



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION
Minutes, November 2, 2006, 1:30 p.m. – 3:30 p.m.
1345B Paul Bunyan Road
Susanville, California

Present: Commissioners, Doug McCoy, Mae Sherman, Janice Foster, Barbara Malone, Melody Brawley, Alternate Commissioner Jim Chapman, and Staff, Laura Roberts, and Dennis Wilkes

Call to Order: Chairman Doug McCoy called the meeting to order at 1:37 p.m. Everyone was welcomed by the Chairman.

Public Comment: There was no public comment.

Approval of Agenda: Commissioner Malone moved to approve the agenda as presented. Commissioner Sherman seconded the motion. There was no discussion. The motion passed.

Information and Consent Calendar: Commissioner Poteete moved to approve the Consent Calendar as presented. Commissioner Sherman seconded the motion. There was no discussion. The motion passed with Commissioner Chapman abstaining on item 4a. The items approved are as follows:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of October 5 and Public Hearing meeting of October 12, 2006
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approval of Transfer Request in the amount of \$32,542.76 for the following expenses:

<u>Invoice #</u>	<u>Vendor</u>	<u>Amount</u>
212	Jamie A. Richey, PC	\$80.78 Letter for audit
	Feather River Publishing	\$50.00 Public hearing ad
2269	Lassen Diversified Management	\$551.51 Duplication 08/02-10/17
2275	Lassen Diversified Management	\$5,999.99 Admin/Eval CARES 07/01-10/31/06
2276	Lassen Diversified Management	\$560.48 Outreach CARES 07/01-10/17/06
29	Pathways	\$7,800.00 Staff November
28	Pathways	\$12,500.00 Home Visiting November
27	Pathways	\$5,000.00 Behavioral Health November

There was a discussion of the fiscal report. Dennis Wilkes reported that the auditor requested that some journal entries be made to align the books the state's new reporting requirements. In effect the adjustments switch the books from a cash basis to a modified accrual basis. He is still working with the auditor to complete the journal entries. There were no other questions about the fiscal report. Commissioner Brawley moved to approve the consent calendar, Commissioner Malone seconded the motion. There was no further discussion. The motion passed.

Presentation of Results of Public Hearings on Annual Report and Annual Audit: The results of the public hearings on the annual report and audit were presented. There were no members of the public present at the October 12 Public Hearings of the audit and annual report. There was no quorum present on the 12th so the adoption of the documents was placed on today's agenda for action. There was no further discussion.

Adoption of Annual Report: The report has been corrected as directed at a prior meeting. Commissioner Sherman made a motion to approve the annual report, Commissioner Foster seconded the motion. There was no discussion. The motion carried.

Adoption of Annual Audit: The annual audit was presented for adoption. Commissioner Malone moved to approve the audit. Commissioner Brawley seconded the motion. There was a question about the financial page in the packet. The one that was included was the wrong form. The correct form was printed and passed out to the Commission. The data appeared to be correct. There were no further questions. The motion carried.

RFQ/RFP Draft Discussion: Chairman McCoy presented some questions that need to be answered about the draft RFP. There are questions that need to be answered in order to finish the document. Who can be an applicant, an agency or an individual? Questions about whether the document should be less program specific or more general with a list of deliverables that are program specific. Should the grantee be located in Lassen County or not? There are so many questions to consider. It seemed that the general idea was that there should be something like an application

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issued by the Federal Register with separate lists of deliverables for each needed program. It was felt that a notice of interest should be published in the paper and see if anyone is interested in applying for the various programs. Some commissioners felt that applicants should be a public agency or a private non-profit organization.

Commissioner Chapman stated that 1999 standards are far different now and the capacity of organizations is more mature now to position them in such a way so as to be able to compete in an application process. He added that the Commission either has to go into an employer/employee format or go through the bid processes. The question was asked if there are any other State programs that have grant application formats that we can use as a sample. It was stated that the current discussion and input from the Commission is helpful is guiding the future work with Sarah Boxx to refine the RFP. It was asked if anyone was interested in working on it with the Chairman and ED. No one volunteered so the Chairman and ED will proceed with an initial meeting and then a meeting with Sarah Boxx.

Reports:

Oral Health Case Management Proposal and Budget: This is still in the process of being developed. The Oral Health Demonstration Project funding is still in place until the end of December. After that time, the case management service will be unfunded.

Oversight and Accountability Committees: This is also still being developed pursuant to the discussions at the last regular Commission meeting.

Recruitment of New Commissioner: The item will come before the Board of Supervisors to authorize the Clerk to recruit for the vacancy at the November 14 Board meeting. Shannon Gerig has also indicated that she is not able to serve, as an alternate member any longer due to a change in work schedule but a letter of resignation has not been received yet. It was suggested to see if both vacancies could be on the calendar for the 14th of November.

Home Visiting: The home visitors are serving clients. There is a vacant bilingual home visitor position and also an additional home visiting position open and being recruited. The Director position is not filled. Training opportunities are being developed collaboratively with a Grass Valley home visiting program for the HFA training. The PAT training for the new curriculum is being worked out as well. There is a new applicant for the 20 hour position in the Big Valley area, and the bilingual position of 10 hours per week is staffed and at full capacity.

Behavioural Health Initiative: Referrals are not coming in at a rapid pace. Information about the program has been distributed, and additional outreach is being accomplished through mini-presentations at childcare centers and through subsequent mailings to family child care providers. At the Kinship/CARES sponsored panel last weekend the Caregiver Request for Services form and the consent form were distributed and a presentation about the service was given.

CARES: There are 62 participants this year. A few applications are still coming in. At last count there were 4 informal care providers enrolled.

Lake County Software: On October 26 the software consultant was here in Susanville and conducted training for the new data collection system and home visitors. He is fine-tuning a few things in the software, and we are identifying service codes to put in the drop down menus. The software should be up and running very soon.

Adjourn: The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director