

1700  
MRQ  
18 Mar 2008

From: Chairman, Family Readiness Committee  
To: Chairman, Marine Corps Community Services (MCCS), Board of Directors  
(BOD)

Subj: FAMILY READINESS COMMITTEE MINUTES OF 23 JANUARY 2008

Ref: (a) FRC Charter

1. Per the reference, the Family Readiness Committee (FRC) convened at 0905 on 23 January 2008 at the Clubs at Quantico, MCB Quantico, VA.

2. Members Present:

LtGen K. Stalder, CG II MEF, Chair  
Ms. T. McLaughlin, MARFORRES  
Ms. K. Faison, MARFORCOM  
Ms. E. Simms, MCRC  
Mr. S. Kelly, MARCORBASESPAC  
CAPT J. Hightower, Chaplain of the Marine Corps (Rep)  
CAPT D. Gibson, Medical Officer of the Marine Corps (Rep)  
Mrs. A. Conway, Spouse, CMC  
Mrs. R. Magnus, Spouse, ACMC  
Mrs. E. Kent, Spouse, SMMC  
Ms. C. Fox, KVN Subcommittee Chair  
Ms. M. Regner, L.I.N.K.S. Subcommittee Chair  
Mr. T. Larsen, Ex Officio, Director, MR  
Mr. K. Dunn, Ex Officio, Deputy Director, Marine and Family Programs, MR  
Ms. A. Jones, Ex Officio, Recorder, MR

Members Excused:

Senior Enlisted Representative, II MEF

Others present:

LtCol J. Melton, MR Division  
Maj M. Porter, MR Division  
Maj J. Krause, MR Division  
Ms. K. Lewis, MR Division  
Mr. G. Gordon, MR Division  
Ms. J. Nitsche, MR Division  
Mr. R. Winkelhausen, MR Division  
Mr. J. Clarke, MR Division  
Ms. C. Erickson, MR Division  
Mr. D. Turner, MR Division  
Ms. C. Lindsay, MR Division  
Mr. B. Barnes, MR Division  
Ms. G. Reed, MR Division  
Mr. M. Swords, MR Division  
Ms. T. Hayden, MR Division  
Mr. J. Cowan, Camp Lejeune  
Ms. S. Della-Corte, MCB Camp Pendleton  
Ms. J. Mohrlock, MCB Camp Pendleton  
Ms. J. Murphy, MCB Quantico  
Ms. S. Stalder, Spouse, CG II MEF  
Ms. S. Himsforth, Spouse, Senior Enlisted Rep, II MEF

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Others present continued:

Ms. J. Cummings, Force SgtMaj spouse  
Ms. E. Futrell, Force SgtMaj spouse  
Ms. P. McBride, Force SgtMaj spouse  
Ms. K. Williams, Force SgtMaj spouse

3. Review of 12 December 2007 Meeting Minutes. The minutes were unanimously approved as written.

4. Old Business Update. Mr. Dunn provided updates on outstanding old business items. Regarding an action generated at the 12 December 2007 meeting, Mrs. Conway asked that MR re-examine how to use the Mass Communication tool in aviation units in the event of an incident, as communication with families is critical and a responsibility of the Committee. Discussion ensued regarding casualty notification processes and procedures and it was subsequently determined that the unit commander must adhere to MCO P3040.4E requirements and must take responsibility for communication transmitted through the mass communication tool.

ACTION: Provide updates on old business items at the next meeting.

5. Executive Offsite (EOS) Meeting Summary. Ms. Lewis provided an overview of the on-going actions generated from the EOS spouse and joint sessions. Actions discussed are to be included in the list of ongoing action requirements for MR follow-up. During the briefing specific additional questions were noted as follows:

a. Communication of GWOT funding plan. The members discussed target audiences and need to focus input that would support young spouses' communication desires for short but succinct messages.

b. Volunteers. Discussion ensued regarding action necessary to gain clarity in roles and relationship of volunteers within the command team. It was identified that the Commanders Course would provide an appropriate venue to begin training. MR noted task to include this area within the command team training content.

c. L.I.N.K.S. for Parents. Members extensively discussed ways to touch spouses of geographically separated recruiters. Suggestions included providing L.I.N.K.S. training at Family Days or during the Birthday Ball time period when the entire unit would be together. Ms. Simms stated that MCRC would take this issue for action. Mrs. Conway also asked that MCRC look at the opportunity to have spouses attend recruiters meetings for specific training and networking via Invitational Travel Orders. It was additionally recommended that L.I.N.K.S. should be an online resource.

d. FRC attendees additionally discussed the value of the FRO awareness and satisfaction survey recommended by the EOS spouses.

6. Family Readiness Training Development and Execution Plan. Maj Porter briefed the timeline for the development and execution of family readiness training. During January, field representatives assisted in refining draft training materials with priority placed on Family Readiness Command Team Training. At the time of the meeting, representatives from all over the Marine Corps were meeting to focus on refining the handbooks. Initial feedback from the meetings was very positive, and the group recommended only minor changes.

