



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Minutes, May 4, 2006, 1:30 p.m. – 3:30 p.m.
1345B Paul Bunyan Road
Susanville, California

Present: Doug McCoy, Brian Dahle, Betsy Elam, Sheral Thorlaksson, Kathy Colvin, Melody Brawley, Barbara Malone, Jan Irvin, Mae Sherman, Dennis Wilkes, and Laura Roberts

Visitors: Gary McIntire, Barbara Tiner, Tonya Moore, Susie McNally

Call to Order: Chairman McCoy called the meeting to order at 1:33 p.m.. Everyone was introduced.

Public Comment: There was no public comment.

Approval of Agenda: The Amended Agenda was considered. Bobby Malone moved to approve the amended agenda. Melody Brawley seconded the motion. There was no opposition. The motion passed.

Information and Consent Calendar: The information and consent calendar was considered. Jan Irvin asked for a correction in the minutes. She was present at the April 6th meeting and it was not reflected in the minutes. She is to be added to the minutes of April 6. Melody Brawley made a motion to approve the consent calendar. Jan Irvin seconded the motion. The motion carried with the minutes being corrected as indicated. The approved consent calendar items are as follows:

- 4a. SUBJECT: Approval of Minutes LCCFC Meeting of March 2 and April 6, 2005
- 4b. SUBJECT: Approval of Fiscal Report
- 4c. SUBJECT: Approve Payment of FY 06/07 CCAFA Dues \$1,000
- 4d. SUBJECT: Approve withdrawal of expenses for May and June 2006 Social Entrepreneurs (Balance of Contract) \$8,575.13, Pathways (May and June for BHI)\$10,000, ComPAC for June \$12,500, Lassen Diversified for June \$7,800, Lassen Diversified Copies/postage for May \$500.00, Tyler Design \$100.00, monthly website maintenance April and May, CARES 05/06 contract balance \$66,000, Mini Grant – Susanville Mothers Club, \$7,500, Emergency Oral Health Encumbrance For 2005/2006, \$10,000
- 4e. SUBJECT: Per Commission approved scope of work, Behavioral Health Initiative requests permission to purchase units of service via subcontract for Early Childhood Education childcare provider mentoring service not to exceed \$8,100.00 per year for 3 years, and behavioral health assessment and treatment services not to exceed \$26,193.17 per year for 3 years.
- 4f. SUBJECT: Statewide Conference Travel Plan for 4 or 5, Estimated Cost \$4,490-\$5,000
- 4g. SUBJECT: Approve withdrawal of expenses for April 2006. Tyler Design website maintenance software \$59.99; SEI \$16,478.00; Pathways for BHI, April \$5,000; ComPAC, Home Visiting May Contract Payment \$12,500; LDM for May 2006, \$7,800; LDM for April copies and postage \$500.00.

Mini Grants: Carrie Your Blanket: Susie McNally presented a request for a mini grant on behalf of Phyllis Lewis for the Carrie Your Blanket program. Ms. McNally indicated that this agency is now a non-profit, and the current proposal is targeted at distribution of blankets in the outlying areas of the county via Family Resource Centers and fire departments or other emergency response situations. Commissioners Dahle asked what constituted an emergency. Ms. McNally responded that children in

the ER, in an ambulance, a CPS situation, and other incidents that are traumatic to a child. Several Commissioners responded that they have seen the blankets with children and in their homes. Commissioner Elam made a motion to approve the grant. Commissioner Dahle seconded the motion. Commissioner McCoy asked the question of how this grant is tied to the strategic plan. Commissioner Malone indicated that it ties directly to improving the child's health as it minimizes stress in a traumatic situation. There was no further discussion. The motion passed.

