



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Minutes, August 4, 2005, 1:30 p.m. – 3:30 p.m.

1345 Paul Bunyan Road, Suite B
Susanville, California

PRESENT: Commissioners McCoy, Malone, Elam, Sherman, Poteete, Jimenez. Alternate Commissioner Colvin. Staff, Laura Roberts and Dennis Wilkes. Visitors Barbara Tiner, Jaclyn Upwall, Jeannie Huber, Rose Marie Thompson, and Kathryn Anne Brown.

ABSENT: Commissioners Chapman, Irvin

1. **CALL TO ORDER:** Chairman, Doug McCoy, called the meeting to order at 1:35 p.m. Everyone was welcomed and introduced.
2. **PUBLIC COMMENT:** There was no public comment.
3. **APPROVAL OF AGENDA:** The Agenda was presented. Commissioner Poteete moved to approve the agenda as presented. Commissioner Jimenez seconded the motion. The motion carried unanimously.
4. **INFORMATION/CONSENT CALENDAR** (These matters are routine in nature and usually approved by a single vote. Prior to action of the Commission, the public will be given the opportunity to comment on any consent item.)
 - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of June 2, 2005
 - 4b. SUBJECT: Approval of Fiscal Report
 - 4c. SUBJECT: Approve withdrawal from Trust for payment of one-half of School Readiness Funds to ComPAC for 2005-2006 program year
 - 4d. SUBJECT: Approval of Travel costs for attendance at Annual Report Meeting in Sacramento on August 4, 2005

An amended Fiscal Report was received. The original one was created on a cash basis rather than an accrual basis. Two typographical errors were corrected in the minutes. It was moved by Commissioner Malone that the Consent Calendar be approved as submitted. Commissioner Elam seconded the motion. There was no discussion. The motion passed.

5. **MINI GRANT REQUEST:** Westwood FRC Birthing Class project was resubmitted with additional information as requested at the last meeting. The signatures were interpreted for the Commissioners. It was questioned about contracting for the services. Barbara Tiner responded that the FRC might contract with a qualified individual to provide the classes, such as Ellen Gianolli in Big Valley. Some concern was expressed about non-medical professionals providing the classes. Commissioner Jimenez responded that the trainers would not answer questions outside the scope of the training. The client would be asked to check with their doctor. It was suggested that the classes be monitored for a while to be sure that information given is not outside the scope of the training. Barbara suggested a letter be obtained from each participant indicating their understanding that the trainer is an educator trained in the scope of the topic and not a medical professional. Commissioner Poteete moved to approve the birthing class grant in the amount of \$6,271.32 with the stipulation that a letter be signed by the participants. Mae Sherman seconded the motion. There was no further discussion. The motion carried with abstentions from Malone and Jimenez. Commissioner Colvin did not vote being an alternate to two members that are present.

6. **MINI GRANT REQUEST:** The Big Valley Recreation District presented a mini grant application for a sun shade for the Mommy and Me swim program. Rose Marie Thompson presented the grant request. It was questioned about the letter to the editor indicating that the pool will possibly close within one year. It was questioned if the carport was funded could it be moved if the pool was closed. The response was that it could be

moved. Commissioner Malone indicated that it would be an asset to the area. Ms. Thompson indicated that the FRC has a family swim event on Fridays. It was questioned whether it fits within the mission statement. It impacts health and parent child interaction. Commissioner Malone moved to approve the grant for up to \$2,500, Commissioner Jimenez seconded the motion. There was no further discussion. The motion carried.

7. **MINI GRANT REQUEST:** Kathryn Anne Brown presented a mini grant request for a home day care service. She explained that the business is for the Standish/Litchfield area, with the plan to first to serve 8 children. She indicated that she is an experienced childcare individual with a background in ECE from Lassen College and Head Start. She indicated there is no licensed childcare in the proposed area. Commissioner Malone questioned the status of the license. Kathryn indicated she is waiting for the site inspection. Commissioner Elam moved to approve the application for start up funds in the amount of \$7,500.00 for the new childcare site. Commissioner Thorlaxsson seconded the motion. Discussion was opened. The consumables were questioned. Commissioner Elam indicated that this is different because it is a start up grant, not for an existing business. Commissioner Malone indicated that the salary is projected very low. The type of consumable was discussed. Commissioner Malone questioned the type of office supplies proposed. Kathryn indicated it is for signs, and other supplies to help get the business going. The question was called for. The motion carried with Commissioner Poteete abstaining from the vote. The motion carried.

8. **EVALUATION PLANS:** The SEI recommendations indicate that we need to keep using PEDS. Other options would be costly. Commissioner Poteete moved that we accept their PEDS recommendation as presented. Commissioner Jimenez seconded the motion. There was no further discussion. The motion carried.

The evaluation plans for Home Visiting, FRC, and Oral Health were considered. Commissioner Malone moved to approve the plans as submitted. Commissioner Poteete seconded the motion. There was no discussion. The motion carried.

