



LASSEN COUNTY
CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

April 7, 2005, 1:30 p.m.
 1345 Barry Creek Plaza, Suite B
 Susanville, California

Commissioners Present: Mae Sherman, Doug McCoy, Janice Irvin, Jim Chapman, Alternate Member Kathy Colvin, Elizabeth Elam

Commissioners Absent: Barbara Malone, Patsy Jimenez, Sheral Thorlaksson, Alternate Member Brian Dahle, Alternate Member Shannon Gerig, and Brenda Poteete

Visitors: Barbara Tiner, Jaclyn Upwall, John Ringwald, Jennifer Alcorn, Mary Ann Murin, BJ Ponting

Commission Staff: Laura Roberts, Dennis Wilkes

1. **Welcome and Introductions:** Chairperson, Doug McCoy called the meeting to order at 1:36 p.m. The Chairperson welcomed everyone.
2. **Public Comment:** None
3. **Approval of Agenda:** Additions to the Agenda: A contract modification with Social Entrepreneurs, Inc. (SEI) was added to the agenda as well as consideration of future work with SEI. Commissioner Elam moved that the agenda be accepted as amended. Commissioner Sherman seconded the motion. There was no discussion. The motion carried.
4. **Information/Consent Calendar:** Commissioner Irvin, moved to approve the consent calendar as presented. Alternate Commissioner Colvin seconded the motion. There was no discussion. The motion carried. Items approved are:
 - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of March 3, 2005
 - 4b. SUBJECT: Approval of Fiscal Report
5. **Request for Transfer of Funds from Trust:** A request was presented for transfer of funds from the trust account to the Commission's checking and savings account at Plumas Bank to cover the following:

Americorp Expenses for March 05	\$12,500.00
Northeastern Rural Health for the Oral Health Project Pmt	\$22,080.75
Diversified Management Contract Balance	\$8,000.00
C.A.R.E.S.	
Administration	\$7,000.00
Evaluation	\$2,000.00
Training	\$4,000.00
Outreach	\$3,000.00
Stipends	\$50,000.00
Mini Grants	
Itty Bitty Bugs	\$4,000.00
Teresa Romero	\$3,500.00
Sierra Cascade	\$7,500.00
Big Valley FRC Discovery Playground	\$7,500.00
Early Start Binder Project	\$1,500.00
Adventure Land, Lassen Co. Office of Education	\$7,500.00
Reimburse Diversified Management for contract with Kathryn Page for Behavioral Health/ECE Project	\$4,220.00
Evaluation Payment to SEI	\$7,000.00

Opening Funds for Checking Account	\$10,000.00
Strategic Planning Retreat	\$700.00
Website Expenses – Reserve Domain Name	\$72.00

Commissioner Chapman moved that the sum of \$162,072.75 be transferred as requested.
Commissioner Sherman seconded the motion, there was no discussion, and the motion carried.

6. **Mini Grant Request:**

Big Valley Discovery Parents Playground Project mini grant request was presented by Jennifer Alcorn. She indicated that this is a project of a parent group sponsored by the Big Valley Family Resource Center. She indicated that this is for a playground upgrade project. Commissioner Chapman indicated there is a definite need for the playground in Big Valley. Commissioner Elam mentioned how nice it is to see photos of the proposed purchases. Commissioner McCoy indicated that the proposal was well done. The motion carried with Commissioner Irvin abstaining.

“Look At Me” Project of the Lassen County Office of Education: Mary Ann Murin presented the proposal which is a request for start up funding for a binder to be given to parents of children with special needs in the infant toddler program. The binder will allow the family to keep all of the information about the child’s special needs in one place which will help improve the delivery of services to the child and family. The funding requested is just for start up expenses for 30 binders. This will catch up all of the families that are already in the program. The County Office of Education will continue to fund the binder for families enrolling in the program in the future. Commissioner Elam asked if support will be given to the families to get them started with the binder and training on how to use it. Mary Ann indicated each family will receive training as a part of the project. The binder has a hole puncher and a zippered pouch for pencils, pens, etc. Commissioner Colvin indicated a family had come to an IEP with a binder and it was very helpful for them to be so organized. The binders will be pre-assembled for the families. Commissioner Chapman asked if the contents will be made bilingual. Mary Ann indicated that the binder will be made bi-lingual. Commissioner Irvin moved to approve the proposal as submitted. Commissioner Chapman seconded the motion. There was no further discussion. The motion carried with Alternate Commissioner Colvin abstaining.

