



LASSEN COUNTY
CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

March 3, 2005, 1:30 p.m.
1345 Barry Creek Plaza, Suite B
Susanville, California

Commissioners Present: Mae Sherman, Doug McCoy, Janice Irvin, Jim Chapman, Sheral Thorlaksson, Alternate Member Kathy Colvin, Barbara Malone, Patsy Jimenez, Betsy Elam

Commissioners Absent: Alternate Member Brian Dahle, Alternate Member Shannon Gerig, and Brenda Poteete

Visitors: Jill Miller, Julie Morgan, Barbara Tiner, James Hall, Judy Wolf, Jaclyn Upwall, Jeannie Huber, Diana Wemple, Phyllis McDonald, Lassen High School Senior Project Representatives

Commission Staff: Laura Roberts

1. **Welcome and Introductions:** Chairperson, Doug McCoy called the meeting to order at 1:36 p.m. The Chairperson welcomed everyone.
2. **Public Comment:** Judy Wolf offered information about the Family Empowerment Services. It is a four county project covering Plumas, Lassen, Modoc, and Sierra, providing advocacy services for families. Jill Miller commented on MCH programs in Lassen County and commended the Commission for the work that it does.

Laura Roberts commented on the MHSA work groups meeting currently. She asked that everyone take a look at a survey form that was passed out and share it in their workplaces to gather information for the planning efforts.

Barbara Tiner commented that they have just recently completed their second MAA invoice. Hopefully funds will begin to flow soon.

3. **Approval of Agenda:** Commissioner Jimenez moved that the agenda be accepted as submitted. Alternate Commissioner Colvin seconded the motion. There was no discussion. The motion carried.
4. **Information/Consent Calendar:** Malone, Elam, MSP. There was no discussion. The motion carried. Items approved are:
 - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of January 20, 2005
 - 4b. SUBJECT: Approval of Fiscal Report

5. **Public Hearing on Statewide Annual Report:** The Public Hearing was declared open at 1:45 p.m. Commissioner Chapman commented on the Executive Summary, Page 7, Oral Health and how overwhelming it is for the entire state. He commented that our local leadership has stimulated the statewide projects. He commented on the car seat programs and how many had been assisted with these programs. Jill Miller commented on MCH funds that will be targeted to keep up the car seat program that was begun with Prop 10 funds. The hearing on the report was closed. Commissioner Jimenez moved to accept the report as presented, Commissioner Thorlaksson seconded the motion. There was no further discussion, the motion carried.
6. **Mini Grant Request:** James Hall presented a mini grant request on behalf of the Lassen County Office of Education entitled Adventureland. This is a request for funds to have a special section of the Children's Fair focused on "Turn Off the TV" week and activities to do with your children in place of television watching. He commented on research completed with Mendocino First Five. The grant also targets preschools in the area to receive information about turning off the television and doing other

activities. James Hall will complete the activities for the preschools. Volunteers will complete the Adventureland event at the Children's Fair. The consultant fee was questioned. Part of the fee is to cover time spent on the project by James and a data entry person. Materials to be provided were questioned. James showed a sample brochure of 101 Things To Do With Your Child When You Turn Off the TV. Other activities completed will provide instruction to families about how to do the activities in their homes. Commissioner Chapman questioned the cost of materials, and their use in an ongoing fashion. James Hall responded that the event will be an ongoing event and materials will be used year after year. Commissioner Elam questioned the specificity of the materials to be purchased and how to determine the appropriateness of the materials. James indicated they have received information from Mendocino, which has helped to define the process. The information was vague in the application and this was questioned. James Hall indicated that it is difficult to get extremely specific. He indicated they have proceeded cautiously in order to not get every one's hopes up just in case the project is not funded. He added that the evaluation is included with the children's fair evaluation. It was suggested that the project be approved tentatively dependant upon a "lesson plan" including evaluation tools, being submitted to the Executive Committee. If the Executive Committee approves the plan, then the project can go forward. If not, then it needs to be put on the agenda for the next meeting. The applicant is to provide information about what preschools are to be involved. Commissioner Irvin suggested that the media be involved also to help promote the concept of turning off the TV. It was also suggested to inform the home visiting project to use the handout also. Commissioner Elam moved to approve the mini grant contingent upon supplemental information being received and approved by the Executive Committee, Commissioner Chapman seconded the motion. There was no further discussion the motion passed. Commission Malone abstained.

