



LASSEN COUNTY
CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

November 18, 2004, 1:30 p.m.
1345 Barry Creek Plaza, Suite B
Susanville, California

Commissioners Present: Patsy Jimenez, Betsy Elam, Mae Sherman, Doug McCoy, Janice Irvin, Brenda Poteete, Jim Chapman

Commissioners Absent: Barbara Malone, Alternate Member Brian Dahle, Alternate Member Shannon Gerig, Sheral Thorlaksson, Alternate Member Kathy Colvin

Visitors: Pam Nye, Kathy Page, Julie Morgan, 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:** There was no public comment.
3. **Approval of Agenda:** There were no changes to the agenda. Commissioner Elam 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 as follows: Commissioner Poteete moved to approve the consent calendar as submitted. Commissioner Sherman seconded the motion. There was no discussion. The motion carried. Items approved are:
 - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of October 7, 2004
 - 4b. SUBJECT: Approval of Fiscal Report
 - 4c. SUBJECT: Approval of Travel to CCAFA Meeting and Zero to Three Conference in connection with next CCAFA meeting, \$75.00 Registration Fee and related expenses
 - 4d. SUBJECT: Approval of Travel to KCET event in Redding on December 6, 2004.
5. **Evaluation/Technical Support Proposal From Mike Smith:** Laura Roberts explained the proposal. It was questioned what specific components of the Commission work were included in the evaluation and technical assistance plan. Laura indicated that the proposal covered home visiting, family resource centers/school readiness, behavioral and oral health. The mini grant program is not covered. The technical support covers the Commission's need to review and revise their strategic plan, indicators, and measurable outcomes. Commissioner Poteete moved to approve the proposal as submitted. Commissioner Jimenez seconded the motion. There was no further discussion. The motion carried.
6. **Cancel December Meeting:** Commissioner Jimenez moved that the meeting be cancelled. The motion was seconded by Commissioner Irvin. Commissioner Elam questioned the early January meeting. Commissioner McCoy and Jimenez indicated a later January meeting could be set. Commissioner Jimenez amended the motion to cancel the December meeting and to reset it to the 3rd Thursday in January. There was no further discussion. The motion carried.
7. **Rob Reiner Letter in response to Audit:** This letter indicates that each commission should adopt and follow well-defined policies to guide allocation efforts and documentation of allocation practices. Contracting policies should be reviewed and guidelines strictly followed. Additionally, it was explained that Commissions should have policies that address sustainability of programs, which should include the commission's policies concerning outreach for additional grants, gifts, donations, or other sources of funding. The Commission also needs to consider a written policy that indicates the commitment to keep administrative costs low, what constitutes administrative costs, and the limit on the amount of funding it will spend on such costs and how we will track the expenses against the self imposed limits.

Finally, the Commission is to adopt policies that will ensure that funding decisions are based on outcome based data, as well as provide a meaningful assessment of annual performance by conducting an annual audit of its performance prior to any revenue allocations.

The Commission supports collaboration with other commissions on a joint letter to Rob Reiner. Laura is to confer with Sierra County to share in their letter to Reiner. Any letter is to be examined by the Executive Committee prior to signature.

8. **Reports: Annual Report to CCFC** -- The required form of the annual report has been submitted to the State CCFC. A copy is provided in the Commission packet.

Healthy Families America Home Visiting Model -- Lisa Holmstrom reported that the core training went well. She was monitored by a representative from Chicago in her certification process.

Behavioral Health Initiative Development—This matter will be brought up for discussion in a future meeting and subsequent to strategic planning efforts. There is not enough funding to launch the program that the Commission would like to do and collaborative partners are unable to contribute cash at this time to a prevention program such as is proposed.

AmeriCorps Contract Renewal -- The contract has been signed. There are 5 new members at this time. They will be working with families and will utilize the “Growing Great Kids” curriculum, and will provide resource and referral services. The contract requires 60 day notification to terminate should that be a decision after strategic plan review efforts.

Oral Health Project, Oral Health Loan Program -- Approximately 44 children have received services in the hospital dentistry program since December 2003. Fluoride varnish clinics are continuing to happen, and the RDHAP services have begun. The loan program is helping families with large shares of cost to access services. Payments are being received as promised by the loan recipients.

School Readiness Amended Scope of Work -- The amended scope of work for the ComPAC School Readiness/FRC contract is finalized and will be on the January agenda.

Status of Mini Grants – There is still funding available. Applications have slowed.

Agency Fair: Mae Sherman reported on the first ever Agency Fair that was held by the Lassen Child Care Planning Council on November 4. She indicated that it was very successful, and the comments from participants indicated they would like to have such an event every year. The purpose of the event was to help agencies providing services to Lassen County citizens, understand better what each agency does so that each agency can utilize each other’s services better and ultimately provide better services to clients.

9. Learning Opportunity: The learning opportunity was dispensed with and set for the next meeting.

10. **Adjourn:** The next meeting will be on January 20, 2004 at 1:30 p.m.. The meeting was adjourned at 3:30.

Respectfully submitted,

Laura J. Roberts
Executive Director