



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Minutes, September 1, 2005, 1:30 p.m. – 3:30 p.m.

1345 Paul Bunyan Road, Suite B
Susanville, California

PRESENT: Commissioners Sherman, Colvin, Malone, Thorlaksson, Irvin, McCoy, Chapman; Visitor Barbara Tiner; Staff Laura Roberts and Dennis Wilkes.

ABSENT: Commissioners Jimenez, Poteete, and Elam, Alternate Commissioner Dahle

1. **CALL TO ORDER:** Chairman, Doug McCoy, called the meeting to order at 1:45 p.m. Everyone was welcomed and introduced.
2. **PUBLIC COMMENT:** There was no public comment.
3. **APPROVAL OF AGENDA:** Commissioner Irvin moved that the agenda be approved as presented. Commissioner Thorlaksson seconded the motion. The motion passed.
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.)

Commissioner Thorlaksson commented that she attended the last meeting and needed to be shown as present. The correction will be made. Commissioner Malone moved that the items on the consent calendar be approved as corrected. Commissioner Sherman seconded the motion. The motion passed. The item is:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of August 4, 2005
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approve transfer of funds from Trust to Checking:
CCAFA Dues for 05/06 \$1,000, Copies & Postage for August \$500.00,
Social Entrepreneurs Contract Payment \$5,000, ComPAC AmeriCorps
for July \$7,537.17, ComPAC AmeriCorps for August \$12,500.00,
Oral Health Project Northeastern Rural Health Contract Payment \$22,080.75,
Previously approved Travel Expenses for Staff Summit \$750.00,
Lassen Diversified for September and October \$15,600.

5. **Mini-Grant Process:** A draft of a new mini-grant application was presented for discussion. Chairman McCoy presented the document and indicated where changes had been made. Commissioner Malone commented on two of the questions contained in the draft, #2 on page 1, an individual will not know this information, an agency would, but a child care provider would not know this. Sherman stated that some home care providers have a mission statement that indicates they will serve low income, special needs, etc. It was suggested that a special needs question be added. Malone commented that the evaluation component for a small mini grant should be kept simple and not technical. She suggested that qualitative questions should focus on environmental issues rather than on the growth and development of a child. She added that some children are not in the care of the provider for a long period of time. McCoy indicated that a tool that is appropriate for all programs would be good. Perhaps adding a comment that some of the criteria are more or less appropriate for individuals. It was indicated that applicants need to think about it enough to give some written thought as to how the grant will benefit the clients in their program, but when looking at measurable objectives, this may be beyond the capacity of some individual applicants. It was suggested that different levels of evaluation be developed with SEI in order to address the broad spectrum of types of grants that are awarded. It was suggested that we remove the examples

from the mini grant application and add the language that the applicant will work the Commission staff to develop additional evaluation tools. It was suggested that we have workshops for potential applicants. It was suggested that reference to economic status be eliminated, that special needs children be added, and also that a general non-discrimination comment be added. The example from item #4 is to be removed also. Item #9 on page 4 which indicates that the applicant, if awarded, must stay in business for 2 years or be required to give back the items purchased with the grant funds. It was suggested to change the term to be 3 years. The pattern of the commission has been 2 years. There was no objection to changing the time to 3 years, with the 3 year time frame starting from the date the grant is completed, i.e. all funds are expended. Item #6 may not apply to single FCCH environments. At a minimum the applicant could submit the information on himself or herself, as they may not have staff. It was suggested to take out the word "professional" and "credentials" and just ask for the applicant to furnish their resume or describe their educational qualifications. It was suggested that the form ask for "relevant" work experience and education of those who will be working on the grant. By consensus it was decided to submit the new form to Sarah Boxx and then bring it back to the commission for action at the next meeting. Mini grants are also suspended for an additional month pending approval of the new application process. Committee members to work with SEI consist of Kathy Colvin, Bobby Malone, Doug McCoy and Laura Roberts. It was stated that SEI might contact others about the mini grant process.

