



PRESENT: Commissioners Doug McCoy, Jan Foster, Melody Brawley, Bob Pyle, Mae Sherman, Visitors Rebecca Roberts, Wendy Blackmon, Joanna Zimmerman, and Cheryl Damm, and staff member Laura Roberts

ABSENT: Commissioners, Elizabeth Elam, Amiee Osborn, Brenda Poteete and Alternate Commissioner Brian Dahle

CALL TO ORDER: Chairperson Doug McCoy called the meeting to order at 1:40 p.m. Everyone was welcomed.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF AGENDA: Chairperson McCoy presented the agenda. There were no changes. Commissioner Brawley made a motion that the agenda be approved as presented. Commissioner Pyle seconded the motion. There was no discussion. The motion passed with no abstentions.

INFORMATION/CONSENT CALENDAR: The information and consent calendar was presented. Commissioner Foster made a motion to approve the consent calendar as modified. Commissioner Sherman seconded the motion. The motion passed unanimously. The items approved on the consent calendar are as follows:

- Approval of June 4, 2009 Minutes
- Approval of Fiscal Report
- Approval of Transfer of Funds from Trust Account and payment of pending obligations in an amount of \$62,289.01 for 08-09 Expenses and \$21,338.08 for 09/10 Expenses

Expenses for FY 08--09		
Lassen Diversified Management	\$1,403.95	Postage, duplication, and promotional items for May 2009, Invoice 4275
Modoc Office of Education	\$804.16	Adin State Preschool for 05-01-09 to 05-29-09 for 2 children, Invoice 9
Modoc Office of Education	\$258.75	Adin State Preschool for 06-01-09 to 06-05-09 for 2 children, Invoice 10
Pathways to Child & Family Excellence	55,458.20	Final Payment for FY 08-09 per contract, Invoice #38
Social Entrepreneurs, Inc.	\$4,363.95	Consulting and Evaluation, Invoice 1914
Total	\$62,289.01	
Expenses for FY 09-10		
Social Entrepreneurs, Inc.	\$4,607.50	Consulting and Evaluation for July 09, Invoice 1921
Lassen Diversified Management	\$16,380.00	Project Coordination & Implementation for July and August 2009, Invoice 4276
Lassen Diversified Management	\$350.58	Postage, duplication, for July 09, Educational items for Summer Festival, Invoice 4277
Total	\$21,338.08	

APPROVAL OF FINAL CLOSEOUT BUDGET FOR FY 08-09: A final budget for FY 08-09 was presented. Actual expenditures and revenues were presented. It was noted that the evaluation line item was over expended by \$3,329. An expenditure early in the first quarter of the fiscal year was for 07-08 expenses. The closeout budget increased the evaluation line item to cover the 07-08 expenditure in the 08-09 Fiscal Year. Commissioner Sherman moved to approve the budget as presented. Commissioner Brawley seconded the motion. There was no further discussion. The motion passed with no abstentions. The closeout budget is attached and made a part of these minutes.

TEMPORARY SUSPENSION OF FUNDING FOR MINI GRANTS/EMERGING INITIATIVES AND REDUCTION OF ADIN PRESCHOOL AND WFRC MINI GRANT:

Mini Grant Program: Discussion was held on whether to suspend the mini grant program temporarily in order to have readily available funds to assist local programs being impacted by the California budget crisis. Commissioners commented on the programs being impacted locally. Strong desire was expressed to have funds ready to help with local solutions. Commissioner Brawley made a motion to temporarily suspend mini grant funding. Commissioner Sherman seconded the motion. There was no further discussion and the motion passed with no abstentions.

