



**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, Barbara Malone, Janice Foster, Mae Sherman, and Staff, Laura Roberts

**Absent:** Brenda Poteete, Kathy Colvin, Bob Pyle

**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:** Chairman McCoy commented that the Legal Review item has not been received yet. Commissioner Sherman wanted to add “Other” to the agenda. Commissioner Malone moved to approve the agenda as amended. Commissioner Sherman seconded the motion. The motion passed.

**Information and Consent Calendar:** Commissioner Sherman moved to approve the consent calendar with corrections to the minutes of January 4, 2007. A few typographical errors were noted in the minutes and corrected. Commissioner Brawley seconded the motion. There was no further discussion. The items approved are as follows:

- 4a. SUBJECT: Approval of Minutes LCCFC Meetings of January 4, 2007 as corrected (See Attached)
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approval of Transfer Requests in the amount of \$57,315.03

<u>Vendor</u>	<u>Amount</u>
Pathways	\$ 5,000.00 BHI Project February
Pathways	\$5,000.00 BHI Project March
Pathways	\$ 12,500.00 Home Visiting Project February
Pathways	\$12,500.00 Home Visiting Project March
Pathways	\$ 7,800.00 Executive Director Contract February
Pathways	\$7,800.00 Executive Director Contract March
Pathways	\$ 208.01 Copies/Postage January
SEI	\$1,031.25 Evaluation Contract, January
Laura Roberts Reimbursement	\$ 263.84 First 5 Meeting Sacramento
Dennis Wilkes Reimbursement	\$ 193.05 First 5 Fiscal Summit Meeting San Jose Mileage Reno/Per Diem/Taxi
Pathways Reimbursement	352.20 First 5 Fiscal Summit meeting San Jose Air/Lodging/Parking
Pathways*	<u>\$4,666.68 To Correct CARES Contract Administration for Balance</u>
Total	\$ 57,315.03

**Final Approval of Home Visiting RFP:** Chairman McCoy presented Draft 3.0 of the RFP. A great deal of discussion ensued concerning the draft RFP. Several changes were suggested to the RFP. The grant opportunity is to be advertised in the newspaper as a paid ad so that it is visible. The due dates were moved accordingly to allow publication of the notice and to give applicants a little more time to apply. The letter of intent is now due on March 23, the RFP is to be released on March 2, inquiries to the Commission are due by March 30, the Commission’s response to inquiries is due April 2, and the application is now due on April 20. The reference to “consultant” throughout the document is to be changed to “contractor”, on page 7, 3.01, the 5<sup>th</sup> line, the word “agencies” is deleted, on Page 8, 3.02, 4<sup>th</sup> paragraph, “Contractors are” is modified to “contractor is”, Page 9, 4.01, Laura is to review the IRS definition to be sure that it does not mean an individual person as it is not the intent of the Commission to preclude agencies from applying, the “not to exceed 12% of grant amount” is changed to “not to exceed 12% of contract award.” In paragraph 4.02 the initial payment is changed to 25% of the available funds, instead of “1/12<sup>th</sup> of the available annual budget, and the word “quarterly” is inserted before the word “upon”, which now reads “Thereafter payments shall be made quarterly upon timely submission . . .”

There was a question about the agencies listed on page 8 indicating that someone might think that home visiting is already being done by these agencies and is it duplicative. It was suggested that the first paragraph be removed as well as the list of partners and that a statement about coordination with other agencies providing home visiting services so as to avoid duplication should be added. The target population for the First 5 home visiting services was reviewed, clarifying that the program is not open to just anyone, but that it is focused on high risk families of a type previously prescribed by the Commission at an earlier meeting. The attorneys reviewed the document and all of their suggested changes were incorporated into the draft document. Commissioner Elam moved to accept the RFP as amended. Commissioner Sherman seconded the motion. There was no further discussion. The motion carried.

