**Florida Children and Youth Cabinet Policy Impact Committee Meeting**

**Monday, September 6th, 2017**

10:00 a.m. – 11:00 a.m.

Florida Department of Children and Families Headquarters, Building 1, Room #132

1317 Winewood Blvd., Tallahassee, Florida

**Meeting Summary**

Note: The following is a summary of the highlights of the proceedings and is not intended to be construed as a transcript. To obtain meeting materials, please visit [www.flgov.com/childrens- cabinet.](http://www.flgov.com/childrens-cabinet)

**Attendance Summary**

**Florida Children and Youth Cabinet Policy Impact Committee members on conference call:**

* Sandy Karlan, Chair of the Policy Impact Committee
* Wansley Walters, Chair of the Children & Youth Cabinet
* Zack Gibson
* Diana Ragbeer
* Steve Uhlfelder

**Guests in Attendance:**

* Dr. Norin Dollard, Florida KIDS Count
* Sandy Neidert, Office of State Courts Administrator

**Staff in Attendance:** Meeting Start Time: 10:00 a.m.

* Lindsey Zander Meeting End Time: 10:35 a.m.

**Proceedings**

**Call to Order and Welcome**

Chair Sandy Karlan called the Florida Children and Youth Cabinet (Cabinet) Policy Impact Committee meeting to order and welcomed everyone on the call.

The roll was called by Lindsey Zander and a quorum was confirmed.

**Next Steps:**

Sandy Neidert and Zack Gibson created an outline and next steps to prepare for the next Children and Youth Cabinet meeting. The first step is to do an inventory in order to get a sense of what each agency is currently working on as it relates to the Cabinet’s top three priorities. We will hold a series of meetings leading up to the 2018 Legislative Session to discuss where there might be gaps and where there are opportunities for collective impact. The following is a summary of what we intend to accomplish at the next meeting(s) to prepare for the Cabinet meeting. The goal is to receive feedback from the agency representatives on what is currently happening within their agency, and then determine gaps and opportunities.

The following actions will be taken:

1. Cabinet policy committee drafts a letter for Chair Walters to send to the chairs and staff of the relevant legislative committees. The letter:
* Explains the retreat and the selection of three priorities.
* Indicates that the Cabinet will conduct a series of meetings to address the priorities and prepare for the 2018 legislative session.
1. Cabinet policy committee invites all the designated agency representatives to an in-person meeting in Tallahassee in early October and a follow-up meeting later in the month.
* The policy committee requests that each agency designee complete a template document (prior to the first meeting), indicating all current work related to the three Cabinet priorities.
1. Cabinet policy committee hosts the early October meeting, with the following meeting goals:
* The participants will develop a comprehensive inventory of all communications/campaigns, operations/programming, and legislative bills/budget requests currently addressing the three Cabinet priorities.
* The participants will identify other agencies for outreach and involvement.
1. Cabinet policy committee conducts an analysis of the inventory and identifies:
* Possible gaps.
* Opportunities for collective impact.
1. Cabinet policy committee hosts the second meeting for the agency designees, with the following meeting goals:
* Review and discuss the analysis of the gaps and opportunities with the group.
* Prepare recommendations to make for the November Cabinet meeting.

**Action Item 1:** The Policy Impact Committee will draft a letter for Chair Walters to send to the chairs and staff of the relevant legislative committees.

**Action Item 2:** Lindsey will coordinate two meeting dates in October to collaborate with the agency representatives regarding their current work and initiatives prior to the next Cabinet meeting.

**Adjournment**

It was determined that the next Cabinet meeting datewill beon **Monday, November 13th, 2017 from 2:00 - 5:00pm**