Janesville Preschool Mini Grant Request: Gary McIntire presented the mini grant application indicating a definite shortage of child care and preschool opportunities in the Janesville area. He indicated that the ultimate desire is to serve preschool aged children with this grant, and to eventually include infant care. He indicated the struggles and challenges they have faced in order to implement the preschool program. Laurie Furtado is partnering with Janesville School and will be the agency that provides the staff. This was a successful way to meet the challenges of staffing and supervising a preschool. The purpose of this mini grant is to purchase the materials to stock the preschool, i.e.

curricula, toys. There was a question about the contractual relationship between the school district and Laurie Furtado as to whether if she left the program, whether the school would continue the program. Mr. McIntire indicated that they would seek others to run the program. Commissioner Malone indicated that there is definitely a shortage of care in that area. It was stated by Commissioner Sherman that it is apparent that this type of a project is getting a jump on Proposition 82. He indicated that the infant portion of a future project might be via a portable building, or even in the former district office with some modifications. The preschool program is planned for 24 children from 6:30 am to 5:00 pm. Commissioner Dahle asked if the program would be income eligible. Mr. McIntire responded that it would not be tied to income level of the family. He indicated that the care may be at \$3.00 per hour but he was not definite on this, stating that they have to be sensitive to what other care providers charge in the region, but also indicating that fees charged must cover the cost of the program. State Preschool and general childcare funding is income eligible funding and limits the children that can be served. This preschool will not function that way. Commissioner Elam indicated that this is a good collaboration between public and private entities. Commissioner McCoy stated that it would be good to have Laurie Furtado's budget for operating the program. Mr. McIntire indicated that there would be parameters set out in a contract from the school district to govern program operations. Commissioner Malone indicated that Laurie Furtado took over the Little Lighthouse Preschool two years ago and has made a success of that business. Feedback from parents and staff has been positive. She will be required to have appropriate insurance, and all other Community Care Licensing requirements. She will be responsible for paying for the use of the facility. Currently the school district will pay for electricity and propane. Commissioner Irvin moved to approve the request. Kathy Colvin seconded the motion. There was no further discussion. The motion passed.

Commissioner Malone indicated that this should be included on the agenda for approval of withdrawal of funds from the Trust Fund to pay for this grant quickly. This was added as an emergency action item to the agenda. Commissioner Malone made a motion to withdraw funds from the Children and Families Trust. Commissioner Sherman seconded the motion. There was no discussion. The motion carried.

It was noted that neither applicant used the cover sheet. Laura said that the form that was approved did not have a cover sheet. Laura was instructed to put the cover sheet back on the application form.

Public Hearing -- Statewide Annual Report FY 04/05: The hearing was opened at 2:10 p.m. The executive summary of the document and the Lassen County portion of the entire report were considered. The full report is 356 pages and is available on the Lassen First 5 website. There was no comment on the document. The hearing was closed.

Executive Board Meeting Report and Recommendations: The Executive Board meeting was held on April 20, 2006. This was to consider several issues pending for the Commission. The items were (1) the status of family resource centers, indicating that Big Valley is now becoming an independent non-profit. There are details to be worked out surrounding the relationships of the family resource

centers to the school readiness program, as well as to the home visiting program. Current contracts are for county-wide services administered through a single agency and it is not clear how this impacts the business of these programs with a different FRC structure; (2) Babara Tiner is leaving as Executive Director of the ComPAC and how or does this impact current contracts with the Commission; (3) The contracts with ComPAC for school readiness program ends on June 30, 2006, home visiting ends on December 31, 2006. How do the new contracting and procurement policies and procedures impact whether these contracts can be renewed or if the programs have to go through a new RFP process; (4) The reapplication of funding for school readiness is still pending, and the outcome of this will not be known until sometime in May. The outcome of this process, if negative or delayed, could impact the school readiness efforts within the FRCs; (5) The time is too short to go through an RFP process for programs expiring on June 30. The process needs at least 5-6 months to complete.

The recommendations of the Executive Committee were to extend existing contracts for 6 months pending the outcome of the school readiness reapplication. Sufficient time needs to be allowed to see if the structure of the programs needs to be changed. Sufficient time needs to be allowed to go through an RFP process. Commissioner Malone indicated that Prop 82 may pass in June and could impact the school readiness program. She expressed concern that the Commission needs to be sure to address integration and coordination of services for children, and that fragmentation not occur. Commissioner McCoy indicated that some Commissions run their own programs, or they could contract with an entity to implement their programs, or move to issue multiple contracts throughout the county to implement a program. There are many options to be considered.

Barbara Tiner spoke on behalf of ComPAC indicating that they are recruiting a new director and that their organization has been and continues to be founded on principles and programs, not people. She said that this allows the organization to be strong and continue to move successfully through change.

