



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Minutes, June 2, 2005, 1:00 p.m. – 3:30 p.m.

1345 Paul Bunyan Road, Suite B
Susanville, California

PRESENT: Commissioners McCoy, Malone, Elam, Sherman, Irvin, Chapman, Poteete. Alternate Commissioners Gerig and Dahle. Staff, Laura Roberts and Dennis Wilkes, Visitors: Barbara Tiner, Alana Hoagland, Tonya Moore, Rob Hill, Sarah Boxx, and Leslie Naseath

ABSENT: Patsy Jimenez, Kathy Colvin, and Sheral Thorlaksson

CALL TO ORDER: Commission Chairman, Doug McCoy, called the meeting to order at 1:15 p.m. Everyone was welcomed and introduced.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF AGENDA: The Agenda was presented. Two additional mini grant requests were proposed to be added to the agenda due to urgency. Both were time sensitive because of Summer activities -- a school readiness Pre-Kindergarten Camp at City Care, and a birthing class in July in Westwood for several expectant mothers. Each applicant explained the urgency. It was moved by Commissioner Malone to add the two urgent matters to the agenda. The motion was seconded by Alternate Commissioner Gerig. There was no discussion. A roll call vote was taken as follows: Commissioner Elam – yes, Commissioner Irvin – yes, Alternate Commissioner Dahle – Yes, Alternate Commissioner Gerig – Yes, Commissioner Malone – Yes. The motion passed. Alternate Commissioner Dahle moved to approve the Agenda as amended. Commissioner Malone seconded the motion. There was no discussion. The motion carried. The Agenda was approved as amended. For the convenience of mini grant applicant Alana Hoagland who was present with children in her care, it was suggested to move her matter up on the agenda, prior to the Closed Session.

MINI GRANT REQUEST: Alana Hoagland Daycare Program, a mini grant request for \$7,500. Alana Hoagland presented the application for funding. She is requesting funds to expand the outside play area, and also to upgrade materials for the preschool program of her day care business. Dahle asked how many children are involved in the program, response was 8. He asked about the assets if they would return to the commission if the daycare business ceased. The assets do return to the commission if the business ceases within 2 years of the award of a grant. Other questions were asked about food costs and other program costs and fees charged for her services. Commissioner McCoy asked about the economic status of the children served. Applicant responded that she is serving children from Janesville, Susanville, and Johnstonville areas, and some of the children are in subsidized care, and also children with disabilities are served. The majority of the children to be served are Caucasian. Consumables were questioned. There were no further questions of the applicant. Elam moved to fund the application less the consumables of \$53.00. Dahle seconded the motion. Further discussion was called for. Alternate Commissioner Dahle inquired if there were other providers near to the applicant. There were not. The motion carried with Commissioner Malone abstaining.

CLOSED SESSION – The Commission recessed to closed session at 1:35 p.m. to conduct a performance evaluation of Laura Roberts, dba Lassen Diversified Management, Inc. The Commission reconvened after the closed session at 1:50 p.m. Commissioners Chapman and Sherman arrived during the closed session.

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.)

- 5a. SUBJECT: Approval of Minutes LCCFC Meeting of May 5, 2005
- 5b. SUBJECT: Approval of Fiscal Report
- 5c. SUBJECT: Approve withdrawal from Trust for June and July Operating Costs to cover, AmeriCorps, Social Entrepreneurs, Diversified Management, IQ Website Development Balance, Mini Grants if approved, and Bartig, Basler & Ray (Annual Audit)

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. Alternate Commissioner Dahle sitting as alternate to Commissioner Chapman did not vote as Commissioner Chapman was now present at the meeting. The motion passed.

MINI GRANT REQUEST: Westwood FRC Birthing Class project was presented by Tonya Moore. The proposal is to fund the resources for each FRC to conduct the classes, She addressed the benefits of such classes, and the barriers to such classes that exist currently. The grant addresses parent education, and child health. Chapman questioned the differing amounts from the cover sheet to the internal part of the grant. The correct figure is \$4,271.32. Malone questioned who are the instructors of the classes. The applicant responded that a staff person at each FRC is to become certified to teach the classes. It was questioned about the teachers having a healthcare background. It was responded that the healthcare background can be waived but that a bachelor's degree is required. Concern was expressed about having a teacher of the class not have a medical background. Mayers Memorial provides Lamaze classes for the Big Valley area. This is a 60 mile round trip for participants. Northeastern has traditionally taught classes in the Susanville area. Dahle questioned whether this would displace another person's job and the cost of the class for the enrollees. The response was that there would be no fee for the class. The Susanville area has the class currently through Northeastern. The resources for the class would be shared between FRCs, and the courses will be scheduled so as not to conflict. Evaluation was questioned. Those to be trained would be FRC directors from WWFRC, FSFRC, and BVFRC. The question arose concerning the approval of the medical community for birthing classes that are taught by non-medical background teachers. It was suggested that the applicant consult with medical providers and obtain their input about this matter. The applicant should return to the August commission meeting with additional information. Alternate Commissioner Gerig moved to table the application pending response from the medical community and expansion of the evaluation section. Commissioner Malone seconded the motion. Liability was questioned and it was requested that the applicant address that also. The motion passed with Commissioner Irvin abstaining. Commissioner Chapman was present so alternate Commissioner Dahle did not vote.

