



LASSEN COUNTY
CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES
June 4, 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, Sheral Thorlaksson, Janice Irvin, Patsy Jimenez

Commissioners Absent, Alternate Member Brian Dahle, Alternate Member Shannon Gerig Jim Chapman, Betsy Elam, Brenda Poteete

Visitors: Kevin Mannell, Lisa Holmstrom, Janet Lasick, Jill Miller

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:** Authorization of the annual audit was added to the agenda, and whether to meet in July or not was also added. Commissioner Irvin moved to approve the amended agenda. Commissioner Sherman seconded the motion. The motion passed with no abstentions.
4. **Information/Consent Calendar:** The consent calendar was presented as follows:
 - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of May 6, 2004
 - 4b. SUBJECT: Approval of Fiscal Report
 - 4c. SUBJECT: Approval of Amendment of Executive Director's Contract to align term of contract with Fiscal Year 04/05.
 - 4d. SUBJECT: Approval of Release of \$46,090 to Diversified Management for payment of CARES Stipends and Informal Care Providers project costs for FY 2003-2004
 - 4e. SUBJECT: Authorize Executive Director to utilize Emergency Oral Health Treatment Funds in an amount not to exceed \$5,000.00

Commissioner Thorlaksson moved to approve the consent items, Alternate Commissioner Colvin seconded the motion. There was no question. The motion passed.

5. **Mini Grant Request: Itty Bitty Bugs Day Care:** Misty Goodall presented a request for funding in the amount of \$7,500 for start up costs for a new family home child care business. Misty is licensed for 8 children aged 0-12. She is currently caring for 4 infants, 2 toddlers, and the remaining are school aged. Commissioner McCoy questioned available slots. Misty stated that she is at capacity on infants at this time and she has a long waiting list for infants. Misty is a participant in the CARES program. Misty also participated in the Informal Care Givers focus group. Commissioner McCoy indicated that he would like the applicants to be more direct in presenting why they are the "greatest thing since sliced bread". His questions were addressed in the oral presentation by the applicant. The computer requested will be utilized to help with learning opportunities to get children ready for school. Commissioner Irvin commented on the great need for child care for infants in Lassen County. Misty stated that she can care for only 4 infants at one time, this is regulation. Commissioner Malone moved to approve the application. Commissioner Sherman seconded the motion. The motion carried.

ComPAC – Developing Strong Advisory Boards: Lisa Holmstrom presented the grant application. She indicated that this application is very timely at this moment. She indicated that as the Advisory Boards of the FRC are growing and developing, they have often met with issues that create difficult moments. She indicated that sometimes Advisory Boards lack the knowledge and experience to function as strong community leaders and advisors. Commissioner Colvin questioned whether other Boards or groups could participate and whether there is a date for the event. Lisa responded that there is no date set yet, and that it could probably be open to other groups. Commissioner Malone questioned the target population and it's focus on birth to 5. Lisa responded that school readiness is now in each FRC and while the grant does not specifically target 0-5 aged children, it will better prepare the board members to work in the target areas.

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Commissioner McCoy indicated that while he believes in board trainings, he felt that the application for the grant is not specifically targeted to birth to 5 aged children. It is indirectly beneficial. Questions were posed about the 3 part training being directed to FRC Advisory Boards and a 5 part training for the ComPAC Board. Lisa responded that the LASSEN ComPAC board would receive the same 3 part as the FRC's and 2 additional training components. Commissioner Malone supports the training for FRC Advisory Boards. Further questions were posed about the real intent of the training needs. Does the application meet the needs of Advisory Boards, does it give the Advisory Boards direction, and is the mini grant the appropriate funding source? Commissioner Malone asked if there were other funding sources available. Commissioner Sherman asked how often the Boards changed. Most of the Boards serve for one year. Lisa stated that ComPAC Board members could serve as trainers for subsequent Board members. Lisa also stated that they have explored other sources of funding for administrative activities and will continue to do so. As another source of funding, Commissioner McCoy suggested that ComPAC team with other Boards and share in the cost. Commissioner Malone moved that the grant not be approved, Commissioner Sherman seconded the motion. Discussion: While the principal is believed in and greatly needed, it is not an appropriate use of mini grant funds. The motion carried with Jan Irvin and Sheral Thorlaksson abstaining.

6. **Technical Support – Benton & Associates:** Kevin Mannel presented the request for collaboration between Public and Behavioral Health and the Commission to share in the expenses of consultant work from Bill Benton to see what funding streams are available for Prop 10 initiatives, and several other County agencies. Any approval of the document today would be contingent upon approval of the contracts by County Counsel. There would be no changes in the intent or the dollar amount. Alternate Commissioner Colvin questioned the original intent of the Behavioral Health Initiative and expressed her concern that the initiative stay focused on child care providers and not be made so large that it is rendered ineffective. Mr. Mannel addressed her concerns, explaining that this consultancy effort will be focused on funding and the original concept for child care providers. Commissioner Malone indicated that the collaboration between agencies is essential in order to leverage funding and to build capacity to serve the needs of the children that will be identified by the initiative. She also stated that Benton & Associates is a national consultancy firm and has a good reputation. A portion of the consultancy costs can be reimbursed by Title IVE. Two agreements were presented, one with Benton & Associates, and the other between the County of Lassen and the Commissioner for the 15% responsibility by the Commission. Commissioner Irvin moved to approve the shared cost of the contract, the Commission's share being \$1,500. Alternate Commissioner Colvin seconded the motion. The motion carried.

7. **Election of Officers:** Sheral Thorlaksson reported on the slate of officers, Doug McCoy as Chairman, Betsy Elam as Vice Chair, and May Sherman as Secretary Treasurer. Commissioner Malone moved for approval of the slate of officers. Commissioner Colvin seconded the motion. The motion carried.

8. **Annual Audit:** Bartig Basler & Ray are suggested as auditors again. Commissioner Sherman moved to authorize an expenditure of up to \$3,500 with Bartig, Basler & Ray for the annual audit. Commissioner Thorlaksson seconded the motion. The motion carried.

9. **Meeting in July:** Commissioner Malone moved that there be no meeting in July, Commissioner Colvin seconded the motion. The motion carried.

10. **Strategic Plan Review:** The Strategic Plan was reviewed. Modifications of the plan were discussed. The draft budget was considered. The Early Literacy project funds were moved to emerging programs. The mini grant line item is to include any roll over funds from FY 03-04. The annual audit line item was increased to \$3,500. The strategic plan review document is to be presented to other community groups such as Strong Families, ART, FRC's, Local Child Care Planning Council, and the Head Start Policy Council. The revised document is to be placed on the August agenda for action. Commissioner McCoy requested additional fiscal information reflecting projected revenues, actual expenditures and revenues for FY 03-04.

11. **Adjourn:** The next meeting will be on June 3, 2004. The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director