



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION
Minutes, Special Meeting, June 13, 2007

PRESENT: Commissioners Doug McCoy, Bob Pyle, Jan Foster, Melody Brawley, Bobby Malone, Mae Sherman, Amiee Osborn, Elizabeth Elam, and Alternate Commissioners Kathy Colvin and Linda Tangenberg. Staff members, Laura Roberts and Dennis Wilkes.

ABSENT: Brenda Poteete

CALL TO ORDER: Chairman Doug McCoy called the meeting to order at 11:04 a.m. Everyone was welcomed.

PUBLIC COMMENT: There was no public comment.

CLOSED SESSION: The meeting was recessed into Closed Session at 11:05 a.m. Laura Roberts exited the room at 11:05 a.m.

CLOSED SESSION: The closed session was held. No action was taken in the closed session.

Laura Roberts was invited back to the meeting at 11:30 a.m. The regular meeting reconvened at 11:31 a.m.

APPROVAL OF AGENDA: Chairman McCoy presented the agenda. There were no changes. Commissioner Pyle made a motion that the agenda be approved as submitted. Commissioner Sherman seconded the motion. There was no discussion. The motion passed with no abstentions.

INFORMATION/CONSENT CALENDAR: Commissioner Malone moved to approve the consent calendar as submitted. Commissioner Brawley seconded the motion. There was no discussion. The motion passed with no abstentions. The items approved on the consent calendar are as follows: SUBJECT: Approval of Minutes and Addendum to LCCFC Meeting of June 7, 2007

CHILDREN'S ORAL HEALTH PROJECT: Agenda Item 6a Affirm Consistency of New Allocation: Commissioner Brawley made a motion to affirm consistency of the subject matter of the oral health initiative with the new strategic plan and Commission's approved budget. Commissioner Pyle seconded the motion. There was no discussion and the motion carried with Osborn abstaining.

Agenda Item 6b: New Allocation, Determine Contracting Process: The Commission discussed the various contracting processes for the oral health 07/08 allocation. Commissioner Pyle made a motion to advertise for letters of interest. Commissioner Sherman seconded the motion. There was no further discussion. The motion carried with Osborn abstaining.

Agenda Item 6c: New Allocation, Give Direction to Executive Director: The Commission discussed instructions for the Executive Director. Commissioner Malone made a motion that the Executive Director advertise a request for letters of interest in the local newspaper, with the due date for the letters being June 25th at 5:00 p.m. Commissioner Elam seconded the motion. There was no further discussion. The motion passed with Osborn abstaining. At the next meeting, the Commission will consider further instructions for the Executive Director depending on the response to the request for letters of interest.

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Agenda Item 6d: Existing Contract with Northeastern Rural Health – Extend Contract or Recall Fund Balance: The Commission discussed whether to extend the contract or to recall the remaining funds. It was explained that the Northeastern has been able to leverage the funds through the OHDP and RHDP programs and that is why there is a fund balance. Commissioner Brawley made a motion to extend the existing contract through August 31, 2007 with instructions to the Executive Director to negotiate the scope of work and budget for the extension. The motion was seconded by Commissioner Pyle. There was further discussion about the importance of grantees holding Commission funds paid in advance of services in a separate interest bearing account and that terminology needs to always be included in the contract. There was no further discussion. The motion passed with Commissioner Osborn abstaining.

DISCUSS AND SELECT CONTRACTING PROCESS (CONSISTENT WITH POLICIES AND PROCEDURES) FOR PROGRAMS AS FOLLOWS: Agenda Item 7a CARES: As a first step to determining a contracting process, the Commission discussed advertising for letters of interest. Commissioner Brawley moved to advertise for letters of interest for CARES Program operations contractor and to instruct the Executive Director to proceed to prepare and place the ad in the local newspaper with the due date for letters of interest being June 25th at 5PM. The motion was seconded by Commissioner Pyle. There was discussion concerning the importance of opening up the program operations to all public and non-profit agencies who might be interested. The motion passed with Commissioner Malone and Alternate Commissioner Colvin abstaining.

Agenda Item 7b. Behavioral Health Program: As a first step to determining a contracting process, the Commission discussed advertising for letters of interest. Commissioner Brawley moved to advertise for letters of interest for Behavioral Health Program operations contractor and to instruct the Executive Director to proceed to prepare and place the ad in the local newspaper with the due date for letters of interest being June 25th at 5PM. The motion was seconded by Commissioner Pyle. There was discussion concerning the importance of opening up the program operations to all public and non-profit agencies who might be interested. The motion passed with Commissioner Malone and Alternate Commissioner Colvin abstaining.

Agenda Item 7c. Provide Desired Direction on Each Program to Executive Director: The instructions to the Executive Director were included in action taken in items 7a and 7b.

DISCUSS AND SELECT CONTRACTING PROCESS (CONSISTENT WITH POLICIES AND PROCEDURES) FOR HOME VISITING/SCHOOL READINESS PROGRAM: The next two items on the agenda, Item 8 and Item 8a, involved the home visiting/school readiness program. Laura Roberts and Dennis Wilkes left the room at 12:07 and returned to the room at 12:18. Minutes for this portion of the meeting were taken by others and will be provided as an addendum.

SET DATE FOR ADDITIONAL MEETING IN JUNE: A special meeting of the Commission was set for Thursday June 28th at 11:00 a.m. in the Barry Creek Meeting Room.

ADJOURN: The meeting was adjourned.

Respectfully Submitted,
Laura J. Roberts
Executive Director