



LASSEN COUNTY  
CHILDREN & FAMILIES COMMISSION  
Minutes, October 5, 2006, 1:30 p.m. – 3:30 p.m.  
1345B Paul Bunyan Road  
Susanville, California

**Present:** Commissioners, Brenda Poteete, Betsy Elam, Doug McCoy, Mae Sherman, Jim Chapman, and Staff, Laura Roberts

**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 Poteete moved to approve the agenda as presented. Commissioner Brawley 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 September 7, 2006
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approval of Payment of Robert F. Driver  
Commission's Liability Insurance Premium \$1,148.96

**Annual Report Draft and Annual Audit Draft:** The annual report draft and annual audit draft were reviewed and corrected. There was no action taken on the reports however, a public hearing was scheduled for the 12<sup>th</sup> of October at 1:30 p.m. The reports will be acted upon at that time if there is a quorum. Several Commissioners indicated they would not be able to be present. However, since the notice of the public hearing is published for the 12<sup>th</sup>, the public hearing date will remain the same. If no quorum is present on the 12<sup>th</sup>, the items will be placed on the November meeting agenda for action.

**Authorize amendment of School Readiness Contract to include approved school readiness funding for 06/07.**

The School Readiness application was approved and the additional funds will now be released for the school readiness home visiting program. In order to fully implement the home visiting school readiness program, the existing contract needs to be amended to include the 06/07 school readiness funds. Commissioner Brawley moved to amend the contract to include the \$100,000 school readiness funds for 06/07. Commissioner Poteete seconded the motion. There was no further discussion, the motion carried.

**Approve School Readiness Contract for \$10,000 with TEACH for Adin State Preschool:**

The portion of the school readiness program that was approved for Adin State Preschool is for funding additional slots for children over-income and from Lassen County. Since the school readiness application is approved, the Commission is requested to approve a contract in the amount of \$10,000 to TEACH, the organization managing the Adin State Preschool. It was questioned how children are selected the slots. Is there a sliding fee scale? Is the funding able to be leveraged through partial payment? Laura will get information on these questions. There was no further discussion. Commission Brawley moved to approved a contract for TEACH in the amount of \$10,000. Commissioner Poteete seconded the motion. There was no further discussion. The motion passed.

**Authorize name change on Commission Contracts with Diversified Management to Pathways**

**to Child & Family Excellence, Inc.:** Laura Roberts, owner of Diversified Management, with whom the existing First 5 Lassen administrative contract, and the CARES contract exist, has converted all public benefit work of Diversified Management to a non-profit organization that she started called Pathways to Child & Family Excellence. The

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purpose of the item on the agenda is to request authorization of the Commission to amend the existing contracts to reflect Pathways as the contractor. The staff and all other aspects of the contracts remain the same. Commissioner Poteete made a motion to amend the contracts to reflect Pathways as the contracting entity. Commissioner Sherman seconded the motion. There was no further discussion. The motion carried.

**Oversight and Accountability Committees:** The concept of having oversight and accountability committees to oversee each funded priority area, including administration was presented. A discussion followed about the way that this might work, i.e. meet quarterly, have outside parties involved as well as a representative Commissioner on each committee, depending on their area of interest and expertise. It was also suggested that the Committees could assist in an RFP review process. Alternate Commissioner Chapman indicated he is interested in the oral health area, Commissioner Brawley is interested in the CARES area, and Commissioner Elam is interested in the Behavioral Health area. All those present indicated that such a committee structure is a good idea and should be developed. The structure and function is to be explored and discussed more.

**RFQ/FRP Process Discussion -- when to consider draft RFP/RFQ:** A discussion ensued about whether to maintain the existing time line in the strategic plan, which would have the grant making cycle begin in the Spring and new contracts in place by June 30, or to move it ahead since some contracts are temporary and were awarded under an emergency situation. The discussion ended with the concept of moving the process ahead by 2 months, with consideration of a draft RFP in November, finalizing in December, and issuing it in January. This would move the grant making cycle up by two months.

**Reports:** The oral health loan fund has two loans where the recipients have not made payments. Statements have been sent regularly, phone calls have been made, and still no response. The type of action to take in this type of circumstance was discussed. Commissioners felt that we should continue to send statements, and even perhaps have an attorney write a letter later on. Every reasonable effort should be made to continue to encourage the families to pay back their loans. Everyone else that has received a loan, has either paid it back entirely, or is making regular payments.

Oral Health Case Management has been funded by the Oral Health Demonstration Project (OHDP) funds, not from local First 5 Funds. OHDP funding is coming to a close at the end of December. In order to continue case management for hospital dentistry, it may be necessary to consider directing some of the existing oral health funds encumbered for this year's oral health work. Northeastern is providing services under last year's allocation, as it was leveraged by OHDP and RHDP funding sources. Commissioner's suggested that MAA funding being received by the Commission pursuant to the Executive Director's work be considered for this purpose at a later date.

There was insufficient time to allow for the remaining reports. They will be on the next agenda.

**Adjourn:** The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Laura J. Roberts  
Executive Director