



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Minutes, Special Meeting, June 28, 2007
1345 B Paul Bunyan Road, Susanville, CA.

PRESENT: Commissioners Doug McCoy, Bob Pyle, Jan Foster, Bobby Malone, Mae Sherman, Amiee Osborn, and Alternate Commissioners Kathy Colvin and Linda Tangenberg. Staff members, Laura Roberts and Dennis Wilkes. Visitors: Rebecca Roberts, Mark Naseath

ABSENT: Melody Brawley, Brenda Poteete, Elizabeth Elam

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 11:06 a.m.

CLOSED SESSION: The closed session was held. The regular meeting reconvened at 11:15 a.m.

REPORT OF ACTION TAKEN IN CLOSED SESSION: The Commission met in closed session to conduct an annual performance evaluation of the Executive Director. During the closed session the following action took place: Commission Pyle moved to approve a favorable performance evaluation of Laura Roberts, Executive Director, with Alternate Commissioner Colvin seconding the motion. There was no further discussion and the motion passed with no abstentions.

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 Foster seconded the motion. There was no discussion. The motion passed with no abstentions.

INFORMATION/CONSENT CALENDAR: The information and consent calendar was presented. Alternate Commissioner Colvin indicated that she was present at the last meeting and the list of attendees needed to include her. Commissioner Pyle moved to approve the consent calendar with the minutes modified as indicated. Commissioner Malone seconded the motion. There was no discussion. The motion passed with no abstentions. The items approved on the consent calendar are as follows:

- 5a. SUBJECT: Approval of Minutes and Addendum to LCCFC Meeting of June 13, 2007
- 5b. SUBJECT: Approval of transfer of funds \$89,115.49
- 5c. SUBJECT: Approval of Current Fiscal Report
- 5d. SUBJECT: Approval of ED attendance at Staff Development Summit, 8/22-24/07, Granlibakken Conference Center, \$559.20 Plus Mileage

MINI GRANTS: The Lassen County Office of Education Autism Program Sensory Integration Tools mini grant request was presented by Mary Ann Murin. She indicated that the program is new and home service workers go to the families of children diagnosed with autism and work with the

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children and families. She stated that 1-150 children are diagnosed with autism. Sensory materials are good for children with autism and the mini grant requests funds to purchase materials and supplies to develop a room of sensory integration tools for the children use at their play group time or during the home visits. The Commissioners reviewed the grant proposal and discussed briefly the intent of the grant. Bob Pyle moved to approve the grant application as submitted. Commissioner Sherman seconded the motion. There was no further discussion. The motion passed with Commissioners Malone and Colvin abstaining.

The second mini grants request was presented by Mary Ann Murin on behalf of the Lassen County Office of Education Special Needs Preschool for playground upgrade. She explained that when the playground standards changes that the risk management representatives removed old equipment that was determined not in compliance. She indicated that the equipment is extremely useful for children with special needs to develop gross motor skills. The Commission reviewed the grant application and discussed briefly the intent of the grant. Commissioner Pyle moved to approve the grant as submitted. Commissioner Foster seconded the motion. There was no further discussion. The motion passed with Commissioners Malone and Colvin abstaining.

Communities United for Children & Families co-Director Rod Colvin, presented a mini grant request from CUCF on behalf of the south county community of Doyle for playground equipment for toddlers. He indicated that this will be a portion of a playground that will be further funded by Lassen County and Board of Supervisors discretionary funds. Commissioners reviewed the request for funding and commented that it is important to show the entire funding commitment from partners. The applicant indicated he would collaborate with the Lassen County Public Works and would further research the equipment to be purchased and see if the County can order the toddler pieces along with the other equipment they will be purchasing for the other playground components. He indicated that the County intends to construct a basketball court, install lighting and game fields. The County will do all of the work to install the equipment and will install according to the new playground standards. The Commission questioned whether the equipment planned for purchase was compliant with the new standards. The equipment is from Kaplan and is compliant with national safety standards and shipping is free. It was questioned who the equipment would belong to, Commission or County. It was indicated that the equipment would become County property. However, the applicant indicated he would work with the County of Lassen to see if toddler equipment could be purchased from their vendor. It was moved by Commissioner Malone and seconded by Commissioner Foster that the mini grant request be approved. There was no further discussion. The motion passed with Commissioners Sherman, Colvin, and Osborn abstaining.

