



**LASSEN COUNTY**  
**CHILDREN & FAMILIES COMMISSION**  
**Minutes, December 7, 2006, 1:30 p.m. – 3:30 p.m.**  
**1345B Paul Bunyan Road**  
**Susanville, California**

**Present:** Commissioners, Doug McCoy, Mae Sherman, Janice Foster, Melody Brawley, Betsy Elam, and Staff Laura Roberts

**Call to Order:** Chairman Doug McCoy called the meeting to order at 1:34 p.m. Everyone was welcomed by the Chairman.

**Public Comment:** There was no public comment.

**Approval of Agenda:** Commissioner Sherman moved to approve the agenda as amended. There is a note from Sarah Boxx to set a date for the 2007 Strategic Planning meeting and a letter of resignation from Shannon Gerig. Under Reports the after school programs are to be added for discussion. Commissioner Brawley seconded the motion. There was no discussion. The motion passed.

**Information and Consent Calendar:** Commissioner Elam moved to approve the consent calendar, Commissioner Brawley seconded the motion. There was no further discussion. The motion passed. The items approved are as follows:

- 4a. SUBJECT: Approval of Minutes LCCFC Meetings of November 2, 2006
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approval of Transfer Requests in the amount of \$33,769.12

<u>Invoice #</u>	<u>Vendor</u>	<u>Amount</u>	
	Feather River Publishing	\$ 30.00	Annual Audit Public Hearing Ad
2408	Diversified Management	\$ 117.45	Copies 10/18-10/31
1452	Social Entrepreneurs, Inc.	\$ 2,332.07	October 06 Evaluation & Planning
44407	Bartig, Basler & Ray	\$ 4,000.00	Final Bill Annual Audit Services 2006
30	Pathways	\$ 500.00	Smiles for Life, CARES Training
34	Pathways	\$ 5,000.00	Behavioral Health Services December 06
35	Pathways	\$12,500.00	Home Visiting Contract December 06
36	Pathways	\$ 7,800.00	Project Coordination & Implementation 12/06
37	Pathways	\$ 68.40	Duplication/Postage November
129	Bailey Data Management	\$ 1,350.00	Online Data Management System development
38	Pathways	\$ 71.20	Mileage to Evaluation and RFP Meeting
	Total	\$33,769.12	

There is an additional bill for SEI in the amount of \$1,634.89 that is being paid. It falls within the limits of what the Executive Director can approve for payment so is being paid within the terms of that policy guideline.

**RFQ/RFP Draft Discussion:** Chairman McCoy presented the revised document indicating that it has been reviewed and modified per discussions at the last meeting. He indicated that this is to also be a model or template for other RFPs such as for the Oral Health Initiative. Staff revised the document with assistance from Sarah Boxx and Kellie Bates. Everyone reviewed the document. Discussion ensued regarding the 5% hold back, inquiring if that is a usual percentage or is it enough. It was stated that many large grants have a 5% hold back as an incentive to be sure to receive the final reports. Further discussion was held regarding how many qualifying applicants should be interviewed, what is the deciding point in scoring where potential candidates are selected for interview, i.e. what is a qualified applicant. It was decided that a qualifying applicant is one that scored at least 60 out of the possible 80 points in the application review process. It was also decided that all qualifying applicants would be interviewed. It was explained that it would be best to have the RFP reviewed by legal council in relationship to the Commission's Strategic Plan, the new funding guidelines, and the new legislation. It was felt that the document is ready to move on to legal council for review. Jan Foster made a motion to approve the document with the noted changes and to have it reviewed by legal council. Mae Sherman seconded the motion. The motion carried unanimously.

LASSEN COUNTY CHILDREN & FAMILIES COMMISSION

Meeting Minutes, December 7, 2006, Page Two

**Set Date for 2007 Strategic Planning Session:** It was felt that Friday, April 13<sup>th</sup> would be a good date for a strategic plan review meeting. The regular commission meeting will be postponed that month as it falls during Easter vacation week and several commissioners might be absent. For a brief time during the Strategic Planning Retreat, the Commission will check in on the progress of the Home Visiting RFP application process.

**Member Resignation:** A resignation letter from Shannon Gerig was read. Mae Sherman moved to accept the resignation and to instruct staff to prepare the letter to the County so recruitment for a replacement can begin. Betsy Elam seconded the motion. The motion carried unanimously.

**Reports: Oral Health Case Management Proposal and Budget:** This is still in the process of being developed. The Oral Health Demonstration Project funding is still in place until the end of December. After that time, the case management service will be unfunded. Hospital dentistry case management continues to face the challenge of setting up hospital care for children with extreme needs. Most recently confusion arose over Medi-Cal coverage that is for emergencies only. The hospital services will not be compensated with this type of coverage. The emergency oral health treatment fund is a possibility for paying for the hospital services for this type of situation; however, the payment would have to be equal to what Medi-Cal would have paid. **Oversight and Accountability Committees:** This is also still being developed pursuant to the discussions at the last regular Commission meeting. **Recruitment of New Commissioner:** There are no applications yet. If anyone knows of a name of someone that would be a good candidate Laura will send a brochure and application form.

**Home Visiting:** The home visitors are serving clients. There is a vacant bilingual home visitor position and also an additional home visiting position open and being recruited. The Director position is not filled. Training opportunities are being developed collaboratively with a Grass Valley home visiting program for the HFA training and the training is preliminarily set for January 22-26. Laura is planning to attend as well as other home visitors that have not received this type of training. The PAT training for the new curriculum is not scheduled yet. The 20-hour position in the Big Valley area is now filled. The Big Valley bilingual position is at full capacity and the 20-hour position will soon be at capacity. **Behavioural Health Initiative:** Referrals are not coming in. Information about the program has been distributed through Child and Family Resources as well as through additional outreach through mini-presentations at childcare centers and at the kick off event at Lassen College. Commissioner Elam commented that she thinks that providers still don't know about it. Laura offered to present information at her college class. In the near future there may need to be a discussion to open the service up to more than child care providers. **CARES:** There are 62 participants this year. Many are attending trainings and working toward their stipends. The CARES oversight committee meets as needed and also communicates via e-mail on a frequent basis.

**Lake County Software:** The software is receiving its final touch ups and will be ready for use in a few days. This software will be available for FRCs to use as well if they wish to. **After School Program Discussion:** It was felt initially that this would hurt private preschools however, it currently looks like the funding will fall primarily in areas where there are high rates of free and reduced lunches. In our county this would be in remote areas. There is another LPC meeting next week on the 14<sup>th</sup> from 3-5 at LCFR. Everyone is invited to attend. The discussions will continue about after school programs.

**Adjourn:** The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Laura J. Roberts  
Executive Director