



**PRESENT:** Commissioners, Jan Foster, Doug McCoy, Mae Sherman, Elizabeth Elam, Joanna Zimmerman, Melody Brawley, Brenda Poteete, Alternate Commissioner Wendy Blackmon, Alternate Commissioner Anita Osborn, visitor Rebecca Roberts, and staff member Laura Roberts.

**ABSENT:** Commissioners, Amiee Osborn, Bob Pyle, Alternate Commissioner Brian Dahle

**CALL TO ORDER:** Chairperson Doug McCoy called the meeting to order at 1:41p.m. Everyone was welcomed.

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF AGENDA:** Chairperson McCoy presented the agenda. There were no additions or deletions. Commissioner Brawley made a motion that the agenda be approved as amended. Commissioner Elam seconded the motion. There was no discussion. The motion passed with no abstentions.

**INFORMATION/CONSENT CALENDAR:** The information and consent calendar was presented. Invoices from SEI, and Smiles for Life were added to the list of obligations. Addition of these obligations for approval was a matter of urgency as the Commission may not meet in July. Commissioner Sherman made a motion to approve the consent calendar as modified. Commissioner Foster seconded the motion. The motion passed unanimously. The items approved on the consent calendar are as follows:

- Approval of May 6, 2010 Minutes
- Approval of Fiscal Report
- Approval of Transfer of Funds from Trust Account and payment of pending obligations in an amount of \$20,555.78

<b>Expenses for FY 09--10</b>		
Lassen Diversified Management	8190.00	Project Coordination and implementation for June 2010, Invoice 4372
Lassen Diversified Management	1096.57	Duplication, postage, carrots for Head Start story time for 7 classes. Apples for Children's Fair, booth rental for South County Summer Festival, Invoice 4373
NTI Upstream	557.25	5 Manuals – Pretreatment, I Am concerned, Invoice 7136 (Funding from Regional TA Grant)
Smiles for Life, Inc.	3618.30	Oral Health Expenses for May 2010, Invoice 236
Smiles for Life, Inc.	3142.50	Oral Health Expenses for April 2010, Invoice 234*
Modoc Office of Education	<b>700.26</b>	Adin State Preschool for 2 children 05/01-05/26/2010, Invoice 009
CUCF/Westwood Family Resource Center	<b>428.40</b>	Supplies for Kindergarten Camp
Social Entrepreneurs, Inc.	871.25	Evaluation for May 2010, Invoice 2057
Social Entrepreneurs, Inc.	1851.25	Consulting, evaluation and program costs for April 2010, Invoice 2049*
<b>Total</b>	<b>\$20,555.78</b>	
		<i>*Social Entrepreneurs, Inc. was paid on 5/11/10, Check #1465, \$1851.25, and Smiles for Life, Inc was paid on 5/6/10, Check #1464, \$3,142.50, submitted herein for confirmation only.</i>

**PUBLIC HEARING -- 2010-2011 STRATEGIC PLAN AND BUDGET:** The public hearing was declared open by Chairperson McCoy at 1:45 p.m. The 2010-2011 Strategic Plan was presented. There was no comment on the plan. The hearing was declared closed at 1:47 p.m.

**ADOPT UPDATED 2010-2011 STRATEGIC PLAN:** The document was summarized and the changes requested by the Commissioners at their May meeting were confirmed. Commissioner Brawley made a motion to adopt the revised Strategic Plan as presented. Commissioner Poteete seconded the motion. There was no further discussion. The motion passed with no abstentions.

**ADOPT FY 2010-2011 BUDGET:** The revised budget was presented and prior requested changes were confirmed. The budget is reflective of a conservative spending pattern preferred by the Commission. Commissioner Elam made a motion to approve the \$472,737 budget as presented. Commissioner Poteete seconded the motion. There was no further discussion. The motion passed with no abstentions.

**ADOPT UPDATED LONG TERM FINANCIAL PLAN:** Discussions at previous meetings, and further review, indicate the Commission's preference for the conservative spending plan. Additional discussion ensued. Commissioners indicated that it is necessary at all times to monitor closely any circumstances impacting funding. Scenario B(2) (attached hereto and made a part hereof) is the conservative spending plan. It indicates a minimum allocation of revenue as well as an augmentation calculated on the most recent formula from the California Children & Families Commission. Expenses are conservatively paced but a reduction each year is incorporated. This allows the Commission to have a balance in the trust account at the end of 2015 so programs can be continued beyond. Commissioner Poteete made a motion to approve Scenario B(2) as the update to the Commission's Financial Plan. Commissioner Brawley seconded the motion. There was no further discussion. The motion passed with no abstentions.

**APPROVAL OF CONTINUATION OF CONTRACT FOR EXECUTIVE DIRECTOR SERVICES AND OPERATIONS COSTS:** Chairperson McCoy explained that the evaluation committee has not had an opportunity to meet yet but indicated that they would meet in July. It was recommended that the existing contract for Executive Director services be extended for one year contingent upon the outcome of annual evaluation of Executive Director services. Commissioners commented on their satisfaction with services being received from the Executive Director. It was further indicated that the Executive Director's knowledge and experience in First 5 is valuable and especially pertinent at this unsettled economic time. The Executive Director thanked the Commissioners and expressed a desire to continue to provide services. Commissioner Foster made a motion to approve an interim one year contract for \$98,280 with Lassen Diversified Management for ongoing Executive Director services and operations costs; that the services and costs are deemed consistent with Strategic Plan and Budget; that the Commission sole source the contract to maintain quality, assure standardization and efficiency; and, the contract is sole sourced because of the reputation, competence, First 5 experience, and other qualifications of the existing Executive Director. The motion was seconded by Commissioner Sherman. There was no further discussion. The motion passed with no abstentions.

