



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Meeting Minutes, May 5, 2005, 1:30 p.m. – 3:30 p.m.

1345 Paul Bunyan Road, Suite B
Susanville, California

PRESENT: Commissioners McCoy, Malone, Elam, Sherman, Irvin, Chapman, Poteete. Alternate Commissioner Colvin. Staff, Laura Roberts and Dennis Wilkes, Visitors: Barbara Tiner, and Jill Jensen.

ABSENT: Patsy Jimenez, Shannon Gerig, Sheral Thorlaksson

CALL TO ORDER: Commission Chairman, Doug McCoy, called the meeting to order at 1:35 p.m. Everyone was welcomed and introduced.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF AGENDA: The Agenda was presented. One item was added to the agenda as follows: Approve withdrawal from Trust for May Operating Costs to cover, AmeriCorps, Social Entrepreneurs, Northeastern Rural Health for Oral Health Project, Diversified Management, Conference Expense Reimbursement, and Mini Grants if approved. Commissioner Poteete moved to approve the Agenda as amended. Commissioner Elam seconded the motion. The Agenda was approved as amended.

INFORMATION/CONSENT CALENDAR: The consent agenda was presented. There were no questions regarding the consent calendar. Commissioner Malone moved to approve the consent items as submitted. Commissioner Poteete seconded the motion. There was no discussion. The motion carried unanimously. Items approved on the consent calendar are:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of April 7, 2005
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approve Payment of CCAFA Dues \$1,000 for FY 05/06
- 4d. SUBJECT: Approve withdrawal from Trust for May Operating Costs to cover, AmeriCorps, Social Entrepreneurs, Diversified Management, Conference Expense Reimbursement, and Mini Grants if approved.

MINI GRANT REQUESTS: Jennifer West-Lucchesi presented a mini grant request from the Fort Sage Family Resource Center for a Toy Lending Library Project in an amount of \$7,500. It was questioned about whether people are good about returning items checked out, i.e. the potential for use and abuse. Bobby Malone responded that their lending library has approximately 3,800 checkouts each year and loss or failure to return is extremely minimal. She added that the check out period is for two weeks, and sometimes returns from outlying users are late due to transportation issues. There was a question about maintaining records of checked out items. Jennifer responded that the entire library concept is patterned after Lassen Child and Family Resources library and will utilize the same policies and procedures regarding check out. There is no income guideline governing use. Commissioner Chapman moved to approve the grant. Commissioner Sherman seconded the motion. The motion passed with abstentions from Commissioners Malone and Irvin.

A mini grant submitted by Dewey Dempsey for a Lassen County Family Stories Project in an amount of \$7,240 was considered. The level of personnel cost was questioned, as was the number of children and families served. Questioned also was the inclusion of Bieber again. The evaluation of the Bieber project needs to be included in the application. Barbara Tiner commented about the response in Bieber and how important the pilot project was in that area especially during the time of the loss of a child. It was the understanding of the Commission from the first application that the applicant could return to the Commission for the balance of the \$7,500 mini grant if the evaluation of the pilot project indicated a good outcome. It was moved by Commissioner Malone that the request be denied at this time, with the understanding that the applicant can reapply and include the evaluation information. Alternate Commissioner Colvin seconded the motion. There was no further discussion. The motion carried.

STRATEGIC PLAN Final Review and Scheduling of Public Forums: The second draft of the Strategic Plan was discussed. Minor corrections were suggested. It was suggested that the plan be taken throughout Lassen County to public forums for review by interested citizens. It is to return to the Commission on June 2nd for provisional approval pending input from the forums. It was moved by Commissioner Chapman that the Strategic Plan be approved for public forum presentation. Commissioner Poteete seconded the motion. There was no further discussion. The motion carried. Laura is to schedule the forums, post notices, and put the forum schedule in the paper and on cable television if possible.

DRAFT ANNUAL BUDGET and Recommendations of Executive Committee: The Executive Committee consisting of Mae Sherman, Doug McCoy, and Betsy Elam, met and considered a draft budget, and items that needed to be encumbered or contracted for in order to stay within the guidelines for small counties regarding the trigger mechanism, which if exceeded, would cause a loss of the administrative augmentation funds. A draft budget was presented. It was moved by Commissioner Malone that he draft budget be approved as presented. Commissioner Chapman seconded the motion. There was no further discussion. The motion carried with no abstentions.

CONTRACTOR PERFORMANCE EVALUATION COMMITTEE VOLUNTEERS: It is time to evaluate the performance of Laura Roberts and Lassen Diversified Management as the contracted staff to the Commission. Last year there were three volunteers who met with Laura Roberts in advance of the Commission's June meeting date, discussed performance, and returned to the Commission at their June meetings, conducted a closed hearing on personnel matters, and then presenting the findings to the full Commission for consideration. The process was discussed and accepted as a good process for this year's evaluation. The Chairman called for volunteers for the committee. This year Doug McCoy, Mae Sherman, and Jim Chapman have volunteered to conduct the performance evaluation meeting. They will meet on May 18th at 8:30 in Doug McCoy's office to conduct the evaluation. The findings of the evaluation will be given to Laura in advance of the June 2nd meeting.

HOME VISITATION PROGRAM REPORT: Barbara Tiner, Executive Director of ComPAC, presented a report to the Commission about the Home Visiting and Family Resource Center services. Information was provided in the packet indicating the types of services performed and the numbers served. Barbara indicated that she would return to the Commission in June with a home visitation/FRC proposal for consideration.

REPORTS

Statewide Conference: Commissioners Irvin, Sherman, Thorlaksson, and members of the home visiting and school readiness projects who attended the conference reported. Commissioner Thorlaksson submitted her report in writing. All comments were favorable and the conference was found to be a very valuable experience, especially the poster event and workshops. Networking with peers was also expressed as a valuable component of the workshop and many good ideas and contacts were brought back for use in the various programs.

Evaluation Planning Update: Evaluation models have been presented by Sarah Boxx and Kellie Bates for Home Visiting, Oral Health, and Family Resource Center/School Readiness programs. The plans have been reviewed by the staff implementing the programs, modifications have been made. The plans will be presented to the Commission at their June meeting for action.

Policies and Procedures Update: It was hoped that sample policy and procedure documents would be received at the Statewide Conference. They were not complete. It is hoped that the samples will be received by the end of May. It has been a difficult process to define what items are to be included in administrative overhead. At the fiscal workshop the proposed definition created a separate category for evaluation costs and program monitoring. This would be helpful for small counties. It was also suggested that small county directors and other staff members, do a time study to determine how much of their time is really involved in program implementation, direct service, monitoring, and evaluation.

Mini Grants: The allocation for 04/05 is not exhausted. An application has been received from a childcare provider that will be on the Agenda for the June meeting.

ADJOURN: The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director