



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION
Minutes, January 4, 2007, 1:30 p.m. – 3:30 p.m.
1345B Paul Bunyan Road
Susanville, California

Present: Commissioners, Doug McCoy, Mae Sherman, Melody Brawley, Brenda Poteete, Barbara Malone, Kathy Colvin, Mae Sherman, and Staff Laura Roberts

Call to Order: Chairman Doug McCoy called the meeting to order at 1:34 p.m. Everyone was welcomed by the Chairman.

Public Comment: There was no public comment.

Approval of Agenda: Commissioner Malone moved to approve the agenda as submitted. Commissioner Poteete seconded the motion. There was no discussion. The motion passed.

Information and Consent Calendar: Commissioner Sherman moved to approve the consent calendar, Commissioner Brawley seconded the motion. There was no further discussion. The motion passed with Commissioner Malone and Alternate Commissioner Colvin abstaining. The items approved are as follows:

- 4a. SUBJECT: Approval of Minutes LCCFC Meetings of December 7, 2006
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approval of Transfer Requests in the amount of \$40,254.45

<u>Invoice #</u>	<u>Vendor</u>	<u>Amount</u>	
54	Pathways	\$ 5,000.00	BHI Project
56	Pathways	\$ 12,500.00	Home Visiting Project
55	Pathways	\$ 7,800.00	Executive Director Contract
57	Pathways	\$ 181.60	Copies/Postage December
Grant	Carrie Your Blanket Mini-Grant	\$ 1,500.00	Balance of Mini-Grant
58	Pathways	\$ 4,666.66	Balance of CARES contract/administration (State Funds)
59	Pathways	\$ 2,666.67	Balance of CARES contract/evaluation (State Funds)
LCCFR	Lassen County Child & Family Resource	\$ 3,439.52	Balance of CARES contract/outreach (State Funds)
LCCFR	Lassen County Child & Family Resource	\$ 2,500.00	Balance of CARES contract/training (State Funds)

Total \$ 40,254.45

Legal Review Results: The legal review of the RFP, policies and procedures, as well as the ordinance is not yet complete. There was concern expressed over the time line for the RFP. It was suggested that if the review came in and there were needed changes that the Executive Committee meet, review any suggested changes. Since the RFP is on such a short time line it was felt that this should be an additional item on the agenda today. The item was placed on the agenda as an emergency item. All other items for legal review were placed on the next meeting agenda for follow-up.

RFP Review: Commissioner Malone moved to authorize the Executive Committee to meet and make any needed changes to the RFP that are identified as needed by legal counsel. Commissioner Poteete seconded the motion. The motion passed.

Ethics Training AB 1234: Information was presented about AB1234, Ethics training requirements. It is not clear that this requirement extends to this Commission. It was suggested that additional information be obtained from legal counsel about whether this is a requirement that pertains to the Commission.

Member Recruitment/Recommendations for Board of Supervisors: The recruitment for the alternative Commissioner vacancy is underway through the County Clerk's Office. As soon as we have received applications, the item will be on the next agenda for review of the applications. After the applications are reviewed, a recommendation for appointment will be made to the Board of Supervisors.

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Reports:

A detailed work plan status update was included in the packet. Progress on each task was detailed in "blue". Laura met with Sarah Boxx and Kellie Bates to make any needed changes in the work plan based on mid year modifications in programs. Changes were very minimal.

The Annual State-wide First 5 Conference is scheduled for May this year and will be held in Orange County.

An additional home visitor position has been filed. The week-long Healthy Families America training for the home visitors is scheduled for the week of January 16. The training will be in Grass Valley. The case load for existing home visitors is increasing, and has reached maximum for the experienced home visitors. After the training, the case loads will increase for the new home visitors. The Parents as Teachers training will occur this Spring. That will involve travel outside the area as well. Until that training is complete, the Growing Great Kids curriculum is still be utilized. The visit data has been entered into the new database for the portions that are up and running. The service code portion is still under development and until it is fully operational, service data is being kept in a spread sheet.

Four children per month continue to receive hospital based oral health care. Jeannie Huber is continuing to provide child care facility based fluoride varnish services, training, and oversight. The mobile dental van restoration is underway and it is hopeful that the van will be up and running soon. Dr. Buehler and Jeannie Huber has gathered donated equipment to outfit the van. Jeannie has volunteers lined up to help with certain updates to the van, such as flooring and painting. Northeastern has completed the paperwork needed to license and insure the van. Services can be rendered on the van under the existing clinic license as long as it doesn't exceed 20 hours per week. If it goes over that the van will have to be licensed as a freestanding clinic itself and the process of doing that is very lengthy. Concern has been expressed that a few of the children that were seen early in the hospital dentistry program, have shown up again with extreme needs. There was discussion about this and there was a suggestion that an automatic referral to CPS should result. At this time when this occurs, it is being handled on an individual basis. There is no existing policy for an automatic referral to CPS.

The behavioral health service is not being utilized widely. County Mental Health is providing services to children, however these children have accessed services directly or through referrals from other agencies, not from service requests generated by child care providers. Caregiver mentor services are being provided are as a result of contact from the care giver to LCFR. These contacts result from direct visits by the mentor, or incidental conversations between the caregiver and the mentor. The caregivers seem hesitant to utilize the service. Outreach to caregivers will be included in a monthly mailing to all caregivers. The outreach document will be changed to be less formal and the terminology will be changed away from "behavioral health" to something less intimidating. Recently, two requests for help were received, one was handled by the center's protocol for a behavioral referral, and the other request for help was from a home based caregiver. The parent did not consent to be referred so mentoring to the caregiver was the only service that could be provided. It was suggested that Laura present information about BHI at Betsy's ECE classes and also at any LCFR classes being offered.

The Strategic Plan review event will be held on April 13. This will be the day of the regular meeting for the month of April. The place has to be secured and mid-year evaluation data on all projects will be provided.

Adjourn: The next meeting will be on March 1. Laura will be at a training Sacramento on February 1, so by consensus, the February meeting was cancelled. The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director