**REVIEW OF POLICIES AND PROCEDURES:** Existing Policies and Procedures were discussed. Areas of potential modification were identified as follows: Language to address GASB 54 if necessary, language in the conflict of interest portion regarding ethics training required every 2 years, statements about the audit responsibilities of staff including a copy of the check lists that are used to prepare for the audit; and, indirect/administrative cost percentages. Discussion ensued concerning these areas, especially the administrative cost percentages. It was acknowledged that with the declining revenue, and the prescribed administrative duties, it is becoming increasingly difficult to maintain administrative costs at the 15% level. The Executive Director was asked to research the policies and procedures of other small counties to see how this is being addressed. The matter is to be placed on the August agenda for further discussion and consideration of research information obtained. It was also acknowledged that a public hearing has to be held before any eventual changes are effective.

**REVIEW OF BYLAWS:** The Bylaws were reviewed. Areas of potential modification were identified as follows: terms of membership, election of officers, and committees. Discussion ensued surrounding the need to address these areas. The Executive Director was asked to research Bylaws of other small counties to see how terms of membership, election officers and committees are addressed. The Executive Director also indicated that the legislation and ordinance should be reviewed to determine what is optional and what is required. The matter is to be placed on the August agenda for further discussion and consideration of research information obtained. It was also acknowledged that a public hearing has to be held before any eventual changes are effective.

**CANCELLATION OF JULY MEETING:** Cancellation of the July meeting was considered. The month is used primarily to prepare for the annual fiscal and compliance audit, as well as begin work on the annual report. The Executive Director can call an Executive Committee meeting should matters arise that require action, such as interim approval of Commission obligations. Commissioner Poteete moved to cancel the July meeting. The motion was seconded by Commissioner Elam. There was no further discussion. The motion passed with no abstentions.

#### **REPORTS and UPDATES:**

**Home Visiting:** The renewed contract for continued home visiting services has been signed. Home Visiting is moving along well. Becky has been setting up the county-wide system for use of ASQ and ASQ-SE. She has been implementing trainings for agencies preparing to use the ASQ screening tools. The implementation of this new screening system will strengthen the early identification of children with delays and will streamline their entry into further assessment and intervention services.

**Oral Health:** The renewed oral health contract for FY 2010-2011 has been signed. Prevention and education services are continuing. Referrals to oral health intervention services are occurring as needed.

**Mobile Dental Van:** Plans are continuing to reassign the mobile dental van to Lassen Indian Health. A budget was prepared and will be presented to the Tribal health Board on June 8<sup>th</sup> for action. When approved the actual transfer of the van can occur. Lassen Indian Health has 5 dentists, all of whom are interested in working on the van and all of whom serve children.

**Child SART Progress:** The SART team continues to meet every two weeks. The team most recently has been working with Becky Roberts of Pathways to determine the best level of online access ASQ and ASQ-SE software to select to create widespread access but still be in compliance with all HIPAA and other confidentiality policies and guidelines within the various agencies desiring to participate. Screenings of children are occurring and referrals to additional services are continuing. As concerns or issues arise regarding connecting families to resources, collaboration and review is often provided by the SART team. The Brown Bag meetings that have occurred in the past to provide a forum for front line staff collaborate have been requested to resume. A meeting is being considered for mid-June.

**Headstart Day in the Park with Hands on Health Van:** The Hands on Health Van traveled from Los Angeles to attend and provided a new and interactive component to the Headstart Day in the Park event on May 7<sup>th</sup>. There were over 100 children, siblings, and family members attending the event that lasted from 10:00 a.m. until 1:00 p.m.

**Preparations for Annual Fiscal and compliance Audit:** Preparations will begin in July for the annual fiscal and compliance audit as well as the annual report.

**CARES:** The CARES Plus project was approved the California Children and Families Commission. A rural region teleconference occurred on June 2<sup>nd</sup> to discuss how and if small county commissions will be able to participate. At this point in time it is the intention of CCFC to release an RFP in mid-July. Commissions may have the first right of refusal to apply, which would open the way for other entities to apply. It is not clear how much match funding will be required and from what source it can come. The CCFC Agenda Item packet of information was given to the Commissioners. Any incoming information will be forwarded to Commissioners.

**Project Launch:** This is a SAMHSA grant application that is available for communities to apply for which, if funded in its entirety, can provide a community up to \$650,000 over a five year period of time to plan and implement a community wellness program for children up to the age of 8 and their families. Lassen Indian Health was going to write the application to try to acquire funding for a SART Coordinator; however, they determined that the time line was too short to do a good job on the application. Some required community components we do not have at this time. It was determined that the Project Launch is an excellent framework to help guide the SART Team and community members toward their overarching mission. If a bit of time is taken during the next few months to stay focused on the Project Launch framework, and to move in the direction of perfecting the needed components, then as the grant is released for 2011, everyone will be in a better position to support and participating in the application. Lassen Indian Health and their Director Barbara Pierson were commended for their collaborative efforts and willingness to move forward on various grant application to try to secure funding for a SART coordinator.

**ADJOURN:** There being no further business the meeting was adjourned at 3:15 p.m. The next meeting will be on August 5, 2010.

Respectfully Submitted,

Laura J. Roberts  
Executive Director