



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION
Approved Minutes of Meeting, September 5, 2013
1345 B Paul Bunyan Rd. Susanville, CA

PRESENT: Commissioners Wendy Blackmon, Joanna Zimmermann, Melody Brawley, Anita Osborn and Gene Smith were present. Staff member Laura Roberts was present.

ABSENT: Commissioners Jim Chapman, Annette Sandborg and Mary Ann Murin, and Alternate Commissioner Katherine Nielson were absent.

CALL TO ORDER: Chairperson Blackmon called the meeting to order at 1:35 p.m.

PUBLIC COMMENT: There was no public comment.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS: The Agenda was presented. Commissioner Brawley moved to approve the agenda as presented. Commissioner Zimmermann seconded the motion. There was no further discussion. The motion passed with no abstentions.

INFORMATION AND CONSENT CALENDAR: The fiscal report was pulled from the consent agenda as it was updated. Commissioner Smith made a motion to approve the Information and Consent Calendar as amended. Commissioner Brawley seconded the motion. There was no discussion and the motion passed with no abstentions. The minutes of August 1, 2013 were approved on the consent calendar.

FISCAL REPORT AND APPROVAL OF TRANSFER OF FUNDS: The amended fiscal report and request for transfer of funds was reviewed. There were no questions. Commissioner Smith made a motion to approve the amended fiscal report and request for transfer of funds. Commissioner Brawley seconded the motion. The items approved on the request for transfer of funds and payment of obligations are as follows:

<u>September 5, 2013</u>		
Lassen Diversified Management	\$7,350	Project coordination and implementation for September 2013, Invoice 4676
Lassen Diversified Management	\$47.85	Duplication & Postage for August 2013, Inv. 4677
Smiles for Life	\$1,712.00	July and August 2013 Expenses, Invoice 277
Singleton Auman PC	\$8,000.00	Progress Billing for Audit Year Ending 06/30/13, Inv 26654
Bailey Data Management	\$2,700.00	Annual Web Hosting & Database Fee, Invoice 382
Total	\$19,809.85	

CONSIDER REQUEST FOR EMERGING INITIATIVE FUNDING: Ellie Orbeton presented a request for emerging initiative funding for equipment to be utilized in a yoga class for pregnant and post partum women. The request for an amount not to exceed \$2,500 explained the benefits of such a class. After discussion, Commissioner Brawley made a motion to approve use of emerging initiative funds up to \$2,500 for the purchase of equipment for the class. Commissioner Zimmermann seconded the motion. There was no further discussion. The motion passed with no abstentions.

REVIEW AND DISCUSS LASSEN FIRST 5 ANNUAL AUDIT and AUTHORIZE PUBLIC HEARING: The final draft of the annual audit was reviewed and discussed. The Commission letter to the audit firm as well as the Management Discussion and Analysis letters were included in the review. Finding 2013-1 was reviewed.

Finding (Condition): Similar to many other First Five Commissions, the commission does not have policies and procedures in place to ensure that complete and accurate financial statements, MD&A and footnote disclosures are prepared in accordance with GAAP prior to the annual audit. Management relies upon the auditor to recommend footnote disclosures for the financial statements and to prepare adjusting journal entries for approval in order to report financial information in accordance with GAAP. Corrective Action Planned: The Commission is aware of the issue and finds that it is cost prohibitive to correct. Lassen County is a small county with limited resources. It is geographically remote with

limited professionals available that could be hired to compile financial statements in conformity with GAAP. Therefore the Commission is without the resources to correct this finding in a cost effective manner. The commission will continue to rely on the independent auditor to prepare its annual financial statements.

There were no other findings or attributes of the audit that were questioned. Commissioners indicated that the finding and the corrective action plan were correctly stated and correctly reflect current practices and conditions. Commissioner Osborn made a motion to authorize the document to be presented for public hearing at the next Commission meeting. Commissioner Brawley seconded the motion. There was no further discussion. The motion passed with no abstentions.

REVIEW AND DISCUSS LASSEN FIRST 5 ANNUAL REPORT -- AUTHORIZE PUBLIC HEARING: The final draft of the annual report was reviewed. Commissioner Brawley made a motion to authorize the document to be presented for public hearing at the next Commission meeting. Commissioner Zimmermann seconded the motion. There was no further discussion. The motion passed with no abstentions.

REVIEW AND DISCUSS FIRST 5 EVALUATION REPORT: The comprehensive evaluation report from SEI covering Lassen First 5 activities for the past fiscal year was presented. No significant changes were noted. Commissioners were asked to review the document prior to the next meeting and to e-mail any need for changes to the Executive Director.

REPORTS:

Home Visiting: Pathways maintains an average case load of 56 families. At this time their caseload includes 10 families from Westwood, 8 families from the South County area, 1 family in the Ravendale area, 4 families in the North County area and the remainder from the Susanville and Honey Lake Valley area. The program is staffed by 4 full time home visitors and 1 part time home visitor.

Oral Health: Oral health services continue to be delivered to children by Smiles for Life. The Headstart Health Fairs will be coming up soon and an oral health screening for each child will be conducted.

CUCF--Bridges Out of Poverty: The Bridges Out of Poverty (BPO) and Getting Ahead training was reported on by Mae Sherman. She thanked the Commission for supporting the training team with funding for their tuition and expenses. Mae stated that the trainings will occur later in June. Those who completed Phase I and II of BOP are eligible to attend the training. Mae stated that working on poverty is a complex process and money is not the answer.

Young Child Wellness System (YCWS): Commissioner Brawley report that Ranessa has been hired and will be helping with some of the coordination involved in the creation of the Young Child Wellness System.

Help Me Grow Service Coordination System (HMG): Commissioner Brawley indicated that a special meeting will be held to hear from those that participated in HMG site visits.

Touchpoints: The next training is rescheduled for October 29-31. The dates are tentative. The Newborn Observation Training (NBO) has 30 openings and will occur during September.

Other: Commissioner Smith reported on the Restoration Grants for Preschools indicating that they were not successful in the grant process. It was stated that preschools that were already open and running were primary recipients of the funding. LCFR in their application has proposed to reopen the preschool in Herlong.

ADJOURN: There being no further business; the meeting was adjourned at 2:30 p.m.

Respectfully Submitted,



Laura J. Roberts
Executive Director