants, Brenda Costello, Scott Benton and Vallery Labarre were present at the meeting; Applicant Rebecca Pairis had notified staff she would not be able to attend the meeting. The applicants who were present were given an opportunity to voice why they wanted to join the committee.

Applicant Brenda Costello shared she is a current Family Resource Center employee who has extensive knowledge on how the FRC's function and would like to provide support. Applicant Scott Benton shared he is a parent of three children, two of

whom attend WCSD schools; and he is a case manager at a local community Homeless Shelter. Applicant Vallery Labarre shared she is interested in helping as she is a parent and volunteers extensively in the community; and shared that she has worked with different groups within Washoe County as she enjoys helping and decided she wanted to help.

The applicants were asked if they had experience with fundraising and raising community awareness. Mr. Benton shared he is the Executive Director for a local non-profit and has some experience in fundraising. Ms. Labarre shared she did not have any fundraising experience outside of selling Girl Scout cookies. Ms. Costello shared she had fundraising experience through different venues throughout the community.

Staff Committee Member Rechelle asked that council members also review applicant Rebecca Pairis's application for consideration.

Chair Vancour asked the applicants about how they came to know of the Council on Family Resource Centers. Ms. Labarre stated she found out from Facebook; Mr. Benton found the information on the WCSD website; and Ms. Labarre stated she became aware from being a current FRC employee.

Staff Committee Member Rechelle opened it up to the Council members for discussion. Council Member Amber shared she has known Scott for 3 years and feels he will bring his passion to the council and will do a great job.

**On motion by Amber Joiner, second by Crystel Avalos, the Council on Family Resource Centers recommended approval of Scott Benton to the Council on Family Resource Centers for a term ending June 30, 2020.**

(Yea: Crystel Avalos, Sherilyn Elcano, Amber Joiner, and Vanessa Vancour). Final Resolution: Motion Carries 4-0

**On motion by Sherilyn Elcano, second by Crystel Avalos, the Council on Family Resource Centers recommended approval of Brenda Costello to the Council on Family Resource Centers for a term ending June 30, 2020.** (Yea:

Crystel Avalos, Sherilyn Elcano, Amber Joiner, and Vanessa Vancour). Final Resolution: Motion Carries 4-0

## **2.04 Presentation and Discussion of the Family Resource Center State Action Plan.**

Lisa Guzman, WCSD Family Resource Center Specialist, presented the FY 2018 FRC Outreach and Action Plan. Ms. Guzman discussed: other state services "housed" in

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FRC's, services provided, how services are tailored to meet community needs, agency community outreach events, collaboration with other agencies, training needs, FRC's strategic plan, and any Medicaid billable services.

## **2.05 Presentation and Discussion of Publicity Opportunities for the WCSD Family Resource Centers.**

Chair Vancour presented and provided an update on opportunities to raise awareness around the Family Resource Centers (FRC). Ms. Vancour explained the topic was discussed at previous meetings and identified as a challenge for the family resource centers. She previously met with FRC staff to discuss possible options that fall within the frame-work of the WCSD. Ms. Vancour explained exploring options of a Facebook page or an Instagram account. Staff have discussed having a social media intern to help lead and alleviate staff's work. A social media intern job description has been drafted and shared with staff and will be shared with the FRC Council at a future meeting. After the council reviews it, a plan will be developed to publish the advertisement for an intern. Ms. Vancour offered to mentor and supervise the new intern.

## **2.06 Update on the Activities of the WCSD Family Resource Centers to Include Data Related to Individuals and Families Served During the 2017-18 School year, Attendance at Outreach Events; and Solicitation of Input from the Council Regarding Upcoming Events Family Resource Center Staff may attend for Outreach Opportunities.**

Wylie Evanson, Family Resource Center (FRC) staff, presented FRC data related to Individuals and Families served for FY 16-17 and current numbers for FY 17-18 through February. It was explained that current projections for FY 17-18 are on track to surpass FY 16-17 numbers. Brenda Costello, Family Resource Center Specialist, shared that the numbers reflect that although the economy seems to be getting better families are still in need of assistance. Mr. Evanson shared various activities and events that staff have attended to include, ECE Family nights, Chart the Course at UNR, presenting to WCHSA, school visits to promote FRC, Family Academic Night, Morning Mug, CSA parenting outreach, and the JTNN sub grantee meeting. Staff have also attended trainings for Drug Endangered Children, Parent Leader, SNAP, Civil Rights, and Neonatal Abstinence.

## **2.07 Presentation and Discussion of Proposed Meeting Dates for the Council on Family Resource Centers for the 2018-19 School Year.**

Staff Liaison Rechelle Murillo presented potential dates for future meetings: the fourth Wednesday of the month (Aug. 22, Nov. 28, Feb 27, and May 22), the first

Thursday of the month (Sep. 6, Dec. 6, Mar. 7, and Jun. 6) and the fourth Monday of the month (Aug. 27, Nov. 26, Feb. 25, and May 20)

Ms. Elcano stated she would be in favor of meeting the fourth Wednesday of the month due to having holiday's on Monday. Ms. Costello explained that Member Susan Severt has a previous on-going engagement on Thursdays. Mr. Benton shared he is okay with doing the fourth Wednesday of the month. Ms. Avelos agreed and stated the fourth Wednesday would work for her. Ms. Vancour shared the fourth Wednesday will also work for her. Rechelle stated she will be getting input from council member Susan Severt, before sending out a copy with the dates to council members.

### **3. Closing Items**

**3.01 Announcement of Next Meeting – May 23, 2018 at 6:00 PM in the WCSD Administrative Building Board Room, 425 East 9<sup>th</sup> St. Reno, NV 89512**

#### **3.02 Public Comment**

Vallery Labarre thanked the FRC Council for the work they do for families as she has seen many families get helped by the FRC.

#### **3.03 Adjourn Meeting**

There being no further business, the meeting was adjourned at 7:10 p.m.