



***LASSEN COUNTY***  
***CHILDREN & FAMILIES COMMISSION***  
**Minutes, June 7, 2007, 1:30 p.m. – 3:30 p.m.**  
**1345B Paul Bunyan Road**  
**Susanville, California**

**Present:** Commissioners, Doug McCoy, Bob Pyle, Melody Brawley, Amiee Osborn, Barbara Malone, Alternate Commissioners Kathy Colvin and Linda Tangenberg, Staff Laura Roberts and Dennis Wilkes

**Absent:** Brenda Poteete, Elizabeth Elam, Mae Sherman, Brian Dahle, Janice Foster

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

**Public Comment:** There was no public comment.

The meeting was recessed into Closed Session at 1:35 p.m.

**Closed Session:** The closed session was held. No action was taken in the closed session.

**Approval of Agenda:** Chairman McCoy presented the agenda. There were no changes. Commissioner Malone made a motion that the agenda be approved as submitted. Commissioner Pyle seconded the motion. There was no discussion. The motion passed.

**Information/Consent Calendar:** Commissioner Brawley moved to approve the consent calendar as submitted. Commissioner Pyle seconded the motion. There was no discussion. The motion passed with no abstentions. The items approved on the consent calendar are as follows:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of May 3, 2007
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approval of Transfer Requests in the amount of \$81,219.64 (Pathways for Home Visiting for June in the Amount of \$12,500, Pathways for Executive Director duties for June \$7,800, Social Entrepreneurs for April services \$3,419.64, CARES stipends \$50,000, Hope Davis Mini Grant \$7,500)

**Appoint Committee for Annual Performance Evaluation of Executive Director:** Chairman McCoy, Commissioners Osborn and Alternate Commissioner Colvin volunteered to serve as a committee to conduct the performance evaluation of the Executive Director. They will set a date to meet.

**Consider Resolution Adopting Stand Alone Conflict of Interest Code:** A stand-alone conflict of interest resolution was presented for consideration. The former Conflict of Interest Policy of the Commission was reviewed by legal counsel and found to need revisions. It was recommended by legal counsel to have the stand-alone Conflict of Interest Code rather than have the former policy that was integrated into the general policies and procedures. The resolution presented was drafted by legal counsel and presented today for review and discussion. The document is drafted using language from the Government Code Section 87306.5. Brief discussion ensued.

**Public Hearing on Conflict of Interest Code:** Chairman McCoy opened the public hearing on the Conflict of Interest Code at 3:05 p.m. There was no comment. The public hearing was closed at 3:06 p.m.

**Approval of Resolution Adopting Stand Alone Conflict of Interest Code:** Commissioner Pyle made a motion to approve the stand alone Conflict of Interest Code. Commissioner Malone seconded the motion. The motion passed with no abstentions. Commissioners Elam, Sherman, Foster, Poteete, and Dahle were absent.

**Policies and Procedure Manual Updates and Modifications:** The updated Policies and Procedures Manual was presented. The changes in the document were recommended and drafted by legal counsel. The document shows the initial language and the suggested changes. A question arose as to the meaning of "ADM". That is an abbreviated term that refers to the contracting agency or individual. There was no further discussion.

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**Public Hearing on Updated Policy and Procedure Manual:** Chairman McCoy opened the public hearing on the updated Policy and Procedure Manual at 3:08 p.m. There was no comment. The public hearing was closed at 3:09 p.m.

**Approval of Updated Policy and Procedure Manual:** Commissioner Pyle made a motion to approve the updated Policy and Procedure Manual. Commissioner Brawley seconded the motion. The motion passed with no abstentions. Commissioners Elam, Sherman, Foster, Poteete, and Dahle were absent.