- 6. Behavioral Health Initiative -- Proposal for Activation:** This is a proposal to move ahead with the Behavioral Health Initiative (BHI). The MHSA recommendations were presented also as they propose allowing \$9,000 to help with the startup of the BHI. There is nothing in the 3 year MHSA plan for the second and third years, however, it is anticipated that prevention and early intervention funds will be available through MHSA at a later time. There is also a letter for approval by the Commission, directed to the Lassen County Mental Health, encouraging them, in their MHSA process, to consider allocating the additional needed funds of \$40,000 for the second and third years of the BHI. Laura presented the original BHI proposal that the Commission approved and encumbered funds for in the prior fiscal year. She explained the original BHI budget of \$85,000 for year 1, \$50,000 for year 2, and \$50,000 for year 3. There has been an expenditure of \$5,000 on previous BHI activities. Since the program has been delayed, the funds can now be rebudgeted at \$60,000 of Prop 10 funds per year for 3 years to start the BHI.

The personnel and other operating expenses have been reduced in order to implement a modified scope of work, but it would allow the program to start. The personnel rates are based on the County Office of Education pay scale. The first 3 months would be accomplishing certain start up activities and therefore would not impact the professional staff line item. Full implementation would not occur until January. The proposal is still directed at children in childcare, the caregiver, and the family. The training and travel line items have been drastically cut and perhaps the MHSA \$9,000 can help put those line items back to where they should be. What is being proposed is to allow Diversified Management or the new non-profit arm of Diversified Management (Pathways to Child & Family Excellence) to start the project, establishing a portal for child care providers to call in to ask for help with children exhibiting difficult behavior. There are two programs similar, one in Sonoma, and one in San Francisco. Laura indicated that a portion of the start up activities would be visiting those programs to obtain forms, and clearly understand how those programs work. Additionally, startup time would be used to explore sources of reimbursement for services and also the models of intervention that are being used, such as PCIT, TCIT, etc. There is a direct relationship between the proposed Lassen model and the CARES project. The intake portal would be designed after the current oral health intake process, which is also implemented by staff at Lassen Diversified Management on your behalf. It is proposed that the initiative start up, and that

Laura, Susie, and one other person travel to these other areas and see how their programs work. Upon returning, adapt what was learned to fit Lassen County. Commissioner Sherman stated that she would like to see the parents involved in the process, because it just doesn't work well without parent involvement. Laura indicated those parents are involved in both the Sonoma and San Francisco model. Commissioner Chapman indicated that he would like to see some progress be made. He added that his wife is a teacher and it would be excellent to be able to intervene early and to involve the parents, indicating that it would make her life as a teacher easier if issues with the child and family were addressed earlier.

Additional aspects of BHI would be identifying the experts in the community that work with or who are willing to work with very young children with behavioral issues, getting community partners together to identify who is willing to be involved in the program, who is willing to become trained in the PCIT (or other) treatment model, and who is willing to provide the ECE technical expertise. As a contractor for your BHI initiative, we would implement the strategies that you have approved, refine and market the process, and begin serving childcare providers, children in childcare, and their parents.

Chairman McCoy summarized the proposal of Pathways. He also indicated that the fiscal guidelines would be considered in the next item. He stated that Laura had brought to his attention that should the Commission elect to follow the suggested fiscal guidelines, that the sole source procurement policies should be followed. There have been attempts over the past 2 years to identify interested parties. An advertisement was printed in the local newspaper soliciting a mental health professional qualified to work with very young children. One response was received from an individual that did not have the correct qualifications. Other agencies that were solicited informally indicated they did not have the staff or time to take on a project such as this. Laura suggested that all of these efforts be drawn up in a document detailing the need and reasons for a sole source contract. This would be brought back to the Commission in October for vote. If the fiscal guidelines are adopted today, Laura indicated that we should follow the recommendations in those guidelines and consider a contract for implementation of BHI at the October meeting.

Commissioner Malone moved that the BHI be activated as proposed and be placed on the October agenda for consideration of sole source contract, and also that the letter to Lassen County Mental Health MHSA project be signed by the chairman and sent on to Mental Health. Commissioner Chapman seconded the motion. Chairman McCoy asked that Laura prepare a scope of work indicating the activities to be accomplished, who will perform them, by what date, and what the expected outcomes will be. There was no further discussion. The motion carried.

