



**LASSEN COUNTY**  
**CHILDREN AND FAMILIES COMMISSION**  
**MEETING MINUTES**

January 20, 2005, 1:30 p.m.  
1345 Barry Creek Plaza, Suite B  
Susanville, California

**Commissioners Present:** Mae Sherman, Doug McCoy, Janice Irvin, Brenda Poteete, Jim Chapman, Sheral Thorlaksson, Alternate Member Kathy Colvin

**Commissioners Absent:** Barbara Malone, Alternate Member Brian Dahle, Alternate Member Shannon Gerig, Patsy Jimenez, and Betsy Elam

**Visitors:** Lisa Holmstrom, Teresa Romero, Jill Miller, Corrine Reed

**Commission Staff:** Laura Roberts, Dennis Wilkes

1. **Welcome and Introductions:** Chairperson, Doug McCoy called the meeting to order at 1:39 p.m. The Chairperson welcomed everyone.

2. **Public Comment:** Jill Miller commented on a conference that she recently attended concerning childhood obesity. She indicated that several successful intervention models were presented at the conference. Jill indicated that 20% of Lassen County children are overweight. She encouraged the Commission to support all efforts to address this health issue.

Commissioner Thorlaksson briefed the Commission on an incident involving a child in the Big Valley area. She indicated that a memorial fund has been started at Tri Counties Bank to help the family. An outpouring of support and concern is being received at the Family Resource Center for both the family and employees of the Center.

3. **Approval of Agenda:** Website development and the April Statewide Conference were added to the agenda. . Alternate Commissioner Colvin moved to approve the agenda as amended. Commissioner Poteete seconded the motion. There was no discussion. The motion carried.

4. **Information/Consent Calendar:** The consent calendar was presented. Item 4c was removed from the consent calendar and placed on the agenda as a discussion item. Item 4c was modified to read "in an amount not to exceed \$6,611.08". Commissioner Irvin moved to approve the consent calendar as amended. Commissioner Sherman seconded the motion. There was no discussion. The motion carried. Items approved are:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of November 18, 2004
- 4b. SUBJECT: Approval of Fiscal Report
- 4d. SUBJECT: Authorize Disbursement of Balance of Emergency Oral Health Fund to Diversified Management for administration of Oral Health Loan Program, Project Number 2-01-1305, in an ~~the~~ amount of not to exceed \$6,611.08
- 4e. SUBJECT: Authorize acceptance of proposal from Bartig, Basler & Ray To perform 2004-2005 Annual Audit at a cost of \$3,500

4c. **Clarification of disbursement of funds for services rendered pursuant to ECC Lassen College/Commission/Diversified Management Project Number 1-01-1305:**

Discussion ensued concerning how best to clarify the disbursement of funds to Kathy Page for services Rendered to the Lassen College Child Abuse Prevention Class. The existing agreement between Lassen College and Diversified Management for administration of the funds for the project does not specify that a personal services agreement between the College and Kathy Page is needed. Commissioner Chapman indicated that such a document should exist to protect all parties. Laura is to draft a document and obtain the signature of Betsy Elam on behalf of the College, and as the instructor of the class, and also

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the signature of Kathy Page, as the provider of service. Commissioner Poteete moved that costs previously advanced by Diversified Management pursuant to the personal services agreement, and any future costs owed to Kathy Page pursuant to the personal services agreement, be paid. Commissioner Thorlaksson seconded the motion. There was no further discussion. The motion carried.

5. **Mini Grant Request:** Teresa Romero was introduced by Chairman McCoy. She presented a mini grant request to fund equipment, curriculum, and other items for her family child care home indicating that the equipment requested would help improve the quality of the daycare that she is offers. She stated that she is a newly licensed childcare provider, having moved from license exempt through an educational process, up to a fully licensed family child care home. She is providing childcare 24 hours per day, 7 days per week. She is licensed to care for children aged birth to 12 years. Items proposed for purchase in the grant request are for children aged birth to 5 years. Brief discussion ensued. Commissioners commended her for the well-prepared application. Commissioner Irvin moved to approve the request with Commissioner Poteete seconding the motion. There was no further discussion. The motion passed. Teresa Romeo is to work with Laura to complete the memorandum of understanding and other documents necessary to implement the project.