Commissioner Brawley said that the extension is an outstanding way to move forward in order to allow time to move through changes in a healthy and productive way and to be certain that there is fairness across the county. Commissioner Dahle indicated his approval of the concept of extending existing contracts in order to allow for a healthy transition. He indicated that this would provide stability for citizens currently being served as the Commission works out the details of integrating services into the Big Valley area. There was further comment about Proposition 82 and its potential impact.

Formation of Program Committee/Workgroup: Laura Roberts addressed the need to have a committee structure for school readiness. She stated there is currently a committee for the behavioral health initiative, and the Oral Health Task Force serves as the committee for the oral health project. The CARES program also has an oversight committee. Home visiting currently has a committee to help identify any changes needed. Laura indicated the need to have a committee for school readiness. With the pending Prop 82 legislation, it is likely that changes will need to be made in the school readiness program. Questions arose about the similarities and differences in the home visiting and school readiness programs. It was explained that home visitors work in the homes one-on-one with parents and children. Where, people come to the FRC for services, and often times more group activities are conducted. It is agreed that they are similar in addressing parent education and other similar subjects surrounding children and families, the model of delivery is different. Alternate Commissioner Colvin stated that parent education is best when delivered in a variety of ways.

Laura indicated that there is a planning process for school readiness. Based on the outcome of the June 6 election, it may benefit the Commission to reconvene that process to look at the school readiness efforts. It was felt that the Commission should review the planning process first and then see how best to plan collaboratively with any Preschool For All (Prop 82) efforts. A small Commission workgroup could review existing mandates as well as review earlier criteria for designing the SR and define the approach for a broader group of community representatives. Commissioner Malone indicated that Prop 82 would impact this planning process. The election is on June 6th. Laura is to include the planning process documents in the June 1 Commission packet and place the topic on the agenda to consider. Brian indicated he cannot attend on June 1 but will speak with Jim Chapman.

Policies and Procedures Draft: It was suggested to form a workgroup to help finalize the draft of policies and procedures for review by the Commission on June 1. The Ordinance needs to be reviewed also to be sure that it is compliant with the new legislation. Laura asked for permission to obtain legal counsel in order to have the policies and ordinance reviewed. It was suggested that Laura ask other Commissions if there is a particular attorney that they use for this type of work. The attorney needs to have expertise in public law, contracting and procurement, conflict of interest, fiscal

and accounting policies and practices, the Brown Act, ordinance development, etc. Committee volunteers were Brian Dahle, Commissioner Malone volunteered the new Director and fiscal expert at Lassen Child and Family Resources Jackie Molina, Dennis Wilkes, and Laura will participate in the committee. By consensus it was stated that Laura is to speak with others to see if they are interested in participating on the committee.

Given the shortness of time, Kathleen Lazard or another attorney already providing services to commissions was suggested. Brian Dahle made a motion to utilize funds available in the technical assistance and miscellaneous program costs line items, in an amount not to exceed \$5,000 to get help with the policies and procedures. Commissioner Malone seconded the motion. There was no further discussion. The motion carried.

Strategic Plan: A typographical error was noted on page 19, last line, “goal major goal” needs to be fixed. There appears to be no other changes. Laura is to take the document to each area of the county and present it’s contents at a public forum. It was suggested to find groups already meeting in order to have good participation.

Draft Annual Budget: The executive committee recommended a reduction in the mini-grant line item to \$70,000. \$5,000 was eliminated in oral health emergency fund. There is still funding from prior allocations for emergency oral health and people are paying their loans so the fund is sustaining itself fairly well. Some funds were removed from other line items in order to fund some preschool and childcare services at the Adin Preschool. Those funds would be for Lassen County Children wanting to attend that preschool. Commissioner Dahle questioned that the budget appears to be spending more than it is receiving. Commissioner McCoy responded that the Commission’s revenues were compiled for two years before the Commission actually began program expenditures so the reserves are being expended a little each year. Encumbered funds were discussed. The budget is to be taken out to the public forums along with the strategic plan. Brian asked about how the budget is changed if it is necessary during the year. Commissioner McCoy responded that the process for this is to be addressed in the new policies and procedures. The Commission has voted to change a budget or move funds from one line item or another in prior years when a situation came up that warranted it.