**Approval of Draft Agenda for April 13 Strategic Plan Review Event:** The draft agenda was reviewed and discussed. It was commented that we need to have evaluation results available for the retreat. Item 5 is a spring board item from the 4Ps Plus Ira Chasnoff event that occurred in January. Ira Chasnoff introduced in the fall of 2006 a SART (screen, assess, refer, and treat) system for pregnant women and at the same time he mentioned a Phase II SART system for children. Northeastern Rural Health will implement the 4Ps Plus SART system for pregnant women on May 1, 2007. At that time Dr. Chasnoff also mentioned a Phase II SART for children and should Lassen County want to pursue that it will come later. Item 5 on the agenda is a presentation about the 4Ps Plus SART system as well a vision of a Phase II SART effort for children. Phase II is a child find system that may help the Commission understand the 4Ps Plus and the coordinated Child SART. It appears that both 4Ps Plus as well as a Child SART are directly in line with First 5 efforts. Item 6 on the agenda is to help the commission look at their strategic plan from the standpoint of sustainability and integration of services into existing systems. It was suggested that these presentations not be conducted during lunch. The need for a clear lunch break was expressed. Commissioner Malone moved to approve the retreat agenda, Commissioner Sherman seconded the motion. There was no further discussion. The motion carried.

**Approval of Pre-Retreat Survey Draft:** The survey was reviewed and changes were suggested. Some of the comments involved changing language that was being listed verbatim from last year's plan. In order to change that it would be necessary to comment on that in the survey. The document was approved by consensus.

**Approval of Annual Audit Services and Cost from Bartig, Basler & Ray:** A letter from Bartig, Basler & Ray was received indicating that with increased requirements for Commissions and audits, the fee for their services will be \$6,500 this year. In previous years the cost has been \$4,000. Laura was instructed to recruit for this service within the guidelines of the policies and procedures regarding procurement of services.

**Member Recruitment/Recommendations for Board of Supervisors:** Applications and letters of support were presented for two members interested in becoming a part of the Commission. Amiee Osborn and Linda Tangenberg are interested in serving on the Commission. The Commission is to consider the applications and make a recommendation to the Board of Supervisors for appointment if the Commissions find the applicants satisfactory for Commission membership. It was moved by Commissioner Elam that Amiee Osborn be recommended for appointment to the regular position, and Linda Tangenberg be appointed as an alternate commissioner and that Laura construct a letter to the Board of Supervisors stating the Commission's recommendation. Commissioner Malone seconded the motion. There was no further discussion. The motion carried.

**Legal Review Results:** The legal review of the RFP, policies and procedures, as well as the ordinance is not yet complete. E-mail has been received that indicates the review is in process but not yet complete. Additional information is being forwarded as requested.

**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. Laura commented that policies and procedures, the ordinance, and conflict of interest issues are being researched. The structure of the Commission and it's abilities to implement its own programs is being reviewed. Whether the Commission has to do the Ethics Training pursuant to AB 1234 will be addressed as well.

**Other:** Commissioner Elam brought information to the meeting about the Behavioral Health Initiative and perhaps some of the reasons why child care providers are not utilizing the service. She indicated that parent permission is required and she felt that the program was not originally structured that way. Some of the concerns that had been expressed seemed to be from Center based programs and it was commented by Commissioner Malone that the program was originally primarily focused on home based care providers. Commissioner Malone indicated that some care givers are reluctant to refer the child to the program because it admits the child to the system and the parent is reluctant to do that. There are multiple concerns that need to be addressed. The caregivers may be accessing the programs for themselves but the children are not being helped through BHI. Children are being treated by County Mental Health but they are accessing that service outside the BHI. There is an average of 10 calls per month from care providers, primarily from license exempt providers. Laura is to call together the Behavioral Health Initiative Oversight Committee so all of the issues can be discussed and the program can be redesigned.