6. **Discussion of Program Changes and Home Visit America Scope of Work for 2005:** Lisa Holmstrom addressed the Commission. She distributed a current home visiting report to the Commissioners. Lisa stated that the home visiting program is now fully implementing the Growing Great Kids curriculum and the resource and referral processes that were addressed with the Commission a few months ago. She indicated she has accepted a position with Prevent Child Abuse California and will be starting her work there within the next two weeks. She stated that she will be able to bring a rural perspective to her new job. Her new job is that of a statewide training specialist for the prevent child abuse California project. She will be providing training to First Five, as well as Head Start, and Welfare Redesign efforts. She will be overseeing the Head Start program with AmeriCorps which is a statewide program. Lisa stated that a replacement for her position has been hired. Her name is Jaclyn Upwall. Lisa has developed a training manual for her replacement. Lisa addressed her need to return to Lassen County, to provide the HFA certification training for Lassen folks. This will allow the AmeriCorps program to complete its contract period with trained staff. She has secured permission from her new employer to do this. She indicated that the Growing Great Kids Curriculum needs to have the trained support so it will be beneficial and essential to send Jaclyn to the training. Lisa prepared a timeline and potential scope of work to continue to pursue changes in the Home Visitation program HFA model. Commissioner Chapman and others expressed sorrow to be loosing Lisa as a part of Lassen County, but extended her their best wishes. Lisa indicated she would be back for the Child Care Conference in March. Lisa thanked the commissioners for their investment in her.

7. **School Readiness/Family Resource Center Amended Scope of Work for 04/05:** The school readiness scopes of work were presented. These have evolved over a period of months, have been reviewed by Commission, by Committee, and by the FRC's. Lisa Holmstrom commented on the scopes of work. Commissioner Chapman commented on the Fort Sage Scope of work and the current changes in the advisory structure of the FRC at Fort Sage. The Advisory Committee is being reconstituted and it was suggested that the scope of work reflect that. It was also suggested that the CompAC response to changes in the Advisory Committee be carbon copied to Board Members, in order to keep the information a part of public record. Lisa Holmstrom indicated that Strategies, a technical support agency for FRC's has been contacted and will be rendering training and support to a recruitment process for reconstituting the Fort Sage Advisory Board. Commissioner McCoy asked if the Scope of work had to be approved by the CCFC. Laura is to obtain confirmation of their approval of the amended scope of work. Commissioner Poteete asked that the Fluoride Varnish and Head Start program be included in the Fort Sage scope of work. Commissioner Colvin asked if all of the activities are implemented in all the FRC's. Lisa responded that the activities are implemented at varying degrees in each resource center. Laura indicated that a team of evaluators will meet directors in February and will meet with advisory boards and community members to begin to build a relationship and the evaluation process.

Commissioner Chapman moved to approve the amended scopes of work with the minor changes as discussed. Colvin seconded. The motion carried.

8. **Policies and Procedures:** Information was presented indicating that the California Children and Families Association (CCAFA) is working with the Government Finance and Office of Accounting (GFOA) to develop a group of sample procedures and policies for Commissions to consider. These policies and procedures will help Commissions meet guidelines suggested by the results of an independent audit of a representative sample of Commissions. Rather than developing separate policies and procedures, the Commission felt it should wait to see the sample policies. The draft policies are to be available in February by GFOA and CCAFA. This topic will be on a future agenda for Commission work.

9. **Website:** Laura Roberts indicated that the Lassen Commission website has previously been hosted at no cost by the State Commission. Effective June 30, 2005, they will no longer host websites and each county commission must develop their own website potential. Laura indicated that at a first glance, it appears that the Commission needs to allocate approximately \$1,000 per year for website development and maintenance. A preliminary price quote for a website came in at close to this figure. Laura asked if the cost of the website and the authorization to move forward with the expenditure could be covered in the discretionary funding allowed to be spent by the Executive Director without Commission action. Commissioners Thorlaksson and Chapman indicated that prior to independent action of the Executive Director they would like the Commission to receive a bid from a local company owned by Jeremy Couso. Laura is to request a bid from him and bring the information to the next meeting for consideration by the Commission.

10. **Statewide Conference:** The Statewide Conference is to be held in Hollywood this year. The date is April 27-29, 2005. The preconference institute on the 27<sup>th</sup> is specifically directed toward School Readiness Programs and Coordinators. Laura asked if the Director of each Family Resource Center/School Readiness Program could attend the conference, with the Commission offsetting a portion of their expenses. Laura is to inquire of Commissioners who would like to attend, and then to bring a proposal indicating all conference expenses to the next meeting for consideration by the Commission. It will be determined at that time whether there will be available funds to help with the travel costs of the school readiness coordinators.

11. **Cancel February Meeting:** Chairman McCoy indicated that the January commission meeting was held so late in the month, he suggested that the February meeting be cancelled, and the regular meeting schedule begin again on March 3, 2005. It was the consensus of the Commission that this is done.

12. **Learning Opportunity:** The latest Prop 10 ads for the statewide ad campaign were shown.

10. **Adjourn:** The next meeting will be on March 3, 2005 at 1:30 p.m. The meeting was adjourned at 3:30.

Respectfully submitted,

Laura J. Roberts  
Executive Director