**Final Review of Strategic Plan and Budget:** The 2007-2008 Strategic Plan was presented for final discussion. Alternate Commissioner Tangenberg identified necessary typographical corrections as well as requested clarification of statements on page 10 of the document concerning “prenatal ‘through’ five”, or “prenatal ‘to’ five”. It was clarified that it is the intent of the Commission to focus on children prenatal through five or until they enter Kindergarten. It was also felt that the statement “Lassen averages fewer college graduates than other counties in California” should also reflect the number of counties that Lassen is fewer than. On page 22, Objective 2B, the word accepting was changed to “receiving”. Objective 3B concerning health service option was clarified and it could include mobile dental services, behavioral health opportunities for children, home visiting, or other programs that the Commission is funding or collaborating with. Commissioner Osborn commented on a workshop conducted by Sid Gardner that she attended at the Annual Statewide First 5 Conference. Mr. Gardner expressed with great concern the lack of support from First 5 and other community partners for early childhood prevention efforts. Commissioner Osborn indicated that an “Upstream Solution” or child find investment by the Commission would directly address early prevention efforts in Lassen County. She indicated that it would fit well with efforts of Northeastern Rural Health, with the Commission’s programs such as home visiting. Commissioner Brawley also commented that it would be beneficial to invest in the development of a child find system such as Ira Chasnoff’s Upstream Solution model. Two draft budgets were presented. Commissioner Pyle inquired about the deficit spending and didn’t like to see that unless it was clear where the funds would be coming from to cover it. It was explained that the Commission’s funds are available to cover the deficit but are encumbered in prior years and are not shown on the budget for FY 07/08.

**Public Hearing -- Strategic Plan and Budget:** Chairman McCoy opened the public hearing on the FY 2007-2008 Strategic Plan and Budget at 3:15 p.m. There was no comment. The public hearing was closed at 3:16 p.m.

**Adoption of Strategic Plan and Budget For 2007-2008:** Commissioner Brawley made a motion to approve the Strategic Plan as corrected and the \$681,280 budget containing the \$45,000 allocation for the Upstream Solution or similar Child Find Process. Commissioner Malone seconded the motion. Commissioner Pyle again commented on deficit spending. There was no further discussion. The motion passed with no abstentions. Commissioners Elam, Sherman, Foster, Poteete, and Dahle were absent.

**Receive and File Correspondence from Pathways Regarding Termination of Agreements for Provision of CARES and Home Visiting Programs Effective June 30, 2007 and Providing 30 Days Notice of Termination of Agreement to Implement Behavioral Health Program:** Chairman McCoy read a letter provided by Laura Roberts of Pathways indicating that the contracts for CARES and the Home Visiting Program will terminate on June 30, 2007 and after that time she will no longer implement those programs. Additionally the letter provides 30 days notice from Pathways of termination of the Behavioral Health Contract. Pathways will no longer implement the Behavioral Health Program effective July 7, 2007. Commissioner Pyle made a motion to accept the letter. Commissioner Malone seconded the motion. There was brief discussion. The motion passed with no abstentions.

Laura Roberts also submitted a letter providing the Commission with notice of termination of the Pathways contract for Executive Director services for the Commission. The letter indicated that the contract provides for a 30-day notice of termination, however, upon agreement of both parties the notice can be shorter. Laura indicated that she would like to terminate the contract effective June 30, 2007. She also indicated that she would be resigning as Executive Director of Pathways effective June 30, 2007 as well. She expressed a desire to continue to serve as Executive Director of the Commission, but not affiliated with Pathways. This is an information only item and will be placed on the agenda for action at the next meeting.

**Affirm Consistency Of Subject Matter Of Cares, Behavioral Health, And Home Visiting Programs With Commission’s Strategic Plan And With Commission’s Approved Budget:** In accordance with the newly revised policies and procedures the Commission must affirm that programs must be affirmed as consistent with the strategic plan and budget. After a brief discussion, Commissioner Brawley made a motion to affirm the CARES, Home Visiting, and Behavioral Health Programs consistent with the Strategic Plan and budget. Commissioner Pyle seconded the motion. There was no discussion. The motion passed with no abstentions.

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**Determine Whether To Use Competitive Bidding, Issue A Request For Proposals, Or Negotiate Directly With Potential Contractors To Implement Cares, Home Visiting, and Behavioral Health Programs Commencing On June 30, 2007, June 30, 2007, and July 7, 2007, Respectively, and Provide Desired Direction To The Executive Director:** Laura Roberts and Dennis Wilkes were asked to exit the room at 3:34 p.m. Notes from the discussion of this item were taken by another member of the Commission and will be prepared by that member and appended to these minutes as an addendum. Laura Roberts and Dennis Wilkes were invited back to the meeting at 4:00 p.m.

**Set Date For Additional Meeting In June And Consider Whether Or Not To Meet In July:** The Commission set an additional meeting for June 13, 2007 at 11:00 a.m. at 1345B Paul Bunyan Road in Susanville, CA. The agenda for the meeting will be prepared and posted by Chairman McCoy. The matter of whether to meet in July or not was not considered.

**Adjourn:** The meeting was adjourned at 4:15 p.m.

Respectfully Submitted,

Laura J. Roberts  
Executive Director