Sierra Cascade Family Opportunities – Early Literacy Project: John Ringwald presented the request for funding of an early literacy project. Commissioner Elam commented that the model proposed to be used is nicely focused on social and emotional development. Commissioner McCoy indicated that he appreciated the material provided. He questioned the budget and the minimal expenditure on curriculum and salaries for those proposed to be involved. Mr. Ringwald indicated that the funds listed in the agency budget are restricted to other items for expenditures. He indicated that this is a special project and it is not a part of the budget. All of the funds that Head Start receives are restricted to other areas prescribed by Federal Head Start guidelines. He indicated that Worker’s Comp premiums are up 700% and there has been no additional Federal Head Start money to help offset special programs costs. It was questioned why an agency budget of this size only lists \$500 for special projects and also why there was nothing allocated for curriculum. He indicated that the \$500 expenditure listed was for a special project, over and above what is integrated for curricula in other areas of the budget. He indicated that the consumable parts of the curriculum being requested in the mini grant application will be paid for by Head Start in subsequent years. Lassen will need 9 kits and John Ringwald will be the consultant and the project coordinator. Commissioner Elam commented that Head Start has undergone serious funding cuts in recent years. Commissioner Colvin commented that this project also addresses a portion of the behavioral health initiative of the Commission. He also stated that the curriculum will address the parents in the home with the “Second Step” component. Additional questions were posed concerning paying for

the consultant/project coordinator/trainer. Mr. Ringwald indicated that the training costs requested also cover the cost of sending him for training to become a trainer. Commissioner Elam moved to approve the grant as submitted, Alternate Commissioner Colvin seconded the motion. There was no further discussion. The motion carried with Commissioner Irvin abstaining.

7. **Fiscal Matters for 05-06:** Documents for review detailing the status of the trust funds, existing encumbrances, and a potential budget for FY 05/06 were presented. The document discussing encumbrances and the trigger mechanism was also reviewed. A lengthy discussion ensued concerning the draft budget, as well as strategies for encumbering funds for Commission priorities. It was suggested that the Executive Committee meet early next week to consider all of the facts and figures in great detail and return recommendations to the Commission at their May meeting. The Executive Committee will meet on Monday or Tuesday next week.
8. **Strategic Plan Review:** The draft document was reviewed and modified. The revised document is to be distributed to all of the Strategic Planning Retreat participants with a request that they share the document with others. A final draft will be prepared for the Commission for the May meeting. Thereafter, public forums will be held during May, with the completed Strategic Plan being presented to the Commission at the June meeting for public hearing and adoption.
9. **Addendum to Contract with Social Entrepreneurs, Inc (SEI):** Since the Behavioral Health Initiative is not up and running yet, it was suggested to modify the services being provided by SEI to include full development of the evaluation platform for the Fort Sage and Big Valley Family Resource Centers. Commissioner Chapman moved to approve the amended agreement. Commissioner Irvin seconded. There was no discussion. The motion carried.
10. **Proposal for future work from SEI:** In order to assist in the development of the FY05/06 budget, the commission considered several questions with regard to ongoing services from SEI. The Commission determined that they wanted to have ongoing assistance from SEI. In that regard, they decided to request a proposal from SEI for evaluation of the mini grant program, CARES, the New Parent Kit Project, the annual strategic planning retreat, a new needs assessment, assistance with analyzing and report on program data to the Commission for the family resource centers, oral health, and home visiting, and a quarterly report on how programs are doing. Based upon the evaluation proposal received from SEI, the Commission will then determine, based upon cost and available funds, what elements of the evaluation design will be implemented.
11. **Website Proposals:** A spread sheet that detailed all of the website proposals was presented. After consideration of each proposal, the Commission elected to select the most economical proposal that provided site development as well as staff access for site maintenance. It was suggested that we try it this way, see how it goes for a year or two, and then consider whether something different is needed. Alternate Commissioner Colvin moved to approve IQ Systems site development bid in an amount of \$750.00, plus \$150.00 for the Contribute software, \$50.00 per month for Diversified Management for site maintenance, and \$3.95 per month for GoDaddy.com. The motion was seconded by Commissioner Chapman. There was no further discussion. The motion carried.

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12. **Reports:** Barbara Tiner reported on a PEDS training that was attended in Sacramento earlier in the week. She indicated that she would bring a presentation to the Commission for the May meeting will detail other models for the home visiting program. Laura indicated that the information in the packets concerning the Kings County matter and the Los Angeles media matter is just for information for the Commission. The Kings County matter is a summary only, and if anyone would like to review the entire report, it is available.

Adjourn: The next meeting will be on May 5, 2005 at 1:30 p.m. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director