**September 10, 2019 Recruitment, Development and Support Port Townsend Office**

Those Present: Shawn Geron DCYF Field Operations, Johnny Gallego DCYF Field Operations, Ann Dean Jefferson County GAL/CASA Supervisor and other duties as assigned, Robert Judd DCYF Licensing Division, Charity Woolbright DCYF Licensing Division, Karen Branyan Supervisor DCYF Licensing Division, Shane Wherry Area Administrator DCYF Licensing Division, Jean Nollette Foster Parent, Codie Veitenheimer DCYF HQ, Elsa Golts Foster Supports, Linda Cortani Fostering Together, Tom Stokes Area Administrator DCYF Field Operations.

1. Introductions were made. We had Codie Veitenheimer from DCYF attend the meeting. Codie discussed the RDS meetings and purpose and provided a template for the meetings.

We reviewed what the local group has had for agenda’s previously. For the future, we will review Codie’s template and the idea of the following:

Agenda—Key components and can be moved around. We will review the template provided by Codie and will include, enhance the agenda has needed and discussed.

* Licensing Division update on home studies completed and in process, number of open beds, number of children recently placed, where kids are placed—whether local or out of county.
* DCYF—Field Operations—discuss kids being placed, how many, etc.
* Foster Supports-updates on programs they are providing, progress of establishment and maintaining programs.
* Fostering Together—Update on recruitment and retention activities engaged in. Activities that need support by the group.
* Foster Parent—Open discussion about foster parent needs and issues.
* Other Stakeholders—Recruitment, therapists.
* Private Agencies—invite and include in these meetings. We will get their email addresses and add them to our email list.

1. The schedule and meetings. A conversation occurred about whether to move the meetings to noon during the day instead of in the evening. Decision to continue as is.

We will continue to meet on the 2nd Tuesday of each month, starting at 5 pm, at the DCYF new building at 2507 Evans Vista, Port Townsend. At the meetings, Food could be brought for the group.

A Theme will be set up for each meeting, to assist caregivers. Recommended topics will come from the group and/or caregivers. A training segment for licensed homes and/or those getting licensed.

Child care will be provided.

Meeting notes will be provided by email to the group.

Meeting invitations will be sent out a week in advance of the meeting with the agenda.

**Next Meeting October 8th, 5 to 7 pm. 2507 Evans Vista, Port Townsend. Come see the new building.**