MINI GRANT REQUEST: Susanville City Care application for \$7,500 for child care center materials and equipment was presented. Commissioner Mae Sherman left the room while this application was presented. Rob Hill, community services director for the City of Susanville, presented the application on behalf of Susanville City Care program. City Council was supportive of the application and authorized it to be presented to the Commission. Elam questioned the target population age. Rob stated that the program serves 12-15 children who are PreK, 4 years 9 months up to the time of enrollment in Kindergarten. The funds requested will be utilized to establish and upgrade the equipment and curriculum for the youngest children served in the summer PreK program. Some of the children are in the program from 8-10 hours per day. Chapman questioned the budget of the City Care Program and whether other funds in the budget could address the cost of the equipment. Rob commented on the rates charged to program participants, \$3.25 per hour, \$90.00 per week. He stated that there is a \$650 line item for

supplies in the budget. This does not cover the costs of supplies for the program. McCoy questioned the program continuation in face of the City budget deficits. He indicated that the Council is supportive of the program. Commissioner Chapman moved to approve the request. Commissioner Poteete seconded the motion. There was a question regarding the computer and use by the children. The motion passed with Commissioner Malone abstaining. Dahle did not vote. Commissioner Sherman was invited back into the room.

STRATEGIC PLAN PRESENTATION, Sarah Boxx, Evaluation Consultant from SEI, presented the revised Strategic Plan. She indicated that there were a couple of last minute changes to the Big Valley section of the plan on page 11. Malone questioned the guiding principles for funding as they pertain to mini grants. It was suggested that the principles be divided into two sections, principles that pertain to large grants, and those that pertain to mini grants. Chapman referred to page 7, suggesting that the demographic section be updated to reflect the positive aspects that are currently happening in the county, such as BRAC regarding Sierra Army Depot, Dyer Mountain ski resort in the Westwood area, the Big Valley Mill changes, increased jobs, etc. Sarah will make the requested changes. It was noted that the document is reviewed annually, and suggested that Commissioners Chapman and Dahle work with her to revise the demographic sections. The updates to the demographic profile do not impede the adoption of the document by the Commission.

STRATEGIC PLAN AND BUDGET PUBLIC HEARING: The public hearing was opened. Two public forums have been conducted to date, one in Westwood and one in Susanville. There were no attendees at these forums. The Bieber forum is set for June 8 at 11 a.m., and in Herlong on June 15. If there is substantial input from the forums indicating a need for modification of the plan, it will be addressed at the August meeting. In any event the input will be retained for consideration in future plan revisions. There was no further comment in the public hearing. The public hearing was closed.

STRATEGIC PLAN AND BUDGET APPROVAL: Commissioner Chapman moved to accept the plan and budget. Commissioner Sherman seconded the motion. Discussion was called for. It was questioned about how the forums are presented and advertised. Response was that forums have been advertised through the FRCs, in the newspaper, and via e-mail. There being no further discussion the motion carried. The plan and budget were approved unanimously.

CLOSED SESSION FINDINGS: The performance evaluation of Laura Roberts was discussed in the closed session. The findings were positive. Appreciation was expressed for her efforts during the past year.

RENEWAL OF CONTRACT WITH LAURA ROBERTS, DBA DIVERSIFIED MANAGEMENT: In light of the positive performance evaluation of Laura Roberts, Commissioner Chapman moved that a contract with Laura Roberts, doing business as Lassen Diversified Management, Inc., be renewed for one year beginning July 1, 2005, ending June 30, 2006. Commissioner Elam seconded the motion. There was no further discussion. The motion passed.

HOME VISITATION PROGRAM MODEL: Chairman McCoy indicated that this proposal is on for action, however, it will not be ready for action today, but rather is the beginning of a discussion that will continue over the next few months. Barbara Tiner presented the home visiting program basics, indicating that the new program would not be an AmeriCorps based program. She indicated that the positions are 30 hours per week. The program focus is on children birth to age three. The 4-5 year old children are to be served by the school readiness activities in the FRCs. Alternate Commissioner Dahle questioned how many are being served by home visiting. Response was a capacity of 60, but actual enrollees were fluctuating in the 40's. Elam indicated the need for an MOU from the College and State Preschool. The administration and supervision line items in the budget were questioned. The non-personnel program expenses were questioned. The curriculum used will be "Growing Great Kids" and "Growing Great Families". The budget was questioned, indicating that the funds requested were inclusive of MAA

reimbursements, thus, putting the amount needed for the program above \$150,000, which is the total allocation. The amount needed from the commission from the proposed program would be \$150,000, without the current reimbursement received from Americorps. The Commission and the existing Home Visiting contractor are to continue to work on this and fully develop the proposal, addressing the questions of the Commissioners.

