



LASSEN COUNTY
CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

October 7, 2004, 1:30 p.m.
1345 Barry Creek Plaza, Suite B
Susanville, California

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

Commissioners Absent: Alternate Member Brian Dahle, Alternate Member Shannon Gerig, Patsy Jimenez, Betsy Elam

Visitors: Dorothy Salem, Michael Salem, Lisa Holmstrom

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:** Barbara Malone requested that her public comment be addressed under item 12.

3. **Approval of Agenda:** The mini grants request was moved to the end of the agenda. Commissioner Malone moved to approve the agenda as amended. Commissioner Irvin seconded the motion. There was no discussion. The motion carried.

4. **Information/Consent Calendar:** The consent calendar was presented as follows: Commissioner Irvin moved to approve the consent calendar as submitted. Commissioner Thorlaksson seconded the motion. There was no discussion. The motion carried. Items approved are:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of September 2, 2004
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approval of Tyler Design Invoice for Graphic Design Services on Annual Report and Calendar in the amount of \$440.00
- 4d. SUBJECT: Approval of Driver Alliant Annual Insurance Premium for Liability insurance for the Commission, Annual Premium of \$1,104.19

5. **Public Hearing on Lassen Annual Report and Annual Audit:** The public hearing on the annual report was opened at 1:45 p.m. There was no public comment. The public hearing was closed at 1:47 p.m. Commissioner Malone moved to approve the annual report as submitted. Commissioner Sherman seconded the motion. There was no discussion. The motion carried. The State Commission required form of annual report will be presented to the Commission at the next meeting. The report is due to the state on October 15.

The annual audit was presented. Changes to the audit were addressed. The Management letter was commented on. The Public Hearing on the annual audit was opened at 1:55 p.m. There was no public comment. The public hearing was closed at 1:58 p.m. Commissioner Poteete moved to accept the annual audit as amended. Commissioner Thorlaksson seconded the motion. There was no discussion. The motion carried.

6. **Oral Health Project -- Amended Scope of Work:** The amended scope of work was presented. Laura explained the proposed changes in the scope of work. \$20,000 of the remaining funds are to be directed toward the purchase of equipment for a dental operatory in the new dental clinic. The balance of the contract is to be utilized to purchase units of service from an RDHAP for assessment, treatment, fluoride varnish clinics, education and training. Commissioner Malone moved to approve the amended scope of work. Commissioner Irvin seconded the motion. There was no discussion. The motion carried. Commissioner Irvin commented on how well the program is working for Head Start and it is the first year that all children that were assessed at the beginning of school already have dental service plans in place.

7. **Executive Committee Report:** Chairman McCoy reported on the Executive Committee work. He commented on the presentation made by Lisa Holmstrom proposing changes to the Home Visiting Program. Home visitation services would be modeled after Healthy Families America (HFA). The current model is also patterned after HFA, however, it is staffed by paraprofessionals. Professionals would staff this new model. AmeriCorps project funding would need to be used to fund the HFA model. The Committee concluded that it would be good to try to involve AmeriCorps positions into other agencies and to utilize the next few months to continue to develop the HFA model. He commented on the additional meeting that was held on October 5th for discussion of HFA and other agencies. He added that some expressed sadness to change the current model, however, they were very supportive of the strong prevention model offered by the

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HFA format. It was the consensus of the Commission to continue to study the HFA model and necessary funding at the next and subsequent meetings.

The Behavioral Health group had two meetings to discuss the Behavioral Health Initiative. The committee developed a recommendation that would provide extensive training to child care providers in an effort to boost their skills in dealing with children with behavioral issues. In the event that the care provider is unable to modify the behavior and still needs help, some of the funding will purchase units of service from a mental health professional to work with the child and the family, as well as provide warm line service to the child care provider. Part of the training to be offered to child care providers would be on the Devaro assessment model, which is the same model being utilized by Head Start.

He reported that the Executive Committee felt that the Long term fiscal and program planning needs would potentially be met by the October 5th meeting and it would be determined if we need more planning efforts to secure the existing funds that the Commission has. Laura reported on a discussion with Mike Smith of Social Entrepreneurs of Reno, Nevada for evaluation services. Mr. Smith indicated that he would include in the proposal a review of the strategic plan, and assistance with developing the measurable objectives that are consistent with the indicators selected by the Commission. He also would look at long-term sustainability of programs. His proposal will address evaluation, and also helping the Commission to focus its resources on a few strong efforts.

It was suggested by consensus of the Commission that Behavioral Health Committee bring a full proposal to the next meeting for action. Laura is to work with Mike Smith to obtain his proposal for evaluation and strategic program and fiscal planning

8. **AmeriCorps Contract Renewal – Authorization to Sign:** Lisa Homlstrom stated that the current proposal is to maintain the AmeriCorps program for the next year, however, limiting the activities of the workers to the Growing Great Kids curriculum, and referrals. Lisa inquired of other agencies their ability to host a worker. ComPAC assessed the program and determined that they need to maintain four workers for the Growing Great Kids curriculum, and for resource and referral services only. The funds needed to run this program are thus reduced. Lisa provided documentation of the costs of the program for one year \$121,000, with a pass through of \$8,000 to the CBO program. The funds freed up could then address program planning and policy development for the HFA model.