Current and future encumbrances were discussed. The Commission needs to be sure that funds for the identified strategies in the new strategic plan are adequately encumbered in order to protect the augmentation. Commissioner Dahle asked for clarification of the school readiness and match requirements. It was explained that the cash match requirement is built into other programs such as oral healthily behavioral health, and home visiting.

Executive Director Evaluation Committee: Volunteers for the committee are Kathy Colvin, Janice Irvin, and Betsy Elam. Betsy will convene the group. Chairman McCoy or Commissioner Malone will provide Commissioner Elam with a copy of the evaluation form. This committee work is usually

done before the next regular meeting. At the next meeting the personnel performance review is considered in closed session and the findings are announced upon reconvening the regular meeting.

Nominating Committee: The nominating committee is postponed. The current officers are willing to extend their services for two months. This is to be on the August agenda to form a nominating committee.

Summer Meeting Schedule: A second meeting was scheduled in June on the 29th at 1:30 p.m. This will be a special meeting to consider the policies and procedures, strategic plan, and budget. There is no meeting in July.

Correspondence: A letter from Lassen County Auditor Karen Fouch was reviewed. This letter presented the findings of her review of the funds expended by ComPAC for the Big Valley Family Resource Center. Suggestions by the County Auditor made helpful suggestions regarding contracting between the County and ComPAC with clearly defined outcomes for the remainder of the funds, a close out process and report, as well as accounting for revenues differently. The one item in the recommendations that involved the Commission is the blending of funding between the Commission's School Readiness Program and the Family Resource Centers. While the Executive Director of the Commission and ComPAC obtained permission of the Commission and the Advisory Councils of each FRC to blend funds, the Board of Supervisors was not notified. Laura indicated that this was an oversight and it would be addressed in all future program designs when County funds are involved. The Family Support Network planning progress was presented. Laura indicated that a draft plan for the Family Support Network has been developed, and now the fiscal pieces of information are being gathered. It was indicated that the process has been expedited in order to try to get to the "bottom line" figure prior to budget hearings for the 06/07 fiscal year. Because the process has been pushed along so quickly, the fiscal portion of it has slowed to a crawl for several reasons. It is an extremely busy time of the year and there just isn't the time in everyone's schedule to do the homework regarding the fiscal portion of the planning. Originally the completing date of this process was September 2006. It is looking like that needs to be adhered to in order to give everyone a chance to further implement the Family Support Network, as well as come to a healthy analysis of the potential funding issues for family resource centers. It is evident that FRCs need continued funding by the Board of Supervisors and the planning process and fiscal homework that gets everyone to the bottom line amount of how much funding, is just not yet known.

Laura indicated that she would like to appear before the Board of Supervisors on the 16th of May to present information about Commission programs and accomplishments in the past, as well as an overview of their commitments and visions for the future. In addition, Laura will report on the progress of the Family Support Network and indicate to the Board of Supervisors that the family resource centers still need funding from the Board at this time. The Commission has made financial commitments for the next four years to programs for children and families and Laura would like to ask the Board of Supervisors to collaborate with the Commission for four more years by funding the

FRCs. While the equivalent of one FRC has been funded by the Commission, and two by the Board of Supervisors, these FRCs have formed a countywide network for the delivery of a multitude of services not only to children and families, but also to all who walk through their doors. Other programs funded by the Commission such as home visitation, are hosted by the FRCs for the delivery of services through the county. While we continue to seek the “bottom line” dollar amount/need from the Board of Supervisors, the FRCs need ongoing funding. Jennifer from Fort Sage Family Resource Center will present an overview of services provided at the Center. Commissioners asked if they should attend the presentation also. Laura stated that she would like to coordinate the presentation with Brian Dahle on behalf of Big Valley FRC.

The home visiting committee has been meeting to see if there are ways to expand home visiting services and find sustained funding for that services. Currently the planning group has focused on the 0-5 population because there is funding for that. The home visiting planning group meets with the Family Support Network steering committee on May 5th to identify their plans and design for home visiting.

Adjourn: The meeting was adjourned at 3:45 p.m.

Respectfully Submitted,
Laura J. Roberts
Executive Director