



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Meeting Minutes, August 7, 2008
1345 B Paul Bunyan Road, Susanville, CA.

PRESENT: Commissioners Doug McCoy, Mae Sherman, Elizabeth Elam, Jan Foster, Alternate Commissioners Linda Tangenberg and Kathy Colvin, staff member Laura Roberts, and visitor Becky Roberts.

ABSENT: Commissioners Barbara Malone, Amiee Osborn, Bob Pyle, Melody Brawley, 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 and introduced.

PUBLIC COMMENT: Linda Tangenberg indicated that this would be her last meeting. They are moving to Southern California.

APPROVAL OF AGENDA: Chairman McCoy presented the agenda. The Chairman indicated that we did not have the policy and procedure, bylaws and elections on the agenda and that these items will be on the September Agenda. Commissioner Sherman made a motion that the agenda be approved as submitted. Commissioner Colvin seconded the motion. There was no discussion. The motion passed with no abstentions.

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

- Minutes of June 5, 2008
- Approval of Fiscal Report
- Approval of Transfer of Funds from Trust Account and payment of pending obligations in an amount of \$11,443.75
- Approval of July expenses and authorization to transfer funds from trust account in an amount of \$72,817.81 to cover expenses previously paid

PENDING TRANSACTIONS:

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| Lassen Diversified Mgmt. | \$8,190.00 | Staff Contract Payment August 8, Invoice 4171 |
| Mae Sherman | \$273.50 | Airfare to Annual First 5 Conference |
| Laura Roberts | \$301.86 | Mileage to Prop 10 Association Meeting in Sacramento 07/16/08 |
| Social Entrepreneurs, Inc. | \$742.06 | Evaluation and Planning June 2008, Invoice #1735 |
| Lassen Diversified Management | \$826.97 | Aimee Osborn's airfare to Seattle to attend training as part of First 5 Lassen's Child Birthing Grant with Northeastern Health Clinic |
| Lassen Diversified Management | \$1,093.60 | Duplication for June and July 08 |
| Lassen Diversified Management | \$15.76 | Postage for June and July |
| Total | \$11,443.75 | |

JULY EXPENSES PREVIOUSLY PAID:

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|-------------------------------|-------------|--|
| Lassen Diversified Management | \$1,177.77 | Travel Costs to Annual First 5 Statewide Conference |
| Mae Sherman | \$133.43 | Parking, Shuttle, Mileage for Annual First 5 Conference |
| Laura Roberts | \$166.50 | Parking, Shuttle, Mileage for Annual First 5 Conference |
| Doug McCoy | \$394.95 | Airfare, Shuttle, Mileage for Annual First 5 Conference |
| Bailey Data Management | \$1,000.00 | Assessment Report Development Invoice # 203 |
| Social Entrepreneurs, Inc. | \$278.89 | Evaluation and Planning May 2008, Invoice #1715 |
| Lassen Diversified Management | \$8,190.00 | Staff Contract Payment July 08, Invoice #4158 |
| Lassen Diversified Management | \$474.80 | Duplication for May 08 Invoice #4158 |
| Lassen Diversified Management | \$5.66 | Certified Postage to First 5 |
| Child & Family Resources | \$4,134.00 | C.A.R.E.S. Program. Final Payment for 07/08 |
| Modoc Co. Office of Education | \$249.21 | Adin State Preschool May Enrollees Invoice #3 |
| Modoc Co. Office of Education | \$95.85 | Adin State Preschool 06/2/08-06/06/08 Enrollees Invoice #5 |
| Pathways to Child & Family | \$56,516.75 | Final Contract Payment for 07/08 |
| Total | \$72,817.81 | |

REVIEW AND APPROVAL OF OUTREACH AND PUBLIC AWARENESS PLAN: Executive Director Laura Roberts presented a draft outreach and public awareness plan. The plan is a working document and will change from month to month as events and opportunities develop. It was the consensus of the commission that the plan is good but that the Executive Director should not try to implement all strategies at the same time. It was expressed that it would be best to be good at a few things rather than be spread too thin and be ineffective. The Executive Director is to move forward with the plan but to utilize limited strategies. If funding is needed for promotional items or other expenses of the public awareness activities the Commission will take action as the needs arise.

REPORTS:

Progress on Annual Report and School Readiness Report: The annual report is underway. The manner of presentation to CCFC has changed and necessitates training on the new web based submission system. Training will be held in August. Until then we are continuing to prepare reports, finalize data, and acquire photos for use in this year's report both the community report and the CCFC on-line report. All school readiness data is in the web based data collection system.

Data Analysis Progress: SEI is in the process of analyzing data as we submit it to them. They are performing the analysis of data and are providing technical support during preparation and submission of the annual report.

Progress on Review of Policy & Procedure Changes: Legal counsel is reviewing Policy and Procedure changes. The oral health policies have been a point of conversation and remain to be integrated into the proposed changes.

Report on July First 5 Association Meeting: The Executive Director attended the Association meeting in July. The state budget was a topic as well as annual reporting. The strategy of offering to loan some of First 5 funds to help with the budget deficit was discussed. Guest speakers were informative about legislative and budget processes.

Home Visiting Report: The home visiting report for April through June was submitted and presented by Becky Roberts. The report was informative and reflective of the excellent work that is being done with children and families through home visits. Becky indicates in her report that additional training will be held for staff to assure that referral documentation is entered appropriately in the data collection system. The numbers being served is remaining consistent. Outreach in others areas of the county are being targeted in outlying areas of the county.

Home Visiting is working with the Fort Sage Family Resource Center to accomplish outreach and to develop a playgroup once per month. Assessments are continuing and overall progress is showing in the families being served. Becky is outreaching to Kindergarten teachers to build relationships and establish communication about what the teachers are noting when children arrive in the fall for school. Becky commented that the Courts and CPS are using the home visiting program and PAT for parent education for families. Pathways is moving to 807 Main Street where there will be more room for private conversations and group sessions.

4P's Report: A report compiling 13 months of data on the screening of pregnant women for drugs, alcohol, tobacco, and domestic violence was presented. This data is helpful in adequately addressing the needs of pregnant women. The data however, indicates that there is a great deal of work to be done to lower the rates of prenatal exposure to substances and domestic violence. The 4P's team has begun meeting monthly for lunch during which time issues impacting pregnant women are discussed. Results of the meetings have been helpful to address process and system issues. Of particular note is the increased collaboration and coordination of services between Northeastern, Public Health, and Alcohol and Drug, and PROMISES. When a referral is received from Northeastern, a team of support greets the referred person, and this is having better results in getting the women to accept treatment.

Adjourn: The meeting was adjourned at 2:45 p.m. The next meeting will be held on September 4, 2008 at 1:30 p.m.

Respectfully Submitted,

Laura J. Roberts
Executive Director