

**MINUTES**  
**AURORA HOUSE CITIZENS' ADVISORY COMMITTEE**

**PURPOSE OF MEETING:** *The Aurora House Citizens' Advisory Committee provides consultation to the Aurora House Manager regarding community resources and public awareness; advises the City Council and Arlington County Board of Aurora House's needs, budget, and services; and serves as community liaison through area organizations, civic groups, and other boards and commissions.*

**DATE OF MEETING:** January 5, 2016

**PLACE OF MEETING:** Aurora House Conference Room

**MEETING CALLED TO ORDER BY:** Chair Julia Peterson

**THOSE PRESENT:**

<b><u>Commission Members</u></b> Jamie Heart French ___X___ Christina Goodwin ___X___ Linda Neighborgall ___X___ Julia Peterson, Chair ___X___ Judy Wheat ___X___	<b><u>Staff</u></b> Rachel Kindell ___X___ Nancy Vincent ___X___ <b><u>City Council Liaison</u></b> Mary Beth Connelly
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**Others Present:** None

**Approval of Minutes:** None

**Old Business:**

Utilization Report – The committee would like to present the Utilization Report to the City Council. Ms. Vincent will work with the City Manager to set up a time for the presentation and Ms. Wheat volunteered to make the presentation.

**New Business:**

Group Home Manager Recruitment – The Committee discussed their preferred requirements for a new Group Home Manager. Of particular importance is someone who is a strategic thinker with hands on experience with girls and families. Ms. Vincent will incorporate the requirements into the recruitment announcement. Ms. Wheat volunteered to serve on the selection committee.

Data Needs – We discussed developing performance measures and tracking client data. We need to have the ability to identify trends. Among the data requested is the primary presenting issue and the average length of stay.

Remote Participation in Meetings – We will explore the possibility of participating remotely in committee meetings.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, call 703-237-6622, (TTY 711).

Scholarship – A scholarship reimbursement request was considered. It was decided to institute semi-annual deadlines of June 1 and November 1 for submitting a scholarship application. The college or university must be accredited. Anyone applying for a second time must submit transcripts. We will ask the Friends of Argus and Aurora House to provide an annual report so that we will know how much is available for scholarships.

**Acting Group Home Manager's Report:**

- The CSA contract with Arlington has been signed. Aurora House is now on the approved CSA vendors list.
- The Holiday Open House was a success.
- The girls have been participating in many activities and service projects.
- A donation was received from AAUW for a summer etiquette class
- There will be an audit in March or April.

The schedule of meetings for the coming year will be March 8, May 10, July 12, September 13, and November 8.

SIGNATURE OF RECORDER: \_Nancy Vincent\_