



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Meeting Minutes, March 6, 2008
1345 B Paul Bunyan Road, Susanville, CA.

PRESENT: Commissioners Doug McCoy, Mae Sherman, Bob Pyle, Barbara Malone, Melody Brawley, Jan Foster, Amiee Osborn, Elizabeth Elam, Alternate Commissioners Kathy Colvin and Linda Tangenberg, staff member Laura Roberts and visitors Sarah Boxx, and Rebecca Roberts.

ABSENT: Commissioner Brenda Poteete and Alternate Commissioner Brian Dahle.

CALL TO ORDER: Chairman Doug McCoy called the meeting to order at 1:37 p.m. Everyone was welcomed.

PUBLIC COMMENT: The MHSA planning meeting is set for March 19th at 1:00 p.m. at Lassen Career Network Office to talk about early mental health, early intervention and prevention. The Statewide Annual Conference is May 21-23 in Anaheim. Betsy Elam, Mae Sherman, Doug McCoy, Amiee Osborn, and Melody Brawley expressed interest in attending. There was no further public comment.

APPROVAL OF AGENDA: Chairman McCoy presented the agenda. The mini grant request is tabled until the next meeting. Legislative talking points were added to the agenda. Commissioner Pyle made a motion that the agenda be approved as submitted. Commissioner Foster seconded the motion. There was no discussion. The motion passed with no abstentions.

INFORMATION/CONSENT CALENDAR: The information and consent calendar was presented. A Correction to the minutes was made on page 5 to reflect that AB212 funds are for stipends for state funded childcare center providers only. Commissioner Malone moved to approve the consent calendar as corrected. Commissioner Brawley seconded the motion. There was no further discussion. The motion passed unanimously. The items approved on the consent calendar are as follows:

Minutes of February 7, 2007 as corrected

Approval of Fiscal Report

Approval of Transfer of Funds from Trust Account and Payment of Obligations in an amount of \$13,025.22 for payment of the following obligations:

Social Entrepreneurs, Inc.	\$2,869.36	Evaluation/Planning invoice #1660
Lassen Diversified Management	\$8,190.00	Staff Contract Payment March 2008 invoice #4104
Lassen Diversified Management	\$280.60	LASSENFIRST5.COM, Go Daddy Web Hosting 5 years
County Counsel, Mono County	\$266.73	Professional Services 3rd Qtr 2008
Modoc County Office of Education	\$1,418.53	Adin Pre-School 09/01-01/31/08

Mini Grant -- Johnstonville Preschool: The mini grant request was postponed until the next meeting as the applicant requested permission to modify the application to include items for the speech therapist to work more effectively with autistic children rather than have the speech therapist submit an independent application.

Child Birthing Grant Budget Modification -- Request to move balance of supply line item to lactation training update: Amiee Osborn presented a request to expend the balance of the child birthing grant on lactation training update. The balance is \$1,279.63. The best training would be through the Seattle Schools of Midwifery and the total cost would be \$2,195. UC San Diego has an online course for \$650.00 as well as a training focused on the breast feeding child. The total of those two trainings would \$2,040. After

discussion, Sherman moved to approve the modification of expenditure of grant funds to allow the Seattle training. Commissioner Elam seconded the motion. There was no further discussion. The motion passed with Commissioner Osborn abstaining.

Hands On Health Van: The State Children and Families Commission funds a Hands on Health Van that tours all around California to interact with children and families at events. This van is coming to Susanville on May 3rd for the Children's Fair. The van needs staffing from Commissioners to help with the activities and children viewing and interacting with activities onboard the van. A signup sheet will be e-mailed for signup to help with the van. Commissioner Brawley moved to accept use of the van at the Children's fair. Commissioner Sherman seconded the motion. There was no further discussion. The motion carried unanimously.