PROGRAM UPDATES and FUNDING STATUS

Agenda Item 6a: Behavioral Health, Program and Fiscal Report, Return of Funds: The Behavioral Health program has been utilized by a minimal number of child care providers this past year. Other aspects of the program have been successfully implemented resulting in increasing the capacity of the community to meet the behavioral health needs of very young children. The balance of program funds held by the former contractor was handed to the Commission.

Agenda Item 6b. CARES -- Program and Final Fiscal Reports, Return of Funds: The CARES program funds will be fully expended by June 30. Forty-three participants completed the program and will be receiving stipends.

Agenda Item 6c. Home Visiting Program Report and Timeline for Final Fiscal Report, Return of Funds: Rebecca Roberts reported on the home visiting program. Her report is attached to these minutes and incorporated herein. Mark Naseath also reported on the reflective supervision being provided to the home visitors. At the time of the meeting information about the exact balance was not available; however, indications were that the fund balance would be minimal. There are still accounts payable to process so the exact balance will be known sometime in July.

Agenda Item 6d. Oral Health Emergency Fund, Program and Fiscal Report, Return of Funds: Two loans have been made from the fund this year and 2 co-pays or Medi-Cal shares of cost have been paid. The fund continues to provide an essential element in access to care for children with extreme need. The balance of unused funds was returned to the Commission.

Commissioner Sherman made a motion to receive the information and returned funds. Commissioner Pyle seconded the motion. There was no further discussion. The motion passed with no abstentions.

ORAL HEALTH PROGRAM – Extension of Contract with Northeastern: The estimated June 30, 2007 fund balance of the previous oral health contract with Northeastern Rural Health is \$24,025. A modified scope of work and budget was reviewed by the Commission. It was suggested to extend the contract through the end of December to allow appropriate time to secure bids on equipment and also to accomplish the van refurbishing. Commissioner Malone made a motion seconded by Commissioner Pyle to extend the contract with Northeastern through the end of December 2007, and to approve the proposed budget of \$10,000 for van refurbishing, \$10,000 for digital x-ray equipment, and \$4,025 for dentistry supplies. There was no further discussion. The motion passed with Commissioner Osborn abstaining.

ORAL HEALTH PROGRAM: A notice requesting letters of interest was published in the Lassen County Times and the Westwood Pine Press. The Chairman read the only letter of interest that was received and that was from Smiles for Life signed by Jeannie Huber, RDHAP. Commissioner Pyle made a motion that the letter of interest be accepted, that the funds be encumbered as allocated in the budget, and that the Commission move to direct contract negotiations with the interested agency since no other letters of interest were received. Commissioner Sherman seconded the motion. Brief discussion ensued indicating that Jeannie Huber of Smiles for Life is well qualified to implement the program as she has been actively engaged in the provision of oral health services for Lassen County children for several years. The scope of work and program budget appeared satisfactory but needed to have the units of service clarified. There was no further discussion and the motion passed with Commissioner Osborn abstaining. The Executive Director was instructed to proceed with the selected process.

TEACH Home Visiting Contract: After extensive discussion, this item was tabled until later in the agenda.

TEACH – Adin Preschool Slots: It was reported that three Lassen County children received preschool services at the Adin Preschool under the last contract. Discussion was held about whether to renew a similar contract with TEACH for similar services. A motion was made by Commissioner Malone, seconded by Commissioner Pyle to renew the contract with TEACH for preschool slots for Lassen County Children at Adin Preschool, that this is consistent with the Strategic Plan, that \$10,000 be encumbered for the renewed contract, and that the draft scope of work and budget be approved. Further comment was received that these services are provided only if space is available and are paid for on a reimbursement invoice process. The motion passed with no abstentions. The Executive Director is instructed to proceed with the selected contract renewal process.

