



PRESENT: Commissioners Jan Foster, Melody Brawley, Elizabeth Elam, Amiee Osborn, Mae Sherman, Visitor Rebecca Roberts, and staff member Laura Roberts

ABSENT: Commissioners Doug McCoy, Bob Pyle, Brenda Poteete and Alternate Commissioner Brian Dahle

CALL TO ORDER: Vice Chairperson Jan Foster called the meeting to order at 1:40 p.m. Everyone was welcomed.

PUBLIC COMMENT: There was no public comment.

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

INFORMATION/CONSENT CALENDAR: The information and consent calendar was presented. The expenses needed to be modified to \$34,749.48. Commissioner Brawley made a motion to approve the consent calendar as modified. Commissioner Elam seconded the motion. The motion passed unanimously. The items approved on the consent calendar are as follows:

- Approval of May 7, 2009 Minutes
- Approval of Fiscal Report
- Approval of Transfer of Funds from Trust Account and payment of pending obligations in an amount of \$34,749.48

Lassen Diversified Management	\$8,190.00	Project Coordination & Implementation for June 2009, Invoice 4259
Lassen Diversified Management	\$763.76	Postage and Duplication for May 2009, Children's Fair Supplies, Invoice 4260
Laura Roberts	\$49.50	Mileage for Prop 10 Assn Meeting in Sacramento on 4/28/09
Tyler Design	\$383.45	Banner, Button & Veggie sign design and production for Children's Fair Invoice 1210
Brands on Sale	\$295.47	Carrot, Apple, Banana, Grape Costumes, Order #518710
Social Entrepreneurs, Inc.	\$2,596.25	Consulting and Evaluation for April 09, Invoice 1876*
Smiles for Life, Inc.	\$14,356.82	Mileage, trainings, supplies, services un-reimbursed for March, April, May, June 2009, Invoice 210/211
Smiles for Life, Inc.	\$1,015.00	Case Management Services un-reimbursed by other sources, Invoice 207*
Social Entrepreneurs, Inc.	\$5,099.23	Consulting and Evaluation for May 09, Invoice 1891
First 5 Association Dues	\$2,000.00	Membership Dues for 09/10**
Total	\$34,749.48	

*Previously paid with check #1392 for \$2,596.25 on 5/6/09

*Previously paid with check #1391 for \$1,015.00 on 5/6/09

**This amount was billed to the County on the April 09 invoice and reimbursed to the Commission on 4/9/09 by check #1073405

PUBLIC HEARING: The Public Hearing was opened at 2:15 p.m. There was no public present for the hearing. Commissioners commented briefly. The Public Hearing was closed at 2:25 p.m.

ADOPTION OF 2009-2010 STRATEGIC PLAN AND BUDGET: The 2009-2010 Strategic Plan and budget were presented. Areas previously changed were noted. Commissioners commented that this plan is satisfactory with existing knowledge of the State Budget at this time, but that by the time the August meeting arrives, fine tuning may have to occur. It was noted that it would be certain that the budget would be modified based upon end of fiscal year expenditures. A motion was requested. Commissioner Brawley moved to adopt the 2009-2010 Strategic Plan and Budget as presented. Commissioner Elam seconded the motion. There was no further discussion. The motion passed.

SCHOOL READINESS PROGRAM RENEWAL: Rebecca Roberts, Pathways Home Visiting School Readiness Program Director presented an evaluation report from the home visiting program. The report reflected qualitative data from services rendered during the past fiscal year. The Story Book Report demonstrated successes within the program. Additionally, a proposal for continued funding was presented. The proposal contained a modified scope of work and budget demonstrating increased capacity to serve a greater number of families. The proposed budget is the same amount as last year -- no increase was requested. Rebecca Roberts explained that the program had recently been restructured and now has increased

capacity to serve more families without needing additional funding at this time. The proposed scope of work and budget was found to be consistent with the Strategic Plan and within the budget. The Commission discussed the contracting process, noting that the existing contract could be renewed and the funds could be encumbered. Commission Elam moved to accept the proposed scope of work as presented and a program budget in the amount of \$277,291. Commissioner Osborn seconded the motion. There was no further discussion. The motion passed. The Executive Director was directed to prepare the appropriate contract renewal documents.

ORAL HEALTH PROGRAM RENEWAL: The oral health program was discussed, especially in relation to impending cuts to children's oral health statewide. Commissioners expressed their strong desire to maintain the children's oral health program. The request for renewal of the contract with Smiles for Life in an amount not to exceed \$52,000 was discussed. The Executive Director was requested to work out the terms of the renewed contract with Smiles for Life, requesting increased direct services and being certain that the emergency oral health funding previously set aside by the Commission was still available for use. The existing scope of work is consistent with the Strategic Plan and within the budget. The Commission discussed the contracting process, noting that the existing contract could be renewed and the funds could be encumbered. Commissioner Brawley moved to approve renewal of the contract with Smiles for Life for similar and increased services in an amount not to exceed \$52,000. There was no further discussion. Commissioner Osborn seconded the motion. The motion passed.