Update on Protecting Prop 10 Funds: Information was handed out from the First 5 Association to update the Commissioners on the status of attempts to redirect all of Prop 10 funds to other issues to help with the budget deficit. The attempts to redirect the funds keep coming. The Association is working to help Commissions develop talking points to present information to our legislators and local government officials of the impact of Prop 10 funds locally and what the actual fund balances are, taking into consideration multi-year contracts and encumbrances. When the presentation is made to the Board of Supervisors concerning the annual report, it was suggested that this be included and that a resolution of support for Prop 10 funding be requested from the Board of Supervisors. The presentation to the Board of Supervisors is to include the 06-07 Annual Report, an update on 07-08 program progress, the local fund balance and encumbrances, as well as the revised Strategic Plan and Long Range Fiscal Plan.

Strategic Planning: Review and discuss goals, objectives, indicators and strategies revised during the February meeting, Final Review and sign off: Laura Roberts presented the revised goals, objectives, indicators and strategies that were further modified in the February meeting by the Commission. After additional discussion the objectives, indicators and strategies were accepted as modified. Strategies reviewed and modified in both the January and February meetings were presented. After discussion, there were no additional modifications made and the strategies were accepted as previously reviewed and modified. It was again noted that funded strategies should be listed on the top of the list, with others following. By consensus the Commission approved the changes and modifications and staff may now proceed to prepare the revised Strategic Plan.

Long-range financial planning, Overview of long range planning purpose, approach and assumptions, Presentation of fiscal scenarios revised at February meeting, Commission discussion and decision about expense assumptions and forecast scenarios: Sarah Boxx of Social Entrepreneurs presented information regarding revenue and expense assumptions that form the foundation of the draft long range financial plan that was previously reviewed by the Commission at their February meeting. She reviewed the priorities and percentages, demonstrating via spread sheet that while the priorities of home visiting, oral health, and behavioral health as topics are solid, the percentages of revenue attributed to each priority did not work well when detailed in the spread sheet. Programs were overfunded for a short time, and then funding dropped off drastically which for purposes of sustaining a program, just didn't work. Also, the administrative overhead rate was above the allowed limit set in the policies and procedures of the Commission. An alternative was demonstrated via spread sheet which is attached to these minutes. This detailed a more consistent flow of funding for priority programs, as well as utilized Commission staff's time study information to separate administration, program support, and evaluation for

each program. A recently identified change in the administrative augmentation was incorporated into the spread sheet, increased that line item from \$109,000 to \$113,000, however, the travel augmentation was eliminated recently by the State Commission. Commissioners discussed extensively the issue of having a zero balance at the end of the 2012 program year versus having the small balance that is indicated. It was noted that there is enough potential for change in the revenue area, i.e. MAA, to quickly move the fiscal projections into a negative or over expended status. The question posed to the Commission was "Does the current revised spread sheet reflect how the Commission wants to invest their funds? It was commented by the Chairman that budgets are not set for 5 years by this plan, but the document merely indicates the Commission's best estimate of how funds will be handed for the next five years. Other Commissioners indicated their satisfaction with the revised projections because mini grant funding was returned to the projections which would allow for the funding of special initiatives such as nutrition and exercise. After lengthy discussion it was agreed by consensus to proceed with the projections that allowed for a small balance.

Next steps – Draft Long-range financial plan reflecting decisions of the Commission, Identify revisions to strategic plan, based on financial planning decisions, March session to present draft Financial Plan and Strategic Plan for review and discussion prior to April public hearing: A final draft of the revised strategic plan will be prepared, incorporating the revised goals, indicators, and strategies. Updated demographic data will be incorporated as well. The long term financial planning document will be completed reflecting all modifications and preferences of the Commission. This will be prepared as a separate document from the Strategic Plan. The documents will be ready for final review by the Commission at their April meeting, public forums will occur during the month of April, and a public hearing will be set for the May meeting.

Closing Comment: Everyone that has not completed the Ethics Training was reminded to do so as soon as possible and for those who have completed it and who have not turned in a certificate to do so as soon as possible.

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

Respectfully Submitted,

Laura J. Roberts
Executive Director