



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Minutes, October 6, 2005, 1:30 p.m. – 3:30 p.m.

**1345 Paul Bunyan Road, Suite B
Susanville, California**

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

ABSENT: Commissioners Thorlaksson, Elam, Alternate Commissioner Dahle

1. **CALL TO ORDER:** Chairman, Doug McCoy, called the meeting to order at 1:43 p.m. Everyone was welcomed.
2. **PUBLIC COMMENT:** Barbara Tiner commented that Tonya Moore had a baby girl, Madison, this morning. Melissa had her baby boy, Taylor, last week.
3. **APPROVAL OF AGENDA:** Commissioner Poteete moved that the agenda be approved as presented. Commissioner Jimenez 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.) Corrections to the September 1, 2005 minutes were made. Commissioner Poteete moved that the items on the consent calendar be approved as corrected. Commissioner Malone seconded the motion. The motion passed. The item is:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of September 1, 2005
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approve withdrawal from Trust for payment of Monthly Expenses, CompPAC for AmeriCorps Home Visiting not to exceed \$15,000, Oral Health Brochures \$399.43, copies and Duplication Cost for Month of September not to exceed \$500, Tyler Design for Annual Report \$200, Payment of LCCFC Liability Insurance Policy Premium with Driver Alliant Company, \$1,148.19
- 4d. SUBJECT: Home Visiting Project Proposal Reviewed at last meeting and placed on consent calendar for approval this meeting.
- 4e. SUBJECT: Home Visiting Contract Reconciliation for 8/1/02 to 10/1/2005, Authorize withdrawal from trust of \$47,600.17 to pay COMPAC to bring contract obligations current through October 31, 2005
- 4f. SUBJECT: Home Visiting Prospective payment for November 2005, \$12,500, authorize withdrawal from trust for payment on November 1, 2005.

5. **Public Hearing on Annual Report:** Chairman McCoy declared the public hearing open at 1:50 p.m. The document was presented. Barbara Tiner said the report looked good to her. Doug McCoy stated that he had reviewed the first draft and asked that additional documentation be added pursuant to his direction. Various other edits were made in the document. There being no further comment, the hearing was closed at 1:57 p.m.

6. **Adopt Annual Report:** Commissioner Malone moved to accept the report as amended. Commissioner Sherman seconded the motion. The motion passed unanimously.

7. Review Annual Audit: The draft annual audit was presented for review. Various changes were suggested. It was not received until the day of the meeting so Commissioners did not have ample time to review the document in great detail. At first glance there appear to be no irregularities and the report will be submitted by the due date of October 15th, 2005. The public hearing on the document will be place on the November agenda. If any of the Commissioners, in a more detailed review, find any areas of concern they are to contact the Executive Director prior to the 15th of October so that changes can be addressed prior to submission to the State.

Chairman McCoy reviewed the new portion of the fiscal report, covering encumbrances, contracts, and mini grants. This form indicates what is encumbered, how much is spent, and the balance remaining. The Commissioners liked the report and asked to have it each month.

8. Mini-Grant Process: A revised draft of a new mini-grant application was presented for final discussion and action. Chairman McCoy presented the document and indicated the need to clarify a few additional items prior to taking action on the document. The question of funding training or symposia was discussed. Does the Commission fund travel and registration fees to attend a training or conference or not? The Commissioners clarified that it is not their intent to fund individual participant costs to attend conferences or symposia. Other questions needed to be addressed: Will personnel costs be allowed for staff time to order supplies or gather data for the evaluation? It was suggested that this needs to be in-kind and not an allowable cost of the grant. Other areas of the application were modified. Bobby and Doug will be on the evaluation committee, and Brenda will serve as an alternate. Laura is to get available dates from Sarah Boxx for the evaluation planning and development meeting. Commissioner Poteete moved to accept the application form as amended. Commissioner Chapman seconded the motion. The motion passed.

9. Behavioral Health Initiative -- Scope of Work and Contract: The sole source justification for a contract with Pathways was reviewed. It indicates that the scope of work would be best implemented in collaboration with other Prop 10 initiatives so that resources can be shared and leveraged. The initiative is implementing without full funding so it is necessary to conserve to get the work done. The justification also indicated that attempts to locate a behavioral health specialist that will treat children aged birth to 5 has not been successful. The initiative will still recruit from the behavioral health community to fill that portion of services proposed in the initiative.

The detailed scope of work for a contract with Pathways to Child & Family Excellence was considered. There were no questions about the scope of work. Commissioner Poteete moved that the sole source rationale be accepted as presented. Commissioner Irvin seconded the motion. The motion carried with Commissioner Malone abstaining. The contract containing the scope of work and the program budget was presented. Commissioner Poteete moved to approve the contract, scope of work, and budget. Commissioner Sherman seconded the motion. There was no further discussion. The motion passed with Commissioner Malone abstaining.

10. Reports:

Behavioral Health Training: The training on October 4th, 2005 at the Elks Hall 8:30 – 4PM was attended by 60 people from a broad array of disciplines that serve children. Most of the attendees were from Lassen County. The presenters were excellent and brought lots of information about working in the field of behavioral health for very young children. It was especially interesting to see their approach to behavioral health as a community responsibility, not just the mental health clinicians. The timing of the event was well placed and will serve as a springboard for the local BHI.

Oral Health Training September 22, 2005: Twenty-three oral health and medical practitioners attended the provider training on September 22, 2005 at Northeastern Rural Health conference room. Sean Buehler, DDS, Melody French, FNP, and Jeannie Huber, RDHAP were the trainers for the event. Continuing education credits were provided to eligible staff.

CARES Final Report: The finishing touches are being applied to the final CARES report. The report will be submitted on or before October 17, 2005. A determination of the new CARES proposal should be received any day.

Needs Assessment Startup: The needs assessment startup meeting will be October 17th for 3 hours. Who wants to be on the committee?

October Travel: October 11 in Sutter Creek is a meeting with the new state First 5 Executive Director, Kris Perry. This is a time when rural counties in the north region showcase what has been accomplished in our areas with the help of First 5 funds, especially the extra things that are accomplished because of the administrative augmentation funds that provide staff and infrastructure to get things done. The School readiness training for the new applications to be submitted in December will be on October 18th in Sacramento, the association meeting will be on the 19th, and the state Commission meeting on the 20th.

Partnering with Modoc First 5: A call was received to explore the potential of the Modoc First 5 Commission working with the Lassen Commission to obtain some funding to help cover the expenses of the Lassen children that are attending the Modoc State Preschool in Adin. Modoc funds the Big Valley FRC \$10,000 for the family resource center and home visiting services that are rendered to Modoc residents.

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

Respectfully submitted,

Laura J. Roberts
Executive Director