APPROVAL OF RENEWAL OF CONTRACT FOR EVALUATION SERVICES FROM SEI: Renewal of a contract with Social Entrepreneurs was discussed. SEI has been providing evaluation services for the school readiness home visiting project and has been working under a scope of work that covers a time period through June 30, 2010. Although their contract is from year to year, the need for evaluation services and their knowledge of the intricacies of the home visiting program continue from year to year. All work in the existing contract has been satisfactorily completed on time and within budget. The Executive Director indicated a detailed scope of work would be determined at the end of June, based upon program needs and annual report guidelines. A renewal of the contract with Social Entrepreneurs in a reduced amount not to exceed \$20,000 was requested. The existing scope of work is consistent with the Strategic Plan and within the budget and will be the primary core of services to be performed in the next fiscal year. Some fine tuning may need to occur after June 30, 2009. The Commission discussed the contracting process, noting that the existing contract could be renewed and the funds could be encumbered. The evaluation services were discussed, especially in relation to impending cuts to other local programs and the ever present need to demonstrate results and outcomes. Commissioners expressed their strong desire to continue to work with SEI for evaluation technical support. The request for renewal of the contract with SEI in an amount not to exceed \$20,000 was requested. The Executive Director was requested to work out the terms of the renewed contract with SEI. Commissioner Sherman moved to approve renewal of the contract with SEI for continued services in an amount not to exceed \$20,000. There was no further discussion. Commissioner Brawley seconded the motion. The motion passed.

CARES PROGRAM RENEWAL: The stipend portion of the CARES program concludes at the end of June 2009. The remaining 6 months are for evaluation and program closure activities. The six months needed for the closure activities are reflected in the prior existing contract so no renewal is needed. Lassen Child & Family Resource is the existing program contractor and has been performing the terms of the contract satisfactorily. Commissioner Elam moved to continue the existing contract with Lassen Child & Family Resources through December 31, 2009. Commissioner Osborn seconded the motion. There was no further discussion. The motion carried.

APPROVAL OF CONTINUATION OF CONTRACT FOR EXECUTIVE DIRECTOR SERVICES AND OPERATIONS COSTS: The contract with Lassen Diversified Management for Executive Director services was reviewed. The term of the existing contract extends through June 30, 2010 and does not need to be renewed at this time. Commissioners thanked Lassen Diversified Management for their excellent work in completing the terms of their contract. Commissioner Brawley moved to continue the contract in its current form. Commissioner Sherman seconded the motion. There was no further discussion. The motion passed.

CANCEL JULY MEETING: Whether to meet in July or not was discussed. If matters arise from the State budget that will necessitate a meeting in July, the Executive Director may call a meeting. It was moved by Commissioner Osborn that the July meeting be cancelled. Commissioner Brawley seconded the motion. There was no further discussion. The motion carried.

DISCUSSION -- STATE BUDGET ISSUES -- CAN LOCAL FIRST 5 PROGRAMS HELP FILL THE GAP?

Notes from the First 5 Association sparked discussion among Commissioners concerning ways the local Commission might help address the state budget crises and the economic recession as it affects young children, their families and local services. Commissioner Brawley commented on proposed cuts to CalWORKS and information from Public Health about Maternal Child and Adolescent Health programs demonstrated the potential impact to local public health programs that serve children and families. With the proposed cuts to oral health services for children it was commented that it is important to maintain the local children's oral health project. After lengthy discussion, the Commission made suggestions for future consideration on how best to utilize First 5 programs and funding to be responsive to local budgetary and program cuts impacting local children and families. As realities of the State budget become known the Commission may take action on their following suggestions:

- Suspend mini grants temporarily in order to establish a line item of cash ready to respond to needs that manifest as the California budget is solidified. An example might be to establish a small medical services account to help families resolve barriers to health care such as high share of cost, high co-pay, or no insurance benefits at all.
- Continue to work with local First 5 grantees to be sure that their organizations are demonstrating the willingness to modify programs to be positioned to provide increased services to children and families impacted by State budget cuts.
- Provide continued support of local First 5 funded oral health program at a greater funding level if necessary to increase capacity to serve more children. Maintain emergency oral health funding to help families resolve barriers to oral health care.
- Provide continued support of local First 5 funded home visiting program with increased funding if necessary to serve a greater number of children and families, i.e. FCPS Differential Level 1 and 2 families, or PROMISES families.

REPORTS: GASB 34 TRAINING: The GASB 34 Part I training occurred in May with the second phase to occur in July. Helen and Laura are participating in the trainings. These trainings are helping with SAS 112 compliance as well as strengthening fund accounting skills. **HOME VISITING PROGRAM:** Rebecca Roberts reported that the back of their building was severely damaged by an out of control car. They cannot use the building currently so services are being provided from different locations for a week while repairs are made to the building. The building was filled with pepper spray so it was being cleaned from front to back while the contractors are rebuilding the back of the building. The supervised visitation room sustained extensive damage. The contents of the room were destroyed so a call for donations of furniture and materials has been distributed. The toy lending library contents from the Fort Sage Family Resource Center, an earlier First 5 funded mini grant, were donated to Pathways to help replace the destroyed equipment.

ADJOURN: The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Laura J. Roberts, Executive Director