



**LASSEN COUNTY**  
**CHILDREN & FAMILIES COMMISSION**

Meeting Minutes, April 3, 2008  
1345 B Paul Bunyan Road, Susanville, CA.

**PRESENT:** Commissioners Doug McCoy, Mae Sherman, Bob Pyle, Barbara Malone, Jan Foster, Amiee Osborn, Elizabeth Elam, Alternate Commissioner Linda Tangenberg, staff member Laura Roberts and visitors Susan George and Dawn Berezna.

**ABSENT:** Commissioners Brenda Poteete and Melody Brawley, and Alternate Commissioners Brian Dahle and Kathy Colvin.

**CALL TO ORDER:** Chairman Doug McCoy called the meeting to order at 1:39 p.m. Everyone was welcomed and introduced.

**PUBLIC COMMENT:** Debbie Baehler reported that the mini grant awarded by the Commission is completed and she presented an invitation to Commissioners to attend an open house of the home visiting program to help kick off the program with all of its new equipment purchased under the mini grant. The event is on the 16<sup>th</sup> of April from 10-11 a.m. Debbie indicated that April is Autism awareness month. There was no further public comment.

**APPROVAL OF AGENDA:** Chairman McCoy presented the amended agenda. Commissioner Malone made a motion that the amended agenda be approved as submitted. Commissioner Poteete seconded the motion. There was no discussion. The motion passed with no abstentions.

**INFORMATION/CONSENT CALENDAR:** The information and consent calendar was presented. Commissioner Poteete moved to approve the consent calendar as presented. Commissioner Foster seconded the motion. There was no further discussion. The motion passed unanimously. The items approved on the consent calendar are as follows:

Minutes of March 6, 2007

Approval of Fiscal Report

Approval of Revised Transfer of Funds from Trust Account and Payment of Obligations in an amount of \$132,248.99 for payment of the following obligations:

Smiles for Life	\$754.00	Invoice #172, Oral Health Services Unreimbursed
Lassen Diversified Management	\$8,190.00	Staff Contract Payment April 2008 invoice #4116
Lassen Diversified Management	\$639.29	Travel Reimbursement to Emeryville and Sacramento
Lassen Diversified Management	\$155.68	Lodging for Fiscal Summit Emeryville
Northeastern Rural Health	\$1,800.00	Child Birthing Mini Grant - Reimbursement for Training/Travel Per Grant
Bailey Data Management	\$1,275.00	Completion of Home Visiting Assessment and Referral Tools
First 5 of California	\$2,000.00	2008-09 membership dues
Modoc County Office of Education	\$230.04	Adin State Pre-School Feb. 08
Social Entrepreneurs, Inc.	\$2,424.80	Evaluation & Planning Feb 08
Lassen Diversified Management	\$214.22	Duplication for Feb 2008
CARES Lassen Child & Family Resources	\$52,800.00	CARES Grant Payment Pursuant to Contract-Stipend Payments
BHI Lassen Child & Family Resources	\$5,000.00	Behavioral Health Grant Payment
Modoc County Office of Education	\$249.21	Adin State Pre-School March 08 enrollees
Pathways to Child & Family Excellence	\$56,516.75	4th Quarter Advance Contract Payment

**Mini Grant -- Johnstonville Preschool:** The mini grant request was presented by Susan George and Dawn Berezna representatives from the Johnstonville Preschool and Lassen County Office of Education. Commissioners asked if the preschool was connected to the other LCOE CHIP program for autistic children. It was stated that the CHIP program is an in-home program and is not a part of the preschool program other than some of the children in preschool are also in the CHIP program. It was questioned where the funds are coming from for the preschool and speech therapy. The speech therapist serves children countywide but the preschool serves children both inside and outside the Johnstonville School District. Children served are aged 3-5 unless a student is repeating preschool then they may be 6. It was questioned what equipment the preschool already has. The existing equipment was purchased in the 60's and 70's and some items are missing and not in color. The preschool asked LCOE for new equipment but very little funds were available. \$100 of MAA money was provided for preschool materials. Assessment materials were purchased for the speech therapist. The materials requested, while they will serve non-autistic children, the requested items specifically serve to strengthen certain aspects of the growth and development of an autistic child.

Consumable supplies were questioned. Batteries would be rechargeable. Commissioner Poteete moved to approve the grant with the use of rechargeable batteries. Commissioner Osborn seconded the motion. There was no further discussion. The motion passed.