CARES STATEWIDE INITIATIVE – The question of whether to participate in the new initiative or not was considered. Information was presented from a recent CARES teleconference indicating that the time lines for participants are starting over, which will allow more local participants to enroll and participate for the bulk of the program before they would be required to be enrolled in College and moving toward the acquisition of a degree in Early Childhood Education. This determination by the State CARES program folks, answered the concern of the Commission that, had the time line not started over, would reduce the local participation from 62 to potentially under 20 participants. Commissioner Elam indicated the need to develop alternative ways to offer college credit for non-college based trainings for child care providers. She felt that this would help encourage family childcare providers to participate in college classes. Commissioner Poteete moved to participate in the statewide initiative and establish an expanded CARES oversight committee. Commissioner Malone indicated that the new CARES program is more designed for childcare center providers, rather than family home care providers. She added that many family child care providers are middle aged people with hundreds of hours of workshop trainings, some have degrees, but they are not interested in attending college and moving up the child care matrix toward an advanced degree. Commissioner Elam commented that if we don't participate then we would be closing opportunities for those who do want to move up in the childcare matrix to be rewarded for doing so. Commissioner Chapman seconded the motion. There was no further discussion. The motion carried with a majority vote. Commissioner Malone voted no on the motion. The motion carried to participate in the initiative. The application is due by June 30, 2005.

ENCUMBRANCE OF FUNDS: The need to formally encumber funds by contract for Home Visitation, a renewed evaluation contract, and for participation in CARES was discussed. The criteria for encumbering funds were reviewed. Commissioner Chapman moved that funds be encumbered by contract as follows: Home Visitation Contract Extension, 1/1/06 to 6/30/06, \$75,000; Evaluation Contract Renewal with SEI, not to exceed \$40,000; and, CARES, Renewal of Contract for Program Implementation, \$50,000. Commissioner Sherman seconded the motion. There was no further discussion. The motion carried.

CONFIRMATION OF FUNDS RESERVED FOR LOCAL PROGRAM: A written plan for the Behavioral Health Project, which incorporates a time period, budget, and expenditure plan was presented. A certification of the intent to expend, to the best of its ability, the funds allocated by the Commission to the project in accordance with the plan and budget was also presented. Commissioner Chapman moved that the plan be approved as presented, and that the certification be signed. Commissioner Poteete seconded the motion. There was no further discussion. The motion carried.

CONSIDER SPECIAL MEETING: Subsequent to the May Commission meeting two of the Commissioners had been contacted by Dewey Dempsey with concerns about the mini grant process. His request for a mini grant had been rejected at the May meeting, after which he received a letter indicating that he was welcome to reapply and to provide the evaluation data from the Big Valley Project. It was recommended by the Chairman, to Mr. Dempsey, that his concerns would be best addressed by the whole Commission at a subsequent meeting. Laura had received e-mail expressing the concerns, which information was shared with the Commission. In his request he asked to be heard at the next Commission meeting, which would be June 2nd. The June 2nd agenda was full and sufficient time could not be allotted to hear his concerns. That prompted the item on the current agenda to suggest a special meeting or some other way of responding to his concerns. Mr. Dempsey was only available for a special meeting on the 6th or 7th of June and would be out of the area for the rest of the month of June. There were not enough

Commissioners available for a special meeting. Other Commissioners commented that such a matter should be on the agenda of a regular meeting. Mr. Dempsey was not in attendance at the present meeting. The Commission traditionally does not meet in July. Commissioner Poteete moved that the matter be agendized for the August meeting. Commissioner Gerig seconded the motion. There was no further discussion. The motion carried.

CANCEL JULY MEETING: It was the consensus of the Commission to cancel the July meeting. The next meeting will be August 4, 2005 at the regular time of 1:30 p.m.

EVALUATION PLANS: Sarah Boxx presented the evaluation plans for home visiting, family resource centers/school readiness activities, and for the oral health project. She indicated that the plans are nearing finalization. She met with home visiting and FRC program staff last week to firm up the indicators and the data collection instruments. She and Kellie Bates will meet via teleconference with the Oral Health Task Force on the 13th of June to finalize their evaluation plans. It is anticipated that these plans will be ready for the Commission to adopt at the August meeting.

REPORTS: Laura Roberts reported that the allocation for mini grants was not entirely used during the fiscal year; however, the bulk of it was utilized. The sample policies and procedures being developed by the Directors Association are nearing completion. The Association meeting attended on May 17th was excellent. The Oral Health Oversight Meeting on May 18th was an excellent meeting. A new brochure is forthcoming. The new State Prop 10 Executive Director is Kris Perry from Santa Clara County. A reminder of the public forums in Big Valley on the 8th, and in Herlong on the 15th was stated.

ADJOURNED: The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director