

**Family Engagement Committee Agenda & Minutes**  
**February 26, 2021 9am-10:30am**

[meet.google.com/yyn-uhoe-eir](https://meet.google.com/yyn-uhoe-eir)

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PIN: 119 599 536#

Our Mission: The Family Engagement Committee strives to empower family partnership by promoting positive family caregiver-child relationships, supporting families as lifelong educators of their children, giving families a voice in the services they receive, promoting advocacy in our state, and encouraging families to share their journey and input to strengthen early childhood programs. We build connections throughout the Arizona early intervention system to support the healthy social, emotional, and physical development of young children.

Present: Annie Converse, Sarah Greene, Lindsey Goldstein, Alma Espinoza, Tanya Goitia, Chineca Hayes

1. Finalize family story recruitment process
  - a. Reviewed and amended Family Story Recruitment Process
  - b. Will require family to sign a release of information
  - c. Will mail thank you card to families after their presentation
    - i. Request AzEIP to order thank you cards
    - ii. AzEIP to sign on behalf of committee members until we are back in person and can sign individually
2. Social media guidelines
  - a. Combined RSK and DES guidelines into a google document for committee to review and make proposals for revision
    - i. Preferred format to include table of contents and bullet points
    - ii. Considerations:
      1. Guidelines
      2. Social media platforms
      3. Steps to add content
      4. Records retention requirements
      5. Posts: how long to maintain, process for deleting/archiving; type of content, no outside posting (could send messages for committee to approve and post)
      6. Identification of social media moderator and responsibilities of role
      7. Comments- on or off?

- a. Will be hard to engage viewers if not allowing comments
  - b. Comments would require consistent review, potential need to remove comment, send warnings, block commenter
  - c. Consider allowing reactions rather than comments
8. Linking with other programs for announcements
- b. Request meeting with RSK social media moderator to learn how the RSK social media accounts are currently managed with general guidelines

Next Meeting to be scheduled: March 5, 12, or 26, 2021 based on availability of RSK social media moderator

Next meeting agenda:

- Social media guidelines