

## Office of Juvenile Affairs

### Santa Claus Commission

#### Agenda

Monday, November 20, 2017

1:30pm- 4 North Conference Room

1. Call to Order, Statement of Compliance and Roll Call of Commission Members -Debra King
2. Vote to approve meeting minutes from October 11, 2017 meeting.
  - 9/6/17 meeting minutes approved
  - Total # of children- 370
  - No playing cards will be given as gifts- transparent photo albums for everyone.
  - Buy Christmas Cards instead of making them & give candy canes on top of boxes
  - Size of socks determined and one large (king-sized) candy bar for children
  - Send a message on the Newsletter for other districts to participate.
  - Finance report accepted
3. Set a date for a Special Meeting (first week in December)
4. Finance Report- Kim Gray
5. Pick employee names & assign deliveries of gifts- All
  - OECU visits group home close to Capitol location
  - Spencer House, 4G or Mustang Treatment Center
6. Confirmation of number of children in placement (Foster Homes)- Amanda McClain
7. Inventory of purchased items & Santa's Workshop Schedule- All
  - Tentative Assembly Dates- **November 27<sup>th</sup>- December 8<sup>th</sup>**
  - Tentative Delivery Dates- **December 11<sup>th</sup>- 22<sup>nd</sup>**
8. Update of Media Releases- Carol Miller (secure facilities) & Amanda McClain (group/ foster homes & specialized community homes)