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Pilot sessions were planned for late January at Camp Lejeune with both active duty and reserve units. A subsequent pilot was also planned at Camp Pendleton, again, with both active duty and reserve units. Two-day Family Readiness Command Team training sessions were planned for mid and late February at Camp Lejeune and Camp Pendleton, and Family Readiness Trainers were to observe the sessions. In March, training for full MCFTB staff and MCCA Area Coordinators was planned for both the East and West coasts. Members discussed that the briefed approach to the Family Readiness training was "bottom-up" and needed to come from the "top-down" as well. The Chair stated that MEF Commanders need to be involved in order to touch the largest audience and encourage commanders' involvement and ownership of the program.

DECISION: The Committee unanimously approved the training plan with the modification to get involvement from the MEF Commander level to push the training requirement.

7. Exceptional Family Member Program (EFMP) Functionality Assessment (FA) Way Ahead. Ms. Erickson briefed the way ahead for implementation of FA recommendations. The primary decision resulting from the FA was to develop a continuum of care rather than focusing primarily on assignments, which had been done in the past. Addressing policy; formalizing stabilization; training; and creating staffing, technological, and service resources were remedies to other program issues identified at the FA. It was noted that the April 2008 staffing goal was very ambitious and could shift to the right should delays in the acquisition process arise. It was also noted that all case management positions would be non-clinical. At the time of the meeting, the National Association of Child Care Resource and Referral Agencies (NACCRRRA) was delivering respite care services in San Diego and was to begin delivering services in Northern Virginia and North Carolina by the end of January 2008 and in South Carolina by March 2008. In addition, EFMP respite care was being provided at several installations. Mr. Larsen stated that respite care would be provided wherever it is needed and asked the Committee to advise MR if any Members were to hear that families are not receiving it.

Members extensively discussed the lack of Navy medical involvement regarding meeting EFM needs. The Chair stated that the Marine Corps is gradually assuming duties that he viewed should be addressed by Navy medicine. Once the Marine Corps assumes certain duties/roles, it will forever "own" them. CAPT Gibson stated that Navy Medicine is involved in EFM support but is not the hub. The Chair felt that strategic decisions needed to be made at CMC level to address the way ahead and evaluate risks.

8. School Liaison (SL) Update. Ms. Nitsche provided an overview of the SL initiative. The SL position addresses the needs of the mobile military child and was created following recommendations resulting from the EFMP FA. A total of 20 positions were created across the Marine Corps. The number of SLs at any given installation was dependent on installation's size and request. SL training plans were under development and were modeled after those of Sister Services, who have used SLOs for several years. Fully trained and engaged SLOs were expected by the beginning of the 2008 school year.

9. Children, Youth and Teen Program (CYTP) Functionality Assessment (FA). Ms. Hayden briefed that the CYTP FA was the pilot FA and was conducted in January 2001. When the CYTP pilot FA was conducted, the focus was on cutting program funding. The focus has since changed; thus, CYTP would undergo the FA process again to improve the effectiveness of the program. The follow-on FA was

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scheduled for 19-23 May 2008. The FA will review and examine Child Development Center (CDC) based care; Family Child Care; School Age Care; Resource and Referral; and the Youth and Teen Program. Subject matter experts from HQ and the field were to participate. At the time of the meeting, 26 nominees had responded to an invitation letter indicating they would participate in the FA. Additionally, parental participation was encouraged to help identify issues. MR was developing a CYTP customer survey to be administered online for one month. Mr. Larsen stated that the bulk (75%) of CYTP funding supports CDCs to the detriment of Youth and Teen Programs. Additional funding would be sought at EOS, as necessary.

ACTION: MR was to look into the Navy-provided daycare at MCRD San Diego, as a Member voiced concerns over the adequacy of care and safety procedures regarding food preparation following a recent visit.

10. Family Readiness Newsletter. The January 2008 edition was provided as information.

11. Closing Remarks. The Chair indicated that he would provide MR with details on the Parent Program including roles of the individuals in the program. The Chair indicated that he had sent hiring guidance to Members of the Committee and welcomed their feedback. He stressed the need to get the funding for family readiness initiatives into the baseline budget, as POM-10 was in progress. He additionally discussed the necessity to include other MEF spouses in the FRC and actively seek their participation.

ACTION: The Chair stated that the spouses of the other MEF commanders would be included in the Committee meetings in order to facilitate the top-down flow of information/guidance. The Chair will also provide MR with II MEF Parent Program information.

DECISION: During the closing remarks, Mr. Larsen recommended that the Committee would continue to meet monthly; however, monthly Family Readiness VTCs and separate KVN and L.I.N.K.S. Subcommittee meetings would be suspended until further notice. However, Subcommittee members will be invited to participate in FRC meetings to ensure they are provided the opportunity to stay current with planned actions and initiatives and provide needed feedback. The Members concurred with his recommendations.

With no further comments offered, the meeting adjourned at 1136.

/signed/  
K. J. STALDER  
Chairman  
Family Readiness Committee

A. D. JONES  
Recorder