Adin Preschool: Reduction in function for Adin Preschool for 09-10 was considered. Discussion was held and it was noted that this funding is a part of the school readiness program. If funding is removed for the 09-10 year the school readiness program plan will need to be modified. It was also noted that the Adin Primary School is closed and all students have been moved to classrooms in Bieber. The Preschool will remain on the Adin Primary Campus for at least one more year. They face new challenges without the primary school functioning, especially in the area of lunches and transportation. Commissioners commented that it would be important to maintain funding for one more year as the preschool works through a transition to other resources. A motion was made by Commissioner Sherman to maintain funding at the \$7,500 level for the 09-10 fiscal year. The motion was seconded by Commissioner Pyle. Further comments were made indicating the need to maintain the funding at the upper level, perhaps to help with transportation issues facing the school. There was no further discussion. The motion passed with no abstentions.

Westwood Family Resource Center Mini Grant: Information was received from the Director of the WFRC that they would not be able to complete the Kindergarten Camp portion of their mini grant and they wanted to release that portion of the funding. The rest of the grant they are in the process of completing. The portion of the grant that covers the expenses of the Kindergarten Camp amounts to \$4,500. Commissioner Brawley moved to terminate the Kindergarten Camp portion of the mini grant in the amount of \$4,500. Commissioner Foster seconded the motion. There was no further discussion. The motion passed with no abstentions.

APPROVAL OF FIRST AMENDED BUDGET FOR 09/10: The first amended budget for Fiscal Year 09-10 was presented. Detail of the budget amendment was reviewed. Commissioner Brawley moved to approve the First Amended Budget for Fiscal Year 09-10. Commissioner Sherman seconded the motion. There was no further discussion. The motion passed with no abstentions. The First Amended Budget for 09/10 is attached and made a part of these minutes.

APPROVAL OF EXPENDITURE OF FUNDS UP TO \$2,500 FOR REVIEW OF FINANCIAL STATEMENTS: Executive Director, Laura Roberts, requested approval of expenditure of up to \$2,500 to cover the potential cost of technical assistance from a CPA to review financial statements prior to submission to the annual audit firm. It was explained that while staff has received training this year on GASB34 and SAS112 the requirement to prepare the Commission's annual financial statements (which in past years has been completed by the audit firm), was a modification of the Commission's Financial Management Guide in February 2009. Additionally the Audit Checklist that is required to be utilized by staff is new. Staff would like to have their work reviewed by a CPA prior to submission for the annual audit. The Executive Director expressed gratitude for the training opportunities provided this past year and indicated the need to have their work reviewed prior to the annual audit, just to be sure that all the new financial requirements are being implemented correctly. Commissioner Sherman made a motion to approve up to \$2,500 for financial statement review. The motion was seconded by Commissioner Brawley. There was no further discussion and the motion passed with no abstentions.

APPROVAL OF PROPOSAL FROM BAILEY DATA MANAGEMENT FOR ADDITIONAL PROGRAMMING NOT TO EXCEED \$4,500: The proposal for evaluation database hosting, maintenance, and modification was presented. It was suggested to allocate slightly more than the requested amount in order to be prepared to make further modifications to the database. Commissioner Brawley made a motion to approve up to \$4,500 for the annual evaluation database hosting, maintenance, and potential modifications. The motion was seconded by Commissioner Sherman. There was no further discussion and the motion passed with no abstentions.

APPROVAL OF CONTRACT FOR SEI EVALUATION SERVICES FOR FY 09-10: The SEI proposal for continued evaluation services, which had been approved in June for an amount not to exceed \$20,000, was amended to include additional services surrounding school readiness and new requirements and tracking. The total evaluation proposal is now \$25,000 rather than \$20,000. Commissioner Foster made a motion to approve the proposal of SEI in an amount up to \$25,000. The motion was seconded by Commissioner Sherman. There was no further discussion and the motion passed with no abstentions.

CONSIDERATION OF APPLICATIONS OF ZIMMERMANN AND BLACKMON FOR COMMISSION MEMBERSHIP AND REQUEST FOR AUTHORIZATION TO DIRECT LETTER OF RECOMMENDATION TO LASSEN COUNTY BOARD OF SUPERVISORS:

Prospective Commission appointees, Zimmermann and Blackmon were present and introduced themselves and spoke about their qualifications to serve on the commission. Commissioner Sherman made a motion to direct a letter of recommendation to the County Board of Supervisors recommending Zimmermann and Blackmon for appointment to the Commission. The

motion was seconded by Commissioner Brawley. There was no further discussion and the motion passed with no abstentions.