BEHAVIORAL HEALTH PROGRAM: A notice requesting letters of interest was published in the Lassen County Times and the Westwood Pine Press. The Chairman read the only letter of interest that was received and that was from Lassen Child and Family Resources signed by Jackie Molina, Director. Commissioner Pyle made a motion that the letter of interest be accepted, that the funds be encumbered as allocated in the budget, and that the Commission move to direct contract negotiations with the interested agency since no other letters of interest were received. Commissioner Sherman seconded the motion. Brief discussion ensued indicating that the agency is well qualified to administer the program as they have been actively engaged in the Behavioral Health Initiative for the past two years. Commissioner Malone indicated that Lassen Child and Family Resources would be making some changes in implementation strategies. There was no further discussion and the motion passed with Commissioners Malone and Foster, and Alternate Commissioner Colvin abstaining. The Executive Director was instructed to proceed with the selected process.

CARES PROGRAM: A notice requesting letters of interest was published in the Lassen County Times and the Westwood Pine Press. The Chairman read the only letter of interest that was received and that was from Lassen Child and Family Resources signed by Jackie Molina, Director. Commissioner Pyle made a motion that the letter of interest be accepted, that the funds be encumbered as allocated in the budget, and that the Commission move to direct contract negotiations with the interested agency since no other letters of interest were received. Commissioner Sherman seconded the motion. Brief discussion ensued indicating that the agency is well qualified to administer the program as they have been actively engaged in the CARES program as it has been implemented in Lassen County for the past few years. There was no further discussion and the motion passed with Commissioners Malone and Foster, and Alternate Commissioner Colvin abstaining. The Executive Director was instructed to proceed with the selected process.

UPSTREAM SOLUTION – CHILD FIND PROJECT: Information was received from Ira Chasnoff concerning the implementation of an upstream solution for early screening and identification

of children with developmental issues. After further discussion it was felt that this proposal is consistent with the Strategic Plan. Since this is Part II of a process (4P's Plus) that began in January pursuant to other funding sources, and Phase II is a product that is unique to Ira Chasnoff and no other entity, the Commission felt that it is appropriate to enter into negotiations with Ira Chasnoff for implementation of the Upstream Solution Phase II process. It was moved by Commissioner Malone and seconded by Alternate Commissioner Colvin that the \$45,000 allocation be encumbered, and that contract negotiations begin directly with Ira Chasnoff as a sole provider of the product. There was no further discussion. The motion passed with no abstentions. The Executive Director is instructed to proceed with contract negotiations.

Commissioner Pyle excused himself from the meeting.

HOME VISITING PROGRAM: Executive Director Laura Roberts left the room for this agenda item. Supplemental minutes are prepared by another party for this item on the agenda.

TEACH Home Visiting Contract: After lengthy discussion, it was suggested to extend the existing contract with TEACH for up to 60 days until it could be determined at a subsequent meeting, the best way to handle home visiting in the North county area. Commissioner Malone moved to extend the contract for up to 60 days with Commissioner Osborn seconding the motion. There was no further discussion. The motion passed.

EXECUTIVE DIRECTOR SERVICES: Laura Roberts entered the room. The performance evaluation of the Executive Director having been favorable, the Commission expressed the desire to contract with Lassen Diversified Management for continued services of Laura Roberts as Executive Director. The length of contract was discussed as was the scope of work, an annual contract amount, and consistency with the strategic plan. The proposed scope of work was reviewed and found to be consistent with the strategic plan. Commissioner Foster moved to approve a contract with Lassen Diversified Management in an amount of \$98,300 per year for three years and to encumber funds to cover a three year contract. Commissioner Sherman seconded the motion. There was no further discussion. The motion passed with no abstentions.

Commissioner Malone excused herself from the meeting.

APPROVE CHANGES TO ANNUAL BUDGET BASED ON ACTIONS ABOVE:

Commissioner Osborn moved to approve the amended budget of projected revenue of \$637,547.46, and projected expenses of \$716,280.00. It was noted that the reason that expenses are greater than revenues is because the Commission is spending down over a period of years the funds that accumulated during the early years of the project when no activities were implemented. Commissioner Foster seconded the motion. There was no further discussion. The motion carried.

