



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Meeting Minutes, August 2, 2007
1345 B Paul Bunyan Road, Susanville, CA.

PRESENT: Commissioners Doug McCoy, Melody Brawley, Bobby Malone, Mae Sherman, Amiee Osborn, and Alternate Commissioners Kathy Colvin and Linda Tangenberg. Staff members, Laura Roberts and Dennis Wilkes. Visitors: Becky Roberts, Mark Naseath

ABSENT: Bob Pyle, Brenda Poteete, Elizabeth Elam, Jan Foster

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

PUBLIC COMMENT: Maureen Walsh, literacy project coordinator at the Susanville Library, commented on the need to recruit volunteers for the library literacy project, the need to work on early literacy issues for children, and for the work to be addressed for adult learners. She asked to be kept in mind and that everyone look for ways to work with the library and the literacy programs. She can be reached at the library.

APPROVAL OF AGENDA: Chairman McCoy presented the agenda. The question of whether the Executive Director's contract should be looked at before signature was added to the agenda after the Home Visiting item. There were no further changes. Commissioner Sherman made a motion that the agenda be approved as submitted. Commissioner Brawley seconded the motion. There was no discussion. The motion passed with no abstentions.

INFORMATION/CONSENT CALENDAR: The information and consent calendar was presented. A typographical error was correct on the Addendum to the Minutes. Commissioner Malone moved to approve the consent calendar. Commissioner Colvin seconded the motion. There was no discussion. The motion passed with no abstentions. The items approved on the consent calendar are as follows:

- 4a. Minutes of June 28, 2007 and Addendum
- 4b. Approval of Transfer of Funds \$77,662.94 (See Attached)
- 4c. Approval of Fiscal Report
- 4d. Approval of Payment of Invoices totaling \$2,489.45 from Marshall Rudolph, Mono County Counsel and transfer of funds from Commission's trust to checking account to cover the payment

PUBLIC HEARING ON CALIFORNIA FIRST 5 FISCAL YEAR 05/06 ANNUAL REPORT:

The Public Hearing was declared open at 1:37 p.m. There were no comments from the audience. The hearing on the report was closed at 11:38 p.m. A copy of the Lassen portion of the CCFC Annual Report was provided to the Commission. Commissioner Brawley moved to accept the report as presented. Commissioner Malone seconded the motion. There was no further discussion, the motion passed with no abstentions.

MINI GRANT REASSIGNMENT: CAR SEAT PROGRAM: The car seat program was formerly awarded via mini grant to Lassen County Public Health. Due to staffing changes they were not able to complete the grant by June 30, 2007 and have returned all supplies and are in the process of returning any remaining funds. Lassen Child & Family Resources have expressed interest in completing the program, adding on additional trainers to establish a countywide system of car seat technicians. Commissioner Brawley moved to award the remaining program to LCFR, Commissioner Sherman seconded the motion. There was no further discussion. The motion passed with Kathy Colvin and Bobby Malone abstaining.

FORM COMMITTEE TO DEVELOP SLATE OF OFFICERS: Commissioner Brawley and Alternate Commissioner Colvin volunteered to be on the nominating committee.

BEHAVIORAL HEALTH SCOPE OF WORK AND BUDGET, DISCUSSION AND APPROVAL: The scope of work of Lassen Child and Family Resources was presented along with the budget. The item was opened for discussion and questions. Laura explained the differences between the former scope of work, what was completed, and what work remained to be done. Bobby Malone described the services to be provided and responded to questions. Commissioner Brawley moved to approve the proposed scope of work and budget. Commissioner Osborn seconded the motion. The motion passed with Commissioner Malone and Alternate Commission Colvin abstaining. The Executive Director was asked to draw up the contract.

HOME VISITING SCOPE OF WORK AND BUDGET, DISCUSSION AND APPROVAL

Chairman McCoy handed out the proposal for home visiting services from Pathways. Chairman McCoy requested clarification of the funding streams prior to Laura Roberts leaving the room. Funding streams, timelines, and amounts were explained. Laura Roberts and Dennis Wilkes left the room at 2:05 p.m. for the remainder of this item.

Laura Roberts and Dennis Wilkes returned to the meeting room at 2:20.

Chairman McCoy reported that the proposed scope of work with Pathways was approved for a countywide program. He also indicated that the contract with TEACH ends effective August 31 and Laura Roberts is instructed to communicate with TEACH to inform them that they will end services effective August 31, 2007 or as soon before that as current employees of the TEACH/Lassen Home Visiting program can transition their employment to Pathways.

CONTRACT FOR EXECUTIVE DIRECTOR SERVICES: Chairman McCoy distributed copies of a contract renewal with Lassen Diversified Management for Executive Director Services. He indicated that he prepared the contract with the help of legal counsel. LDM Contract was modified on the first page under Item #1, Services. "Attachment A, Provisions A-2 through A-3" was modified to read Attachment D, Provisions D.1 through D.1.9. Commissioner Malone moved approval of the contract. Commissioner Brawley seconded the motion. The motion passed with no abstentions.

REPORTS: A note from Rod Colvin was received thanking the Commission for awarding the playground improvement mini grant to CUCF on behalf of the community of Doyle. The Executive Director commented on contract development for the 07/08 contracts on. Most contracts have been prepared and are with legal counsel for approval. A report from Social Entrepreneurs was presented, detailing a revised task list for the 07/08 fiscal year. Their tasks have been adjusted based on changes in programs and the strategic plan. Their contract exists through June 30, 2008. The Executive Director reported that progress is being made in compiling records for the compliance and fiscal audit. The auditors are to be in Susanville the week of August 27. A binder of documents is being prepared for the compliance audit. This is the new portion of the audit through which the Commission demonstrates compliance with Legislative requirements. This is new for all First 5 counties this year and has provided a great deal of additional discussion and work for all First 5 counties.

ADJOURN: The meeting was adjourned at 2:45 p.m.

Respectfully Submitted,

Laura J. Roberts
Executive Director