



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

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

1345 Paul Bunyan Road, Suite B
Susanville, California

PRESENT: Mae Sherman, Barbara Malone, Janice Irvin, Kathleen Colvin, Brenda Poteete, Sheral Thorlaksson, Jim Chapman, Doug McCoy, Staff Laura Roberts and Dennis Wilkes. Visitors: Barbara Tiner, Jill Miller

ABSENT: Elizabeth Elam, Brian Dahle, Patsy Jimenez, Shannon Gerig

1. **CALL TO ORDER:** Chairman, Doug McCoy, called the meeting to order at 1:45 p.m. Everyone was welcomed.
2. **PUBLIC COMMENT:** There was no public comment.
3. **APPROVAL OF AGENDA:** Commissioner Poteete 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 Malone moved that the items on the consent calendar be approved as submitted. Commissioner Irvin seconded the motion. The motion passed. The items passed are:
 - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of November 3, 2005
 - 4b. SUBJECT: Approval of Fiscal Report
 - 4c. SUBJECT: Approve withdrawal from Trust for payment of Monthly Expenses for December as follows: Social Entrepreneurs, Inc., \$5,000 December contract; Pathways for December BHI Contract; \$12,500 to ComPAC for January Home Visiting; \$50,000 for ComPAC for 2nd half of school readiness contract; \$7,800 for Diversified Management for January contract payment; \$250 for copies and postage; \$268.60 for travel to Sacramento CCAFA and school readiness reapplication meetings; \$571.81 to reimburse Diversified Management for Kaplan/Lakeshore purchases on behalf of City Care mini grant.
Total = \$81,390.41
5. **Membership Terms Expiring:** Chairman McCoy explained the terms of himself, Commissioners Irvin, Elam, and Jimenez are expiring on December 31, 2005. Commissioner Chapman commented on the partial terms that had already been served at the time the Bylaws were amended to allow 2 four-year terms to be served by each Commissioner. The partial terms that had already been served did not count in calculation of the first four-year terms. Betsy, Jan and Doug indicated they would be interested in serving their second 4-year term. Patsy will not be serving another term. Laura was directed to inform the Clerk of the Board of Supervisors of the upcoming vacancy. Laura is to ask that any applications be given to the Commission for review and recommendation prior to submitting them to the Board of Supervisors for appointment. The Chairman requested that Patsy be honored at the January meeting for her service.
6. **Election of Officers:** Commissioner Malone moved to accept the existing officers. Commissioner Poteete seconded the motion. The motion carried. Doug McCoy will continue to serve as Chairman, Mae Sherman as Secretary/Treasurer, and Betsy Elam as Vice Chairperson.

7. Mini Grant Evaluation Model Review: In general comments made indicated that the form is too complex. After a great deal of discussion Commissioner Chapman made a motion to form a subcommittee to help work out the concerns. Commissioner Poteete seconded the motion. Additional discussion ensued concerning balancing accountability requirements to the amount of the funding provided, keeping in mind that it is. Mae Sherman, Bobby Malone, Laura Roberts will be on the committee and will work with SEI to come up with a more user-friendly approach to evaluating mini grants. There was no further discussion, the motion carried.

8. Reports:

Needs Assessment Update: The needs assessment is underway at this time. A report from Sarah Boxx indicates that only 20 have responded to the on line survey. She will need to have at least 150 responses. The survey will be open until the end of the month. If anyone has a group that is meeting and is willing to devote some of the meeting time to a focus group, Laura will help with that process.

Behavioral Health Initiative: The forms and protocols for the Behavioral Health Initiative are being developed. Additionally, partnering with County Mental Health Services in order to expand the .4 FTE position to 1.0 FTE is being explored. Bobby Malone and Laura will meet with Ken Crandall to see if this is possible.

Oral Health Task Force: Dr. Buehler is now doing the surgeries. Dr. Saad is available if needed. The loan program continues to assist families in need of financial assistance to meet high co-pay fees.

CARES Project Implementation: We have not received word yet that the application is approved. Dennis and Susie will be attending the CARES database training next week.

School Readiness Reapplication Update: The school readiness reapplication form is to be released in mid-December. Lassen will be reapplying in this first round.

Evaluation Process Update: Technical assistance via teleconferences is supporting the FRCs, Home Visitors, and Oral Health programs as the evaluation plans are implemented. All of this reporting and data collection has been difficult and uncomfortable, but necessary. The process is getting smoother and the first report for the Commission will be presented in January.

9. ADJOURN: The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director