Chairman McCoy requested that the Commission focus on the AmeriCorps contract first. He summarized the proposed modifications to the AmeriCorps Home Visiting model for the next contract term. The contract is for five members, however one of the positions would be funded by another program and the funds would be passed through from the Commission to the CBO program, hosting the fifth member. Commissioner Colvin asked for more detail of what the AmeriCorps workers would be performing. Ms. Holmstrom explained the differences and how the scope of work would be simplified for each AmeriCorps worker. The original intent of the home visiting program had a professional component that was to be provided by public health on a large scale. The large-scale commitment could not be provided with existing public health staff. Thus the program restructured and AmeriCorps workers tried to implement a comprehensive program, with public health providing initial assessments. This has not worked well with a paraprofessional staff, as well as the inherent turnover in staff that is required with the AmeriCorps model. Continuity of service is interrupted for families in the current model.

Chairman McCoy called for a motion to authorize signing the AmeriCorps contract with 4 members to Prop 10, and one member to the CBO Program. Commissioner Poteete moved to approve the contract, with a second by Alternate Commissioner Colvin. There was no discussion. The motion was approved.

9. **Healthy Families America Proposal:** Lisa Holmstrom presented the HFA model which will serve children up to the age of 3 years, however, she made it clear that children cannot enroll in the program if they are older than 3 months. Several questions surfaced around what happens to children that are beyond the age of 3 months, and also for those that are beyond 3 years of age. Ms. Holmstrom passed out information about the HFA model. A great deal of discussion ensued and it was determined by consensus to continue to explore the HFA model. Lisa is to bring a proposal for the cost savings back to the commission at the next meeting and also to continue to participate in the discussion about HFA. No action was taken today.

10. **Mini Grant Request of Dorothy Salem:** Dorothy Salem introduced her son Michael who is aspiring to be an Eagle Scout. He stated that he needed to obtain a communications badge in order to move toward Eagle Scout. He presented a portion of the mini grant proposal indicating that the grant request is for materials and equipment to be utilized in a new family day care home business that has been opened by his mother, Dorothy Salem. Dorothy Salem explained that she has extensive previous experience in childcare, and has recently terminated her employment with Janesville School to return to family day care. Commissioner Chapman asked about previous funding given to Hugs and Snugs in Janesville. Laura indicated that Hugs and Snugs paid back their mini grant funds to the Commission. Commissioner Malone commented that with the loss of Hugs and Snugs Preschool and childcare in Janesville, 24 childcare slots were lost. She indicated that Janesville School is considering opening a preschool. Commissioner Malone expressed her gratitude to Dorothy Salem for re-entering the field of family home childcare. Since her recent opening, all available childcare slots in her home are full. Additionally, there are still not enough day care slots in Janesville, and this is forcing some families to take their children out of school in Janesville and enroll them in a different district where childcare is available. This is causing a fiscal impact to Janesville school with lost ADA funds.

Chapman moved to fund the mini grant in the amount of \$7,500 with the same terms and conditions as others similarly awarded. Commissioner Poteete seconded the motion. The motion carried. Commissioner Chapman stated that he would like the record to show the aspiring young Eagle Scout give such a persuasive presentation that there was no question that the grant should be funded.

11. **Amended Scope of Work -- School Readiness:** Laura commented on the proposed activities that are detailed in the documents in the Commissioner packets. These documents detail proposed activities to be implemented in the Family Resource Centers to assist children in being ready to learn by the age of 5 years. A Committee was developed to continue to work on the topic. Bobby Malone volunteered as well as Brenda Poteete, to meet next Friday at 9:00 a.m. here at the Commission office. The proposed changes in the school readiness scope of work will be brought back to the Commission at the November meeting.

12. **Updates and Reports:** Commissioner Chapman commented on the passage of the County Budget on a four to one vote. He indicated that he requested \$300,000 for the funding of the Honey Lake Basin FRC. This was not approved at the time of the passage of the budget. He is hopeful that this can be addressed at a later time. He indicated that the past FRC funding commitments from the Board of Supervisors clearly indicate the support of the FRCs. Commissioner Malone commented on a situation that has developed at a Lassen County building in which Westwood State Preschool rents space. The facility management service has locked doors on the building that cut off handicapped access to the preschool, as well as vendor access, and fire suppression access. By law, the Preschool cannot function with this type of access cut off and is in danger of closing. Additionally, in past years the preschool has been allowed on stormy days, to use the large community room at no charge as a place for children to do circle activities, which is a physical exercise requirement. The current facility management service now states that the preschool will have to pay \$200 every time they use the large community room. The preschool's budget is not large enough to pay such increased cost. Additionally, the lease on the building has gone from a 2-page document to over 30 pages. A small storage room, generally utilized by the preschool at no charge, will now cost extra. In past years, the preschool, at its own expense, has re-roofed their portion of the building, has installed new carpeting, linoleum, and \$20,000 worth of fencing and playground equipment. It was suggested that a meeting with Supervisor Pyle and County Buildings and Grounds Director, Larry Millar, be held to try to work out the issues. In the event that there is no resolve, it was suggested that the matter be brought to the Board of Supervisors.

13. **Adjourn:** The next meeting will be on November 4, 2004 at 1:30 p.m.. The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director