APPROVE UPDATE TO LONG TERM FISCAL PLAN: An updated version of the Legacy Spreadsheet long term fiscal plan was presented for consideration. The figures reflected in the spreadsheet are the most current and incorporate the allocations for programs identified in the strategic plan. A second version of the spreadsheet was prepared to reflect fiscal impact should administrative augmentation be changed to a different formula. The Commission received the information concerning

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fiscal impact to programs should the administrative augmentation change. Discussion ensued concerning the updated long range plan. Commissioner Sherman moved to approve the updated long range fiscal plan. Commissioner Osborn seconded the motion. There was no further discussion. The motion passed.

DETERMINE WHETHER TO HAVE A MEETING IN JULY OR NOT: By consensus it was decided not to have a meeting in July. The next meeting will be on August 4, 2007.

ADJOURN: The meeting was adjourned at 3:30 p.m.

Respectfully Submitted,

Laura J. Roberts
Executive Director

Pathways Home Visiting Report

Pathways home visiting has served a total of 68 families for the fiscal year ending 6/30/2007. Of these 68 families 83 individual adults have formally participated in the home visiting program with a total of 96 children. We also currently have 5 prenatal clients. The demographic breakdown is as follows:

Ethnicity:

White	132
Native American	13
Hispanic	18
Black	09
Thai	01
Asian Indian	02
Chinese	02
Hawaiian Native	02

Gender:

Female	105
Male	74

Geographic Location:

Herlong	05
Westwood	04
Susanville	46
Johnstonville	02
Standish	01
Janesville	06
Doyle	03
Litchfield	01

A total of 1839 home visits have been delivered. Many other services have been provided through the Home Visiting program, including utility assistance, connection to education services, help to obtain basic baby items, schedule of immunizations, help in getting food, personal budget, resume building, support at custody hearings, post partum depression, connection to mental health services and assessments for children.

A myriad of information has been disseminated through home visiting on topics such as SIDS, nutrition, child development in all 5 domains, discipline, basic care, dental care, neuroscience, FAS, and life skills. The use of the PAT curriculum has made information much easier to convey as well as eliciting a much better response from parents. This new curriculum has spurred much greater participation from families.

The majority of our participants are young single moms, although we did have 17 dads who were enrolled and participated quite regularly in visits during this period of time.

Our current enrollment in the program consists of 41 families. Many issues exist within these family units. All are low income; many have mental health, domestic violence, substance abuse issues and or involvement with CPS.

One of our families has worked their way off of the public assistance program and is now gainfully employed and self sufficient with aid and support from their home visitor. We also have been working with a 15 year old mom who stated that she quit smoking because of information shared with her by her home visitor regarding the risk of SIDS. One young mom was suffering from post-partum depression and simply needed someone to come and normalize the situation for her as well as connect her to her physician and mental health counselor. This young lady is now functioning quite well no longer suffers from depression and has gone to work to support her children. One family who had involvement with CPS was able to have their case dropped based in part on the report made by the home visitor and by the ASQ developmental screening that was administered with parent and child.

All children have been given an ASQ assessment and referrals were made for some based upon scores that were below the mean. Referrals made were for speech, behavioral health and physical development delays. Those whose scores were just above the mean are being provided with activities to support those areas of development as identified by the assessment tool.

Home visit frequency has been decreased for most families during this second portion of the fiscal year based upon their level of need. Families are comfortable to call their home visitor at the Pathways office if a need should arise between visits. Phone calls from families are returned in a timely manner and if the issue requires immediate response the lead home visitor follows up immediately.

We now have 3 home visitors each with a case load of their own and each working 39 hours per week as well as 1 lead home visitor working 40 hours per week, and a 20 hour supervisor.

Our referrals continue to come in from various agencies with Banner Lassen still being our greatest source of referral. Other referring agencies include CPS, Northeastern Rural Health, Lassen WORKS, Early Start and self referral. Outreach has been complete in response to 7 other referrals that are currently pending.

We are currently planning a marketing campaign that would make more agencies aware of our services and enable us to reach more families within the target population. We would also like to reach more of the moms during pregnancy.