9. **APPROVAL OF PROPOSAL FOR SERVICES FROM SEI FOR 05/06 PROGRAM YEAR:** The proposal for evaluation services was reviewed for the next year. The lumping together of CARES and mini grants was questioned. Commissioner Poteete moved to accept the proposal as presented. Commissioner Elam seconded the motion. There was no further discussion. The motion carried.

10. **APPROVAL OF CARES IMPLEMENTATION CONTRACT WITH DIVERSIFIED MANAGEMENT:** Laura Roberts reviewed the scope of work for the CARES contract. Commissioner Malone indicated that Diversified Management has done a good job in the past and indicated that none of the other childcare organizations have the staff or time to manage such a program. Commissioner Malone moved to approve the contract contingent upon the new CARES program being funded by the State. Commissioner Jimenez seconded the motion. There was no further discussion. The motion carried.

11. **HOME VISITATION PROPOSAL:** The Home Visiting proposal was reviewed and discussed further. The original proposal was commented on with its exclusion of AmeriCorps reimbursement but the inclusion of MAA reimbursement. The MAA funding is still a promise. The key component of the new proposal is to move forward without AmeriCorps participation. The Executive Committee met earlier in the week and carefully reviewed the proposal. The recommendations of the of the Executive Committee were that the proposal come forth at the \$150,000 level, be non-AmeriCorps based, that supervision costs be minimized as much as possible, and that there would be MAA funding directed back to the program. Additional it was preferred that the Home Visitors have some training in infant toddler areas. The PITC curriculum is what is used in the college class. Brenda Poteete indicated she is a PITC trainer. It was indicated that we need to move forward Malone moved that action be taken to give the 60 day notice to AmeriCorps to terminate the agreement, to approve the submitted proposal in concept with budget and staffing changes and to instruct CompAC to proceed in the hiring process. Mae seconded

the motion. It was questioned what the Executive Committee's recommendation was. It was stated that the recommendation was to proceed with the termination, approval of the proposal in concept with the budget and staffing changes, and also that the Commission monitor through the evaluation, the effectiveness of the program to those being served. It was also recommended that the "hard to reach" families be the primary target. Barbara Tiner indicated that she had spoken with CPS about receiving referrals of unsubstantiated abuse cases, as well as other teen or single parents. The question was called for. The motion carried with Commissioner Jimenez abstaining.

10. MINI GRANT PROCESS REVIEW: Chairman McCoy indicated that it might be better to address this in a committee format and then return to the Commission with recommendations for changes. We need to define consumables, staff time and salary, appeal process, evaluation requirements, capital improvements, and consistency. It was suggested that we accept no mini grants prior to the September meeting. The Executive Committee is to review the current process and develop recommendations for the full Commission to consider at the September meeting.

11. REPORTS:

Jeannie Huber reported on the oral health project. She indicated she has seen 160 children at Head Start, 50 children at LCC, 60 children in the CARES programs. Jeannie indicated that an oral camera would be an asset in the program as well. She passed out the latest and greatest toothbrush to the Commissioners.

SCFO Head Start Oral health collaborative applied to the Federal Government for funding to enhance and fine-tune the local oral health program for Head Start children, and also to expand similar services into their other counties, Sierra, Plumas, and Modoc counties.

Barbara Tiner commented on a UCLA report that refers to the Lassen Home Visiting program.

Laura attended a sustainability workshop at Lake Tahoe on August 1. The Children and Families Association Regional Group conducted this. The workshop was very helpful and contained many ideas about sustaining an organization. It was about far more than just grant writing. The power point will be e-mail to everyone. There is a binder available for you to look at also. There are two more identical workshops to be conducted in the region. Some of the FRC folks are scheduled to attend the workshop in Sutter Creek next week. It is really worth attending.

FSFRC is having a Welcome Week during September. A ribbon cutting ceremony at the FRC will be held on September 21. Jennifer is inviting the Commission to participate in the event and help cut the ribbon.

There is no word yet on the CARES application for funding. We should know sometime in September.

The School Readiness funding re-application process is beginning this fall. There will be regional meetings, conference calls, FAQ's, Technical Assistance, all prior to the application packet being released. The packet will be available during December, with applications due in January or February. When approved, the funding is for 4 years, with July 1, 2006 as the start date.

The Association Summit event is from August 17-19 in Long Beach. There are several interesting topics on the agenda. Laura will be attending.

The sample policies and procedures and fiscal guidelines are now available. Laura is planning to have a draft set for the September meeting. Also for consideration and review by the Commission at the September meeting will be the annual report and the school readiness report.

Laura reported that the health education part of Diversified Management will be changing to a not-for-profit organization called Pathways to Child & Family Excellence. The change to a not-for-profit status will enhance the Commission's ability to apply for other sources of funding to help with their local initiatives.

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

Respectfully submitted,

Laura J. Roberts
Executive Director