



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

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

1345 Paul Bunyan Road, Suite B
Susanville, California

PRESENT: Commissioners Jimenez, Sherman, Poteete, Elam, McCoy, Chapman; Visitors Leslie Naseath and Kevin Mannel; Staff Laura Roberts and Dennis Wilkes.

ABSENT: Commissioners Thorlaksson, Malone and Irvin, Alternate Commissioners Dahle, Gerig, and Colvin

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:** The mini grant request was taken off the agenda and rescheduled for December. The FASD SAMHSA grant application letter of agreement was placed on the calendar for action. Item 4c on the agenda is for December, not November 3, 2005. Commissioner Jimenez moved that the agenda be approved as modified. Commissioner Poteete 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 Poteete moved that the items on the consent calendar be approved as corrected. Commissioner Sherman seconded the motion. The motion passed. The items passed are:
 - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of October 6, 2005
 - 4b. SUBJECT: Approval of Fiscal Report
 - 4c. SUBJECT: Approve withdrawal from Trust for payment of Monthly Expenses
Lassen Diversified, \$15,600 for November and December Contract
Lassen Diversified, Not to Exceed \$500 for copies, postage, travel expenses
Pathways for Behavioral Health Initiative, October and November \$10,000
ComPAC, \$12,500, Home Visiting for December 2005
Social Entrepreneurs, Inc. – Evaluation, \$5,000 Contract Payment
Bartig, Basler & Ray for Annual Audit, \$3,500
5. **Public Hearing on Annual Audit:** Chairman McCoy declared the public hearing open at 1:50 p.m. The document was presented. Changes needed were documented as having been made. There being no further comment, the hearing was closed at 1:52 p.m.
6. **Adopt Annual Audit:** Commissioner Jimenez moved to accept the audit as presented. Commissioner Chapman seconded the motion. The motion passed unanimously.
7. **Mini Grant:** The mini grant from Lassen Family Services was moved to the December agenda for consideration.
8. **Letter of Support/Agreement for FASD Northrup Grumman Application:** A letter of agreement for the pending Lassen FASD Project application was considered. The nature of the application and agreement were reviewed. Basically it is collaboration between the Behavioral Health Initiative and the Lassen FASD project that is being agreed to. Commissioner Poteete moved to approve the letter of agreement and to authorize the chairman to sign the letter. Commissioner Jimenez seconded the motion. The motion passed.

8. Needs Assessment Planning Process – Request for Expansion: Laura presented information concerning the need to expand the needs assessment and strategic planning process to capture information on assets and needs for family support services by looking at the whole family in data collection activities, not just children age 0-5, in order to understand the totality of family dynamics/issues and how they relate to the fabric of the communities in which families live; and also to develop a plan for family support as a county-wide FRC network, or Integrated Community Support system, that includes a vision of family support/FRCs in Lassen County, a blueprint for how the network would function from both a provider and family perspective, strategies for how to best fund FRCs and related services, and a financial forecast to estimate future revenues and expenditures required to implement the plan. This is a larger undertaking than is contracted for with Social Entrepreneurs. The end result will clearly help with decisions impacting sustainability of family resource centers and school readiness activities. Kevin Mannel commented on the work that Bill Benton had performed earlier regarding funding streams and the leveraging of federal dollars to support FRCs. After discussion, Commissioner Chapman moved to encumber an additional \$12,283 (\$1,000 from the media line item, \$3,000 from the technical assistance line item, \$3,000 from miscellaneous, and \$5,283 from the mini grant line item) from Commission funds to partially cover the additional costs associated with the increased work. Commissioner Sherman seconded the motion. The motion passed. Kevin Mannel will request transfer of the remaining funds from line items within the Health and Social Services budgets.

9. Reports: Behavioral Health Initiative: The initiative is underway. Samples of intake processes, consent forms, etc., are being gathered. We did not make the trip to San Francisco to visit their program, but rather will gather information via teleconference first. If the need still exists, we will travel to the Bay Area later. The BHI advisory committee is forming, Ken Crandall has indicated that he will participate, as will Brenda Poteete, and Barbara Malone. **Oral Health Task Force:** The task force continues to meet twice monthly and maintain and monitor the hospital dentistry program, as well as the fluoride varnish events. Dr. Buehler will be performing most, if not all, of the hospital dentistry cases. Dr. Saad will come if needed. **CARES Project Implementation:** We have not received an approval on the CARES application sent in. It is not known when the project will start. **School Readiness Reapplication Update:** The school readiness reapplication process is scheduled to begin in late December. The focus groups and reapplication process meetings will continue through November 9. After the meetings are finished, based upon the input gathered, the RFP will be drafted and release in late December. Lassen will be reapplying this time, as we were one of the first applicants when the project started 4 years ago. **Association Meeting:** The association meeting was held in Sacramento on October 18 and was very helpful. There was a great deal of sharing of information regarding the administrative cost time study processes as well as the impact of implementation of the new legislation in January.

11. ADJOURN: The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director