



DCF Region 6 Central
Citizens' Review Panel- Regional Advisory Council
RAC

January 3, 2019
Minutes

RAC Charge

To advise the DCF on the development and delivery of DCF regional services

Meeting called to order at 5:40pm by Natalia Liriano

- I. **Welcome and Introductions** were held.
- II. **Approval of Minutes** *distributed at end of meeting*
- III. **Follow up Items**

Bylaw Review

The group cross-referenced the existing RAC By-Laws with the Citizen Review Panel (CRP) By-Laws. The items highlighted in yellow represent additions from CRP to the existing RAC by-Laws.

- **Changes recommended to**
 - i. page 4C to remove the term limits for standing members; this allows current standing members to remain in their positions
 - ii. pages 6A to rework the wording to clarify term limits and appointments (still under revision)
 - iii. **RAC membership** – A breakdown of the membership composition **emphasizing the importance of family/parents** and community members with **21 voting members**.
 - a. The current bylaws say that a member loses his/her membership status if he/she misses 3 consecutive meetings. **Suggestion:** Change the language to reflect that if a member who has an emergency and cannot make it to a meeting will still be privileged to vote as long as the member communicates the emergency to the RAC.
- **RAC is recruiting families** and individuals to attend the meetings. Members can also be nominated for chair positions, an opportunity to develop leadership among membership. There also is an option to step down from being a voting member if the member wishes to do so.

Nominations for Provider Chair

- Members were invited to nominate themselves or someone else for provider chair during the February meeting
 - i. interested members will announce their intent
 - ii. Those nominating a member for chair will make their nomination
 - iii. Nominees will prepare a brief bio for distribution between the February and March meetings
 - iv. The RAC will confirm the ballot with the goal to vote on the nominations by March or April

Note: The new chair member can change the location, the building, room, and/or food choice.



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RAC Welcome Letter

Elisabeth Flores shared a draft **welcome letter** for new RAC members. The RAC thought that this letter was most appropriate for the general welcome packet.

A **brief outreach letter** will be developed to go along with the brochure to encourage parents to attend the RAC for the first time. The Executive Team will work with Nydia Dominguez of FAVOR on revisiting and developing a **general welcome packet**.

Materials to be assembled are:

- General Welcome packet
- New Membership letter and Welcome Packet
- Outreach letter to RAC visitors
- RAC Key Talking Points (elevator speech) for presentations
- Strategies to increase parent involvement (consideration of location, time and transportation)
- Working progress- the edits to the Brochure will be made by February 7, 2019. The changes have been discussed and approved by RAC.

Next Steps

- Any edits related to the By-Laws/CRP will be made by Natalia, by January 15, 2019
- Revision on By-Laws/ CRP completed in Executive Meeting on January 22, 2019.
- Identify ways to connect with potential parents/visitors
- Remove people who are no longer interested in RAC off the distribution list by February 7, 2019