APPROVAL OF FINAL BUDGET FOR HOME VISITING AND ORAL HEALTH PROJECTS: The roll-over budget for home visiting was considered. Rebecca Roberts stated that they had salary savings last year and the budget before the Commission reflects their plan for expenditure of the roll over funds. Commissioner Brawley moved to approve the roll over budget. Commissioner Pyle seconded the motion. There was no further discussion. The motion passed with Commissioner Foster abstaining. The amended oral health project budget and scope of work was presented. Modifications in the scope of work were explained. Commissioner Brawley made a motion to approve the budget and scope of work as submitted. Commissioner Foster seconded the motion. There was no further discussion and the motion passed with no abstentions.

PRESENTATION OF DRAFT REPORT OF PROGRAM EVALUATION RESULTS FOR ANNUAL REPORT: The program evaluation results report was presented. Positive comments were received from Commissioners. The results of the programs are positive, both in the quantitative data and qualitative data. Families served are making progress as demonstrated in the reports.

DISCUSSION -- STATE BUDGET CUTS -- LOCAL IMPACT TO 0-5 CHILDREN -- CAN LOCAL FIRST 5 HELP? Joanna Zimmermann and Cheryl Damm presented information concerning the status of proposed cuts to Maternal, Child, and Adolescent (MCAH) funding and what the cuts will mean to local programs and services. Additional information concerning other Health and Social Service program cuts was presented by Commissioner Brawley. Proposed cuts are significant to both MCAH and the Alcohol and Drug Department, especially PROMISES. Commissioners indicated that cuts in these programs, as well as cuts to the Early Start Program will significantly impact services to the birth to five population. Comments were made that cuts in services and staff at Northeastern Rural Health are impacting the 4Ps process, as well as oral health services for children. It was suggested that an invitation to meet be directed to Kevin Mannel, Director of Health and Social Services, in order to learn more and thoroughly understand local Health and Social Service program needs and gaps. The commission expressed their strong commitment to identify solutions and opportunities to leverage available First 5 Lassen funds to help continue valuable services to young children and their families.

REPORTS: 4P'S REPORT: A draft report on 4Ps was presented. This report covers data collected for 2 years. Comments were made on the helpfulness of the report in identifying gaps in services and in making program modifications to make further impact on issues affecting the outcomes of pregnancies in Lassen County women. **Annual Audit Progress:** The audit is in progress, with final compilation of the financial and compliance audit binder being made at this time. Evaluation data is being added. Preliminary work is being completed at this time and sent to the auditor. **Policy and Procedure Modification to implement GASB 54:** This is a new requirement that will be necessary to implement during the current fiscal year. It involves renaming the funding categories -- committed, reserved, encumbered, etc. The commission will have to develop written policies for GASB 54. **Annual Report, Annual School Readiness Report, and CARES Report Progress:** The evaluation data is now ready to be input into the online database for the annual report to the State. The consumer friendly version will be completed after the online version is finished. It is planned to have draft documents for the Commission at the September meeting. **Update/ modifications to Long Term Financial Plan Document:** A draft of modifications made to the long term financial plan spread sheet was provided. The long term plan will be updated in its entirety this year. **Dental Van Grand Opening August 26, 2009, Plumas Bank Parking Lot, 4:30 p.m.:** The grand opening of the dental van will occur on August 26th. The Plumas Bank is hosting a community forum to invite the new hospitalist and the grand opening of the van will occur at 4:30, just prior to the start of the community forum. Everyone is invited.

ADJOURN: The meeting was adjourned at 3:40 p.m.

Respectfully Submitted,

Laura J. Roberts, Executive Director