**Reports:**

Executive Director Laura Roberts reported information on various projects. A series of meetings has been held regarding funding for FRCs. Laura reported that an option paper is being designed by a working group that is engaged in developing options for continued funding from the Board of Supervisors for Family Resource Centers. Kevin Mannel is leading the process at the request of the Board. One option is to continue the existing level of funding, a second option is to cut funding to \$35,000, and a third option is to eliminate funding and encourage FRCs to create entrepreneurial ideas to generate a sustained stream of funding. Commissioner Brawley indicated there are some good ideas being tossed around for funding for the FRCs but there is no firm picture yet of how continued funding will happen.

Westwood FRC and Fort Sage FRCs are still receiving mentoring from Laura.

Safe From the Start Training: Attended on February 1, 2007 as well as Betsy Elam, Rod Colvin, and Yvonne O'Neill. Training was focused not only on the aspects of brain development and the effect of violence but on being an effective presenter. Agreement is to present to 3 groups over the course of one year. Training was focused not only on the aspects of brain development and the effect of violence but on being an effective presenter. Agreement is to present to 3 groups over the course of one year.

Mini Leadership Institute Phase I SART: Attended by key leaders from the community, agencies, courts, and developed a strategic plan. Next meeting was held on 2/26 and was focused on finalizing the 4P's form for Northeastern, finalizing components of a seamless system of services for pregnant women who screen positive for drugs, tobacco, or alcohol use. Public awareness and presentation is to be worked on in committee format on 3/16, and a tentative list of places to receive presentations.

4P's Plus Event: Training for medical practitioners regarding the use of the 4Ps Plus screening (SART) was held. Projected date of implementation is 5/1. Northeastern has developed an agency policy for implementation and staff has been trained.

Oral Health: 346 patients have been seen in the past quarter, providing screening, education, exams, and restorative work. 21 outreach events were held to serve these 346 children. Children received fluoride varnish, sealants, and referrals for hospital dentistry as needed. 4 children per month are receiving hospital dentistry services.

BHI : Flyer sent out in packets in September and March, panel discussion in October at Lassen College in collaboration Kinship Care, service is mentioned at every LCFR provider training, direct outreach via LCFR site visits to licensed and exempt home based providers occurring, approximately 30 visits since 7/1/06. An average of 10 calls per month is received from providers regarding various issues of child care, not necessarily related to behavioral issues, but more often regarding general inquiries about growth and development of the child.

Home Visiting: 4 Home Visitors, 53 families formally enrolled another 60 in outreach and walk-ins. 11 families are being served in the Big Valley area. Primary ethnicities being served are Caucasian, Hispanic, and African American. 24 single moms, 2 single dads, 6 teen moms, 9 prenatal clients. 61 children in the program, 47 are under 5, 9 are prenatal, with 5 siblings over the age of 5. 13 of the families being served have special needs children or adults living in their homes. Primary sites of visits are in the home, however, as necessary visits are done in other locations. The primary services being provided in addition to the home visit and the Growing Great Kids curriculum are referral, case coordination, and assistance in completing forms, office and phone consultations, and occasionally a transport to a medical appointment. There have been 787 home visits with only 96 no shows. The rate of no-shows is down considerably. Referrals are being received from Banner Medical Center, CPS, Aimee Osborn, Tonya Moore, the Infant Toddler Program, and Lassen WORKS. Several families have been referred by a friend or have self referred. HFA training was completed in January in Grass Valley; the PAT training is scheduled for May 20 in Modesto. The ASQ and ASQSE assessment tool is being utilized. Additional assessment tools such as Parental Stress Index, Maternal Depression Scale, Family Life Skills Progression tool, and perhaps the Denver developmental assessment are considered for use. The PAT curriculum may recommend other instruments.

Currently one of the most experienced home visitors is moving to Spokane, WA and this is her last week. Mark Naseath is providing program and home visitor reflective supervision for 20 hours per week. Becky Roberts is the lead home visitor. The bilingual position remains unfilled. Recruitment is ongoing.

**Adjourn:** The next meeting will be on April 13. The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Laura J. Roberts  
Executive Director