7. **Annual Report Draft:** The consumer friendly version of the Annual Report was presented. A correction in the year was suggested to the fiscal page of the report. An indication will be added in the Home Visiting and Oral Health Programs of how many children were served that had special needs. The reference to cents in the fiscal report should be removed also. There were no further comments on the report. Laura indicated that the full version of the report would be on the October Agenda for public hearing.
8. **Policies and Procedures, Fiscal Guidelines:** Chairman McCoy presented the Fiscal Management Guidelines that have been received from the California Children and Families Association, developed by GFOA. Laura indicated that it is recommended to adopt these guidelines in principle for now, until the pending legislation passes that will clearly detail policies specific to rural counties. As we grow in the

process over the next few months, we need to fully define policies and procedures for the Lassen Commission. For now the guidelines are a good place to start, even though they are not totally pertinent to a small rural commission. There are policies contained in the guidelines that, if implemented, would cost more than the Commission receives to implement. Laura presented a sample document that divides the program costs, evaluation costs, and administrative costs. Currently the pending legislation states that the Commission is to define and adopt a percentage cap on administrative costs, based on the operating budget. It is not clear what the operating budget really is. It is suggested that we do a time study to determine what portions of our work falls in the program support category, evaluation category, and administrative activities. At this time our best estimate is that 30% of the Executive Director's time goes in administrative activities and 70% falls in program cost and evaluation. If the percentage is based on the annual budget adopted in the Strategic Plan each year the percentage will be much different than if it were considered based on a budget minus encumbrances. Chairman McCoy indicated that this has to be worked out at a later time. Laura indicated that the augmentation received for administration and travel amounts to 1/3 of the funds received by the Commission, and thus 30% of the funds are spent on administration. However, if you base the administrative costs on the allocation received minus administration augmentation, then the cap should be something else. So this confusion has to be addressed before the Commission can adopt a percentage limit on administrative costs. Laura indicated that as this process evolves hopefully the confusion will be addressed and you can adopt the required policies in a timely fashion. Additional information was provided with a suggested process for going through the development of policies. You have completed Step 2, the time study will be Part 3, with an analysis of the result of the time study considered in January, and draft policies drafted and adopted by June of 2006. The Lassen County Auditor's Office will allow us to use their Accounting Standards Book rather than buy our own copy.

9. Reports:

Home Visiting Budget: Barbara Tiner presented the revised budget for Home Visiting indicating a budget of \$150,000 per year for the three years of the project. She indicated that the home visitor supervisor will have a degree in Early Childhood Education and will carry a small caseload, and the home visitors will have at least 12 units of ECE. Healthy Families is the certification model that will be used. Chairman McCoy reminded everyone that the budget includes MAA reimbursement and in the event that it is never received the program and budget will have to be revisited. It was asked whether the program was approved last month. Laura had a transcription of that portion of the last meeting, indicating that the program was approved in concept, with the budget to be presented for vote at the October meeting. Laura stated that the current contract doesn't end until December of 2006 but the content of the program will be changing at the end of October. The modifications to the program and the new budget will be placed on the consent calendar for the October 6th meeting.

Staff Summit: Laura reported on the Staff Summit that was held in August. She stated that it is a very valuable event to attend each year. It is an excellent time for networking with other directors and to learn about how other areas are addressing First 5 guidelines and projects. Of particular interest was a workshop on behavioral health. The event confirmed that Lassen First 5 is strongly on the right course with the programs that is funding.

Behavioral Health Training: October 4th, 2005 at the Elks Hall 8:30 – 4PM in Susanville, an all day event is being hosted by Lassen First 5 for a region of First 5 counties. The event cost is \$15.00 per person to cover the food. The topic will be children's behavioral health. The presenter will be from Oakland Children's Hospital.

Needs Assessment Startup: The needs assessment startup meeting will be October 17th for 3 hours. Laura asked everyone to think about who would like to participate and also other providers, parents, etc., will be asked to be on a committee to direct the process.

Janesville Park Ribbon Cutting: Laura reminded everyone about the ribbon cutting ceremony on September 7th at 11:00 a.m. at the Janesville Park.

Fort Sage Family Resource Center Health Fair and Ribbon Cutting: September 21 is the health fair at the Fort Sage Family Resource Center. Several vendors will be there and this is also the expanded version of the Head Start health fair. Jennifer has invited the commission to convene one of their meetings in Herlong. It was suggested to do this but not in October because of the public hearings. It was suggested to convene a meeting in Bieber and Westwood at some time during the year.

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

Respectfully submitted,

Laura J. Roberts
Executive Director