



**PRESENT:** Commissioners, Jan Foster, Doug McCoy, Mae Sherman, Elizabeth Elam, Alternate Commissioner Anita Osborn, visitor Rebecca Roberts, and staff member Laura Roberts.

**ABSENT:** Commissioners Joanna Zimmerman, Melody Brawley, Brenda Poteete, Amiee Osborn, Bob Pyle, Alternate Commissioner Wendy Blackmon, 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. A request for a letter of intent for a Project Launch Grant application was received from Lassen Indian Health. Due to the shortness of time for the grant application, authorization of a letter of intent for the Project Launch Grant was added to the agenda. There were no other changes in the agenda. Commissioner Elam made a motion that the agenda be approved as amended. Commissioner Sherman seconded the motion. There was no discussion. The motion passed with no abstentions.

**INFORMATION/CONSENT CALENDAR:** The information and consent calendar was presented. An invoice in the amount of \$700.26 from Adin Preschool was added to the list of obligations. 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 April 1, 2010 Minutes
- Approval of Fiscal Report
- Approval of Transfer of Funds from Trust Account and payment of pending obligations in an amount of \$10,658.80
- Approval of Payment of \$700.26 to Adin Preschool

<b>Expenses for FY 09--10</b>		
Lassen Diversified Management	\$8,190.00	Project Coordination and Implementation for May 2010, Inv. 4361
Lassen Diversified Management	\$1,351.03	Postage, duplication, Mileage, ASQ Supplies, Nutrition Story Books for Headstart presentations, April 2010 Invoice 4362
Social Entrepreneurs, Inc.	\$2,007.50	Consulting & Evaluation for March 2010, Invoice 2036*
<b>Pathways to Child &amp; Family Excellence</b>	<b>\$55,458.20</b>	3 <sup>rd</sup> Quarter Payment FY09/10
Smiles for Life, Inc.	\$2,336.95	Oral health Expenses for March, 2010 Invoice 233**
<b>Modoc Office of Education</b>	<b>\$933.68</b>	Adin Preschool for 2 children 3/1/10 – 3/31/10, Invoice 007***
<b>Total</b>	<b>\$70,277.36</b>	
		The following items were previously paid between Commission meetings and are on the agenda for confirmation only: *Social Entrepreneurs, Inc. paid on 4/12/10 with check #1460 **Smiles for Life, Inc. paid on 4/12/10 with check #1459 *** Modoc Office of Education paid on 4/12/10 with check #1458

**HOME VISITING/SCHOOL READINESS PROGRAM RENEWAL:** Rebecca Roberts, Pathways Home Visiting School Readiness Program Director reported on the home visiting program, presented a draft scope of work and budget for the FY 10-11 program year. The updated scope of work and budget demonstrated ongoing capacity to serve an equivalent number of families. The proposed budget showed a reduction from \$277,000 to \$263,000. Rebecca Roberts explained that they are able to offer a reduction in the budget through coordinating travel. 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. Commissioner Elam moved to accept the proposed scope of work as presented and a program budget in the amount of \$263,111. Commissioner Sherman 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 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 \$30,000 was discussed. The draft scope of work and budget were reviewed. The Executive Director was requested to work out the terms of the renewed contract with Smiles for Life, for the scope of work and budget, as well as 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 Foster moved to approve renewal of the contract with Smiles for Life for services described in the scope of work in an amount not to exceed \$30,000. There was no further discussion. Commissioner Anita Osborn seconded the motion. The motion passed with no abstentions.

**PROJECT LAUNCH LETTER OF INTENT:** Project Launch is an opportunity offered by SAMHSA of the Federal Government whereby communities can apply for funding to address issues impacting the lives of children up to the age of 8 and their families. The opportunity was just learned about and Lassen Indian Health would like to apply for the funding to help with the development of the Children's SART project. The timeline is very short and a letter of intent to participate is requested from the Commission. A draft letter of intent was presented by the Executive Director. Minor alterations were made to the wording. Commissioner Elam made a motion to authorize the issuance of the letter of intent as modified. Alternate Commissioner Anita Osborn seconded the motion. The motion passed with no abstentions.

**CONTINUED ANNUAL REVIEW OF LONG TERM FINANCIAL PLAN:** The Executive Director referenced the financial plan review document provided for the Commissioners by SEI as well as previous progress made in discussions at prior meetings. Since the April Commission meeting, the State Commission voted to continue administrative augmentations. Based on that decision, options for updating the long term financial plan were modified. Scenario B(1) Fiscal year 2011-2015 financial projections include administrative augmentation funding and higher spending levels which leave the Commission virtually fully expended at the end of 2015. Scenario B(2) contains administrative augmentations but takes a more conservative approach to spending, and leaves the Commission able to continue programs beyond 2015. It was suggested that the conservative Scenario B (2) be the preferred approach and that it be prepared for adoption at the next meeting.

**CONTINUED ANNUAL REVIEW OF STRATEGIC PLAN:**

The Strategic Plan was reviewed. Areas of update and modification were indicated in red. After extensive discussion, a few additional updates were suggested for the final plan. The Executive Director is to add supplemental information on Page 19 to demonstrate overarching progress on the top issues and concerns. On page 31, the word "qualifying" is to be added to Objective 2B; and, on page 35, Strategy E was slightly modified adding "such as Child Find (SART)" as an example of an emerging initiative. All other updates and modifications in the plan indicated in red were acceptable. The Executive Director was asked to prepare the document for public hearing and adoption at the May meeting.

**REVIEW OF POLICIES AND PROCEDURES AND BYLAWS:** The Commissioners briefly discussed potential areas to be addressed, such as inclusion of policies regarding implementation of GASB 54; reviewing the administrative overhead rate, reviewing aspects of the County Ordinance to assure compliance, and to be sure that the Conflict of Interest section addresses training. Further review and discussion will be held at upcoming Commission meetings.

**ESTABLISH COMMITTEE FOR ANNUAL PERFORMANCE EVALUATION OF EXECUTIVE DIRECTOR:** Volunteers for the Committee are Doug McCoy, Mae Sherman, and Jan Foster. Commissioner Elam volunteered to serve as an alternate if the need should arise.

**REPORTS and UPDATES:**

**Semi-Annual Report of Administrative, Program and Evaluation Costs:** A report was provided to the Commissioners indicating that from July 1, 2009 to May 5, 2010, administrative costs are running 16.5% of total expenses, and 21.1% of the operating budget. This is over the allowed limit selected by the Commission in their policies and procedures. Commissioners acknowledge that it may be difficult for a small county to stay within the stated limits so it is an aspect of the policies and procedures that needs to be reviewed. Mobile Dental Van: Lassen Indian Health is still interested in the van, has toured it, and is in the process of putting together a proposal for consideration by the Tribal Council at their May meeting. Child SART System Progress: The SART team is continuing to meet and work on the details of the Strategic Plan that was developed in February. Funding for a SART coordinator is being sought. In the interim, a system for identification of children and referral into the beginning SART system is being implemented. A countywide ASQ and ASQ-SE screening process is being proposed by Pathways. It is not known at this time whether it will be funded or not. In the mean time

Pathways is a trainer of ASQ and ASQ-SE and is planning to train agencies on the use and implementation of the screening tool. The Children's Fair was a successful event. The collaborative approach between the Commission, the home visiting program, and Public Health was helpful and very interactive for children and families.

**ADJOURN:** There being no further business the meeting was adjourned at 3:25 p.m. The next meeting will be on June 3, 2010.

Respectfully Submitted,

Laura J. Roberts  
Executive Director