



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Minutes, February 2, 2006, 1:30 p.m. – 3:30 p.m.
1345 Paul Bunyan Road, Suite B
Susanville, California

PRESENT: Doug McCoy, Jim Chapman, Sheral Thorlaksson, Barbara Malone, Janice Irvin, Kathleen Colvin, Brenda Poteete, Melody Brawley, and Mae Sherman. Staff: Laura Roberts, and Dennis Wilkes. Visitors: Jennifer West-Lucchesi, and Barbara Tiner.

CALL TO ORDER: Chairman Doug McCoy called the meeting to order at 1:35 p.m.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF AGENDA: It was moved by Commissioner Poteete and seconded by Commissioner Colvin that the agenda be approved as presented. There was no discussion, the motion carried.

INFORMATION/CONSENT CALENDAR: (These matters are routine in nature and usually approved by a single vote. Prior to action of the Commission, the public will be given the opportunity to comment on any consent item.) Commissioner Malone moved that the items on the consent calendar be approved as submitted. Commissioner Poteete seconded the motion. The motion passed. The items passed are:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of January 5, 2006
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approve withdrawal from Trust for payment of Monthly Expenses for February expenses as follows: Social Entrepreneurs \$5,000 February Invoice; \$5,000 to Pathways for February Invoice BHI Contract; \$12,500 to ComPAC for March Home Visiting; \$7,800 for Diversified Management for March contract payment; not to exceed \$500 for copies and postage for February; Tyler Design for final website setup \$200 and \$50.00 per month for website maintenance starting in February.

WELCOME NEW COMMISSIONER, CONFIRM APPOINTMENT: Commissioner Sherman moved to confirm the Board of Supervisor's appointment of Melody Brawley as commissioner to fill the vacancy created by the resignation of Patsy Jimenez. Commission Irvin seconded the motion. There was no discussion. The motion passed. Melody Brawley was welcomed to the Commission.

MINI GRANT EVALUATION MODEL APPROVAL: The mini grant evaluation model was tested during the last month. While the evaluation form appears cumbersome and extensive, not all portions of the form apply to every grant. The form seemed user friendly when only portions appropriate to each grantee are utilized. Commissioner Poteete moved that the Mini Grant Evaluation Plan be approved as submitted. Commissioner Sherman seconded the motion. There was no further discussion. The motion passed.

CARES PROJECT -- DISCUSSION OF MODIFICATION OF PROGRAM AND POSSIBLE ACTION TO AUTHORIZE IMPLEMENTATION OF PARALLEL LOCAL PROGRAM: The CARES project implementation process has been difficult with the new regulations. Enrollment in the project at the time of this meeting has been minimal. In light of the concerns regarding much more stringent college education requirements, and the apparent lack of participation due to the new regulations, it was suggested by the CARES Committee that a parallel program be considered. After discussion, it was suggested that the matter be placed on the next agenda after enrollment is closed to see how many enrollees there are. At that time it will be possible to forecast the impact to funding to be certain there are funds

available to cover the stipends for those that decide to participate. If at that time it appears there is funding available and enrollment is minimal, the CARES Committee will meet and make a recommendation for the Commission to consider modifying the budget and creating a parallel program.

ANNUAL STATEWIDE CONFERENCE – WHO WILL ATTEND: The conference is in San Diego on May 24, 25, 26. Four rooms have been reserved in order to secure a place for potential participants to stay. The topics of the preconference institute and the theme of the conference are not known at this time. Barbara Tiner indicated that the budgets of the FRCs do not permit them to pay for their attendance at the conference. She requested that the Commission fund the FRC Directors or a representative to attend the conference. Those interested in attending were Doug McCoy, Brenda Poteete, and Mae Sherman. Laura was requested to put together a budget reflective of expenses for four Commissioners and one extra attendee.

FORT SAGE FAMILY RESOURCE CENTER TOY LENDING LIBRARY REPORT: Jennifer West-Lucchesi presented a Power Point report to the Commission detailing the successful implementation of a toy lending library at the Fort Sage Family Resource Center. Jennifer reported not only on the purchases and successful leveraging of the grant funds, but she also took the Commission on a pictorial tour of the family resource center. The photos were helpful to convey to the Commission the various ways that the toys support families and activities within the Center. Jennifer brought samples of the toys that she has purchased and that are very popular in the Center.

REPORTS

Needs Assessment Update: Laura reported that the needs assessment response was very good. The data is in the process of being analyzed and a draft report should be available during the week of February 13.

Quarterly Reports for Oral Health, FRCs, Home Visiting: The quarterly reports will be available at the next meeting. **CARES Project Implementation:** The CARES project was discussed earlier in the meeting.

School Readiness Reapplication Update: The RFF is not here yet and the timeline for submitting the application has been extended until April 1, 2006. **Evaluation Process Update:** The evaluation process for Home Visiting, Oral Health, and Family Resource Centers/School Readiness is progressing. It has been challenging to move from collecting data about the numbers served to more qualitative reporting. We are still working to implement pre and post test processes, as well as smoothing out the narrative portions of reports. **PFA Teleconferences:** A series of PFA teleconferences have been taking place. Laura has recorded some of them or has notes available. **Website and Newsletter** www.lassenfirst5.com. The website is up to date and fully operational. The winter newsletter is available on the website.

ADJOURN: The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director