



LASSEN COUNTY
CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

August 12, 2004, 2:00 p.m.
1345 Barry Creek Plaza, Suite B
Susanville, California

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

Commissioners Absent: Alternate Member Brian Dahle, Alternate Member Shannon Gerig, Brenda Poteete, Seral Thorlaksson, Janice Irvin

Visitors: Lillian Arnold, Jill Miller, Corrine Reed, Janet Lasick

Commission Staff: Laura Roberts, Dennis Wilkes

1. **Welcome and Introductions:** Chairperson, Doug McCoy called the meeting to order at 2:10 p.m. The Chairperson welcomed everyone.

2. **Public Comment:** Jill Miller commented on the packets of information they are putting together for new mothers. She showed a “stress ball” that will be included in the packet.

3. **Approval of Agenda:** Betsy Elam requested to be put on the agenda regarding behavioral health. Lillian Arnold asked to be put on the agenda also with a question she has of the Commission. Also added to the agenda was a report of a meeting of the Executive Committee regarding the audit, restructuring of oral health funding. Commissioner Malone moved to approve the amended agenda. Commissioner Jimenez 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 June 3, 2004
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approval of Disbursement of ½ of CARES Project Management for Fiscal Year 2004-2005 to Diversified Management
- 4d. SUBJECT: Approval of payment of California Children and Families Association Dues for FY 2004-2005 in the amount of \$1,000

The Minutes were corrected with regard to the amount of the audit which should be \$3,000. Commissioner Jimenez moved to approve the consent items, Commissioner Sherman seconded the motion. There was no question. The motion passed.

5. **Revised Strategic Plan Approval:** The revised strategic plan was discussed. On the Summary of Needs page two typographical corrections were made. Commissioner Colvin questioned the use of 1989 data in the description of positive tox screens. No recent data was available, this was a one-time data collection effort that was funded by a grant to Lassen County Alcohol and Drug. Commissioner Chapman moved that the document be approved with the indicated changes. Commissioner Jimenez seconded the motion. There was no discussion. The motion passed.

6. **Fiscal Year 2004-2005 Budget Approval:** Discussion ensued surrounding the definitions of committed and uncommitted funds and the relationship of these definitions to the proposed budget. It was explained that we need to receive technical assistance to appropriately determine that the proposed budget is secure and that it will not exceed the amount of funds allowed to be maintained in the uncommitted category. To have to many funds uncommitted could potentially trip a trigger mechanism that will disallow a future administrative augmentation. Laura asked for permission to obtain technical assistance from Mike Smith of Social Entrepreneurs in Reno, Nevada, the author of the documents that define committed and uncommitted, and also the trigger mechanism, to examine the budget and the fiscal status of the Lassen Commission to be sure that the funds behind the work of the Commission are secure. This is a time of “clean up” and should be utilized to be sure that all documents behind the commitments are correct and that funds are secure. Commissioner Chapman commented on the overall approach of state government to redirect funds in this time of fiscal crisis. Commissioner Malone commented on a proposed configuration of State Department of Health Services which shows the State Commission as a part of DHS. Commissioner Chapman suggested exploration of setting up independent trust funds that are set aside for long term support of initiatives. Commissioner Malone moved to adopt an interim budget consistent with last years budget and without starting any new activities until we receive the technical assistance to clearly understand the issues surrounding a new budget. Commissioner Sherman seconded the motion. There was no further discussion. The motion carried. A revised budget for 05-06 will be considered at the next meeting.

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6a. **Interim Actions by Executive Committee:** Chairman McCoy discussed the actions taken by the Executive Committee meeting at a June meeting. Item 1: The audit was approved for \$3,000 but the proposal was for \$4,500. The audit firm indicated that they would do the audit for \$3,500 if we would do the management letter. The Executive Committee authorized the expenditure of \$3,500 for the audit. Item 2: Restructuring of the Oral Health Project was discussed. The Executive Committee approved Diversified Management providing case management and coordination services to the project. Those services would be paid from the Oral Health Demonstration Grant awarded to Northeastern Rural Health. The Prop 10 funding would be restructured to purchase units of service from an RDHAP and perhaps equipment to furnish one of the dental exam rooms in the new Lassen Family Dental Clinic. Item 3: A result of the technical assistance from Bill Benton regarding leveraging of funds, suggested an opportunity for the Commission to invoice Social Services for the hours spent by AmeriCorps Home Visitors for Social Service Clients, which invoice would then provide reimbursement for the cost of providing home visiting services. The end result would be a reimbursement to Prop 10 for a portion of the funds expended. Commissioner Jimenez moved to confirm the Executive Committee actions, Commissioner Malone seconded the motion. There was no further discussion. The motion was approved.

6b. **Oral Health Redesign:** Laura is to come back next month with a redesigned scope of work and budget. It was stated that the contract would be best left with Northeastern Rural Health because of their malpractice insurance that would cover volunteers in the fluoride varnish program.

6c. Betsy Elam commented on a class that is going to be taught at the college that deals with child abuse. She would like to have a mental health professional help teach the class in order to address issues that come up with students as this most difficult subject is taught. Betsy stated that the professional services would cost about \$5,000. She would like to either have a portion of the behavioral health funds, or their thoughts about requesting a mini grant. She asked for advice on how to approach this. Commissioner Malone indicated that this is a class that is primarily structured for child care providers. She recommended that the funds for such a professional be drawn from the behavioral health initiative allocation. She also indicated that this class needs a therapeutic professional to be present. Betsy stated that some of the students that take this type of class have often suffered abuse in their lives and such a class can trigger emotions that are difficult for the child care student to deal with. Commissioner Malone moved that a therapist be contracted for up to \$5,000 from behavioral health line item with the encouragement that a portion of this be in-kind. Commissioner Jimenez seconded the motion. There was no question. The motion passed.

6d. Lillian was present with questions for the Commissioner. She indicated that BVFRC is working on the development of a parent co-op preschool for their area. She stated that this would be the first licensed child care in their valley. She indicated also that the Co-Gen plant is opening this Fall and a small log mill will open in the next 8 months, which events will bring in families with children who need care. Lillian has started writing mini-grant applications for the Commission and needed direction about writing a request for a "special project", or should she go for two mini-grants, one from BVFRC and one from the preschool. She indicated that a preschool will start at the library, even if they don't have a building ready by Fall. She indicated that they are working on school readiness issues in collaboration with the Kindergarten teacher. Commissioner Malone questioned the unused school readiness funds. Commissioner Elam questioned the guarantee of quality child care. Commissioner Malone questioned the ability to acquire qualified staff. Lillian commented that she is working with the LPC to be sure that they acquire the needed training for staff to be licensed. Commissioner Malone commented on the new requirements in community care licensing. Commissioner Malone moved that BVFRC should submit a letter of intent, and that if approved, it should be funded by SR funds. The motion was seconded by Commissioner Elam. There was no discussion. The motion carried. Commissioners Malone and Elam offered support for BVFRC in the writing of a State Preschool application when the opportunity arises.

11. **Adjourn:** The next meeting will be on October 7, 2004. The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director