**Strategic Plan Final Review and Sign Off:** The completed strategic plan with all revisions and modifications was presented. All sections of the plan are now updated and ready for final review and sign off by the Commission. There were no further modifications made to the plan. Commissioner Malone made a motion to approve the plan as presented. Commissioner Poteete seconded the motion. Further discussion ensued concerning public forums or other forms of media notice of the plan. It was suggested that the plan be posted on the website and that a PSA be on the radio to let everyone know where to find a copy of the plan. Additionally it was suggested that people be asked to attend the public hearing or send in written comments about the plan to the Executive Director. There was no further discussion. The motion carried. The plan will be included in the Board of Supervisors update. A public hearing will be held at the May meeting.

**Long-range Financial Plan Final Review and Sign Off:** The completed long-range financial plan with all revisions and modifications was presented. One question about wording on page 2 under fiscal strategies surfaced. It was suggested that the sentence be modified as follows: "1. Continue School Readiness Program to leverage State match dollars through the end of fiscal year 2009-2010, after which time the Commission will continue to fund at same levels a school readiness program with local First 5 funds." Commissioner Elam moved to accept the financial plan as further modified. Commissioner Foster seconded the motion. Further discussion was held about taking the plan to public forums. The plan will be included in the Board of Supervisors update. A public hearing will be held at the May meeting. There was no further discussion, and the motion passed.

**Formation of Committee for Review of Bylaws and Policies & Procedures:** Policies and Procedures need to be reviewed with specific emphasis on areas of concern previously expressed by the Commission, to include, SAS Audit Review Policy, Emergency Oral Health Loan Fund, frequency of report to Commission regarding administrative, program, and evaluation expenses and percentages, and consumable supply policy as it applies to mini grants. Discussion ensued about forming a committee or whether to just put it on the agenda. It was decided by consensus to put it on the regular agenda and if it can't be worked out then to refer it to committee.

**Request from Children & Families Association for Letter of Support for AB 2527:** Information was presented from the Children and Families Association requesting support for AB 2527 which will correct issues that prevent First 5 Commission from participating in MAA and TCM claiming plans. A letter of support was presented for review. The modified language in the bill as well as a brief statement of facts was presented also. After discussion it was moved by Commissioner Poteete, and seconded by Commissioner Elam, that a letter of support be submitted. There was no further discussion. The motion passed.

**Program Reports: Home Visiting:** Laura Roberts presented The Home visiting report. Becky Roberts and Mark Naseath could not be at the meeting because they are in non-profit management training in Reno. New staff has been hired in Big Valley and collaborative outreach with the MHSA program is underway. Several children and families being served are showing substantial improvement. Referrals are coming in regularly. Pathways has also received a grant to perform supervised visitation for the Courts. Challenges remain in the areas of connecting very young children to mental health services.

**CARES:** The CARES report was received. Participants are continuing to attend classes to earn stipends. Some exempt care providers are moving up to licensed providers. As the program year is drawing to a close soon, data will be entered in the database and stipends will be calculated. It was commented that a one-page reapplication process will be required to continue to participate in CARES for the extension year. The application has not been received yet.

**Behavioral Health:** The report indicates that continued outreach to eligible providers is occurring. Mentoring to care givers has been provided in the report period. Consent to refer to mental health services has been an ongoing issue.

**Mini Grants:** The balance of the mini grant funds after the award of the mini grant at this meeting is \$4,491.07. The Executive Director noted that Northeastern Rural Health is in need of help to continue to pay the \$2,500 per year fee to Children's Research Triangle for the 4P's data collection and results analysis services. This may be an upcoming application for the balance of the mini grant allocation.

**Next Steps:**

**May Public Hearing:** Be sure to get the revised Strategic Plan onto the website, advertise the website in the newspaper and perhaps do a PSA so that the community will know how to access the information and how to provide comments. The public hearing will be at the May meeting.

**Board of Supervisors Presentation:** Provide the 06/07-report information, updated program information, as well as a copy of the revised strategic plan and long-range financial report. Be sure to invite them to the public hearing.

**Children's Fair -- Hands on Health Van:** The Hands On Health Van will be at the Children's Fair but it does not need to be staffed by Commissioners. There will be a table there, which the Commission can utilize to hand out information from. The question was posed about T-Shirts or Denim shirts for Commissioner would be appropriate. It was suggested that just a pin with the name of the Commission on it would be better. It was felt that T-Shirts or denim shirts would not be necessary.

**ADJOURN:** The meeting was adjourned at 3:00 p.m. The next meeting will be held on May 1, 2008 at 1:30 p.m.

Respectfully Submitted,

Laura J. Roberts  
Executive Director