7. **Statewide Conference Attendance and Cost:** Laura Roberts presented a breakdown of the anticipated costs associated with attending the Statewide Conference in Hollywood. She indicated that the travel funds remaining in the budget are insufficient to meet the costs associated with travel to the Statewide Conference. Commissioner Elam moved to supplement the travel line item from the general fund for a total allocation of \$7,500 for travel. Commissioner Malone seconded the motion. There was no further discussion and the motion carried.

8. **Fiscal Management -- Consideration of Two Options:** Two options for fiscal management were presented. Option 1 is for a commission run fiscal infrastructure; Option 2 is for an Auditor's Office run fiscal infrastructure. Laura Roberts presented the two options for consideration. Diana Wemple was commended for the excellent service of the Health and Human Services Fiscal Division. They have been providing fiscal support to the Commission since it's inception, at no cost. As the activities of the Commission have increased dramatically, and the requirements from the State Commission for fiscal management are increasing, it is apparent that the Commission needs to consider other options. Option 1 provides for the following:
 - Obtain a Tax ID number for the Commission
 - Open a checking and savings account at Plumas Bank
 - Order checks
 - Establish policies and procedures for double signatures
 - Provide monthly reconciliation reports to LCCFC
 - Invoice Lassen County Auditor for blocks of funding as approved in the minutes of the Commission.
 - Utilize investment services of County Treasurer
 - Maintain interest bearing trust account with Lassen County
 - Maintain all documentation for annual audit.
 - Utilize line item budgeting and reporting as we currently do.
 - Provide fiscal management of Commission approved contracts.

Option 2 provides:

- Auditor's Office will receive and process all claims
- Monthly report of funds received and funds expended, no line item budgeting or contract fiscal management
- Utilize investment services of County Treasurer.
- Maintain interest bearing trust account with Lassen County

Discussion ensued concerning each option. It was determined that Option 1 best meets the needs of the Commission. Commissioner Malone moved to utilize Option 1. Commissioner Irvin seconded the motion. After brief discussion, the motion to utilize Option 1 passed with no abstentions.

Discussion of the double signatures on the check ensued. It was moved by Commissioner Malone that members of the Executive Committee and the Contract Compliance Officer be authorized to sign checks. Commissioner Chapman seconded the motion. There was no further discussion and the motion carried. It was suggested that this be written in the form of a resolution, as the bank may need that. Authorized to sign checks will be Doug McCoy, Betsy Elam, and Mae Sherman. If two of them are not available, then Contract Compliance Officer, Barbara Malone is to be asked to sign.

9. **Website Proposals:** Two website proposals were presented. Steven Baker from Klamath Falls, Oregon, indicated that he could develop a 10 page website for \$500.00. If the site is more than 10 pages the fee is \$30 per hour to construct additional pages. Updates to the site would be \$25.00 per instance. Hosting of the site would be a separate expense for the Commission and he recommended GoDaddy.Com which could range from \$3.95 – \$9.95 per month. The cost of the domain name is also separate. Laura indicated that the Commission already owns a domain name. The proposal from Jeremy Couso is for a 10-page site, \$200 per page, \$25.00 per month for web hosting, \$60 per month for 1 hour of site maintenance. Two advertising banners for the Commission on Susanville Stuff.Com are included at no cost. After a lengthy discussion, Laura is to obtain an additional proposal from IQ Systems, and also ask the other proponents if the sites they proposed have the ability to be accessed by Commission staff for upkeep by staff, rather than pay the monthly upkeep fees. No action was taken.
10. **Strategic Plan Review Event:** The Strategic Plan Review event is scheduled for March 9th at the Diamond Mountain Casino Conference Center Willow Room. The event will begin at 8:30 a.m. and will adjourn at 3:30 p.m. Sarah Boxx from Social Entrepreneurs will facilitate this event, assisted by Kellie Bates. The tentative agenda was presented along with a preliminary review of the old strategic plan. It is the intent of the strategic plan review process to be sure that the mission and vision of the Commission, as well as indicators, strategic plan, and evaluation strategies are all consistent with each other. After a brief discussion, the agenda and plan for the day were accepted as submitted. There will be additional participants involved in the review event.
11. **Reports: Carrie Your Blanket Project:** Phyllis McDonald and two Lassen High School Senior Class Project students presented a report on the success of the Carrie Your Blanket Project. The students designed and presented a power point and printed report of project for the Commission. A detailed breakdown of how the funds were used, what match funding was contributed to the project, what donations have been received, how many blankets were made and distributed, and feedback from recipients and distribution partners was presented.
12. **Adjourn:** The next meeting will be on April 7, 2005 at 1:30 p.m. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director