



LASSEN COUNTY  
CHILDREN AND FAMILIES COMMISSION  
MEETING MINUTES  
May 6, 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, Seral Thorlaksson, Jim Chapman, Janice Irvin, Betsy Elam, Brenda Poteete, Patsy Jimenez

**Commissioners Absent,** Alternate Member Brian Dahle, Alternate Member Shannon Gerig

**Visitors:** Aimee Osborn, Norm Keeton, Corrine Reed

**Commission Staff:** Laura Roberts

1. **Welcome and Introductions:** Chairperson, Doug McCoy called the meeting to order at 1:35 p.m. The Chairperson welcomed everyone.
2. **Public Comment:** There was no public comment.
3. **Approval of Agenda.** The Evaluation of Lassen Diversified Management is changed to say evaluation of Laura Roberts. Commissioner Malone moved to approve the amended agenda. Commissioner Thorlaksson seconded the motion. The motion passed with no abstentions.
4. **Information/Consent Calendar:** The consent calendar was presented. Commissioner Chapman moved to approve the consent calendar with changes to the minutes. Commissioner Poteete seconded the motion. Commissioner commented on the scant February allocation and the lack of AmeriCorps reimbursement. The February decrease in allocation was due to backfill of Prop 13. AmeriCorps reimbursement has been received but delayed due to the contracting process and start up with the new two year phase of the project. The motion passed. Items approved on the consent calendar are:
  - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of April 1, 2004  
Two corrections were made to the minutes.
  - 4b. SUBJECT: Approval of Fiscal Report
5. **Mini Grant Request: Regina Keeton (Honey Bear Day Care):** Norm Keeton presented the application for funding for equipment and materials for the Honey Bear Day Care business. Questions and comments were made regarding the use of P-Gravel for the outside play area. Commissioners Sherman and Elam commented on the use of a rubber product for the play area instead of gravel. It was suggested that the applicant check with child care licensing to be sure what is allowed. The suggested substance was Fibar and the applicant was invited to Head Start to see their play area. It was commented that the budget did not reflect shipping costs. Mr. Keeton replied that if items are ordered from Kaplan total \$300 then shipping is free. It was suggested by Commissioner Chapman that any savings generated by purchasing items from places other than Kaplan should be directed to other or additional items such as increased cost of playground covering material. Commissioner Elam offered additional catalogs from the College. LCFR also has additional catalogs. Commissioner McCoy asked if the provider participates in the CARES project. She is a participant and has completed all requirements of CARES and continues to participate. Commissioner Poteete offered to group order for the applicant. The applicant would pay Head Start directly. Commissioner McCoy asked about measurable goals and outcomes. Laura is directed to work with the applicant to work this out. Commissioner Elam suggested use of the ECERS evaluation tool. This is to be included in all child care provider mini grants. Commissioner Elam moved to approve the mini grant, seconded by Commissioner Poteete. The motion carried.
6. **Renewal of Contract with Diversified Management:** Commissioner Chapman moved that the agreement be approved. Commissioner Sherman seconded the motion. It was suggested to do an addendum reflect that a paragraph be added to reflect that Diversified Management has received training in HIPPA regulations. The motion carried. The contract is renewed.
7. **Formation of Nominating Committee for Slate of New Officers:** Commissioners Elam and Chapman volunteered to be on the Committee. Commissioner Thorlaksson also volunteered. Recommendations will be presented at the next meeting.
8. **Consumer Friendly Annual Report:** It was suggested to put the year on the face of the calendar and also to add the website to various places throughout the document. The report was well received. Commissioner Poteete and Malone moved and seconded respectively to approve the report with suggested changes. The motion passed.

9. **Understanding Health Access for All Children Request for Funds -- To Participate or Not:** Commissioner Malone reviewed the application and indicated that the small amount of funds that we have to use as match for this project most likely would preclude effective participation. It was suggested that we keep an eye on this to see how other small rural counties manage this opportunity. The deadline for participation is June of 2005.

10. **Strategic Plan Review – Part I Mission Statement, Vision Statement, Bylaws, Needs and Gaps:** A variety of thoughts and ideas were discussed regarding any new activities for the upcoming year. The needs and gaps form was reviewed in last year's plan. Laura is to update the needs and gaps form and bring it to the next meeting for review. Some new ideas being considered are sponsoring in a "Turn Off the TV Week" event, and an early literacy event where books would be given to parents to read to children. The idea is founded on the "Reach Out and Read" program and also a similar program in Humboldt County.

11. **Reports/Updates:**

**AmeriCorps Home Visiting Semi Annual Report:** AmeriCorps staff from CAPC will be here in Susanville on May 24 for a site visit and program review. At that time they will review all aspects of the Program including member files and all fiscal records.

**Behavioral Health Initiative:** The planning group met in a teleconference with Phil Crandall regarding fiscal sustainability of the proposal program. He had many suggestions of funding streams that needed to be explored. He also felt that while we are designing a small program for child care providers the planning group should go ahead and design a larger concept to serve a more children. His suggestion was to undergo a planning process with a consultant firm up the bigger picture, which will also include the child care provider model, and then work with a fiscal sustainability consultant. Consultants have been contacted and none are available on June 3 and 4, which was a tentative date set for the program design workday. The costs of planning consultants for the two day session range up to \$6,000. The consultants contacted have been Mike Smith of Social Entrepreneurs from Reno, Nevada, and Ira Chasoff. In addition there would then be the consultant fees for fiscal planning. Two consultants have been contacted but no firm dollar figures have been obtained. One firm that specializes in MAA/TCM work is \$150.00 per hour and \$50.00 per hour travel time. They are in California.

**Safely Surrender Your Baby Awareness Campaign:** A radio presentation will be at 7:45 a.m. on May 11<sup>th</sup>. The Strong Family collaborative received posters and brochures and has distributed them. The collaborative meeting has not taken place yet but is in the planning date. Finding an acceptable date is a challenge but it will happen.

**Continuation of Administrative and Travel Augmentation:** The work has continued on the development of a formula and trigger mechanism for the allocation of this supplemental funding. This item is on the May agenda for consideration by the State CFC.

**Statewide Conference:** This was an outstanding conference attended by Jan Irvin, Kathy Colvin, Barbara Tiner, Lisa Holmstrom, Laura Roberts, Mae Sherman, and Patsy Jimenez. Attendees reported on the various workshops they attended. Mae Sherman attended a pre-conference workshop on child care. Laura attended a preconference workshop on sustainability. Lisa Holmstrom presented at the conference on the Growing Great Kids Curriculum that is used by the AmeriCorps Home Visiting Project. Jeannie Huber and Melody French presented at the conference on the Lassen Children's Oral Health Project.

**Progress on Modification of School Readiness Plans:** These plans are underway but not yet completed by each FRC.

**CARES Project Update:** There are at least 60 participants. New participants have been busy this year completing the requirements to earn their first stipend in June 2004. Returning providers have been busy either completing 18 hours of additional training or one college class on child care.

**Mini Grant Fund Balance:** We have approximately \$50,000 remaining.

**Status of Application for Expansion of GOSERVE AmeriCorps:** This will be determined in July.

**Modifications of Oral Health Project:** Sustainability options are being reviewed, MAA, TCM, and others. This will influence the suggestions for placement of the program.

12. **Adjourn:** The next meeting will be on June 3, 2004. The meeting was adjourned at 3:29 p.m..

Respectfully submitted,

Laura J. Roberts  
Executive Director