



**LASSEN COUNTY**  
**CHILDREN & FAMILIES COMMISSION**  
**Minutes of Meeting, February 5, 2015**  
**336 Alexander Avenue, Susanville, CA**

**ATTENDANCE:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Jim Chapman, Commissioner    | <input type="checkbox"/> Joanna Zimmermann, Commissioner           |
| <input type="checkbox"/> Melody Brawley, Commissioner            | <input checked="" type="checkbox"/> Mae Sherman, commissioner      |
| <input checked="" type="checkbox"/> Anita Osborn, Commissioner   | <input checked="" type="checkbox"/> Annette Sandborg, Commissioner |
| <input checked="" type="checkbox"/> Mary Ann Murin, Commissioner | <input type="checkbox"/> Katherine Nielson, Alternate Commissioner |
| <input checked="" type="checkbox"/> Gene Smith, Commissioner     | <input checked="" type="checkbox"/> Laura Roberts, Staff           |
| <input type="checkbox"/> Wendy Blackmon, Commissioner            |  |

**CALL TO ORDER:** The meeting was called to order at 1:38 p.m. Everyone was welcomed.

**AGENDA APPROVAL:** Commissioner Osborn made a motion to approve the agenda as presented. Commissioner Murin seconded the motion. There was no discussion and the motion passed with no abstentions.

**INFORMATION AND CONSENT CALENDAR:** The Minutes of October 2, 2014 were corrected to show that “the Kinship Care presentation at Lassen College is to be held on October 30, 2014, and Becky Roberts and Mary Ann Murin are presenters.” The fiscal reports were updated also. Commissioner Osborn made a motion to approve the Consent Calendar as corrected and updated. Commissioner Murin seconded the motion. The motion passed with no abstentions. Items approved on the Consent Calendar were the Minutes of October 2, 2014, the Fiscal Reports of November & December, January, and February FY 2014-15, and transfer of funds from trust account and payment of obligations listed below:

November , 2014 for Fiscal Year 2014-2015		
<i>Transfer of Funds Request</i>		
Lassen Diversified Mgmt	\$7,000.00	Implementation of Contract for November 2014. Inv. 4770
Lassen Diversified Mgmt	\$123.34	Duplication & Postage for October 2014. Inv. 4774
Pathways	\$52,620.00	1st quarter payment for FY 2014-2015. Inv. 134
Smiles for Life, Inc.	\$1,005.00	Non Reimbursed Expenses for Sept & Oct. Inv. 291
<b>Total</b>	<b>\$60,748.34</b>	

December, 2014 for Fiscal Year 2014-2015		
<i>Transfer of Funds Request</i>		
Lassen Diversified Mgmt	\$7,000.00	Implementation of Contract for December 2014. Inv. 4779
Lassen Diversified Mgmt	\$27.04	Duplication for November 2014. Inv. 4780
Smiles for Life, Inc.	\$1,732.00	Non Reimbursed Expenses & Services. Inv. 292
<b>Total</b>	<b>\$8,759.04</b>	

January 2015 for Fiscal Year 2014-2015		
<i>Transfer of Funds Request</i>		
Lassen Diversified Mgmt	\$7,000.00	Implementation of Contract for January 2015. Inv. 4786
Lassen Diversified Mgmt	\$8.09	Duplication & Postage for December 2014. Inv. 4787
Modoc COE	\$178.24	Adin Preschool Days for 1 Child in December 2014, Inv. AR15-00036
Pathways	\$52,620.00	2nd Quarter Payment for FY 2014-15. Inv. 136
Smiles for Life, Inc.	\$568.00	Unreimbursed Services. Inv. 293
<b>Total</b>	<b>\$60,374.33</b>	

February 5 2015 for Fiscal Year 2014-2015		
<i>Transfer of Funds Request</i>		
Lassen Diversified Mgmt	\$7,000.00	Implementation of Contract for February 2015. Inv. 4790
Lassen Diversified Mgmt	\$24.10	Duplication & Postage for January 2015. Inv. 4791
Smiles for Life, Inc.	\$370.00	Unreimbursed Services for January 2015. Inv. 294
Modoc COE	\$200.52	Adin State Preschool January Days for One Child. AR15-0039
<b>Total</b>	<b>\$7,594.62</b>	

**REVIEW AND APPROVE** Draft Community and Provider Survey Forms: Extensive discussion was held concerning the formatting of the survey, the type of questions to be asked, and the literacy level. Suggestions were made for modification of the survey. Commissioner Chapman expressed concern that if any survey was done it should only have 2 or 3 questions. Commissioner Osborn made a motion to approve the implementation of the survey with extensive modification. Commissioner Sandborg seconded the motion. Commissioner Chapman still felt that the existing survey was too complex even with revision. There was no further discussion. The motion passed with the vote polled as follows: Commissioner Smith Abstained, Commissioner Chapman voted No, Commissioners Osborn, Sandborg, and Murin voted Yes. The survey is to be simplified and modified.

**BEGIN ANNUAL REVIEW:** A strategy for beginning the annual review of the strategic plan and long range financial plan was discussed. The new requirement of developing a Framework Implementation Plan for the Small Population County Funding Augmentation Plan was discussed. It was suggested that the plans be integrated into one document, at least as much as possible to keep things concise and easily accessible.

The timeline for completion of the annual review was discussed. The April 2<sup>nd</sup> meeting will be an extended meeting from 9 a.m. until 3 p.m. in order to accomplish all elements of the review. A meeting in May will be held on the 7<sup>th</sup> at 1:30 p.m. to review and finalize documents. A public hearing on the revised documents will be held at the June 4<sup>th</sup> meeting. The meeting will be held at 336 Alexander Avenue in Susanville, CA. Details of the agenda will be developed as the meeting draws closer.

**REPORTS AND UPDATES:** **Home Visiting:** As of December 31, 2014, 61 unduplicated families have been served via home visiting with 265 units of direct service. **Touchpoints and New Born Observation.** The next Touchpoints training is scheduled for the 24-26 of March, 2015. The event will be held at the County Office of Education. There was no update on NBO. **Oral Health:** As of December 31, 2014 343 units of service have been provided. Parent education events are being planned. **Bridges Out of Poverty:** The Westwood Family Resource Center has conducted 2 Getting Ahead programs. County-side implementation is being planned. **Young Child Wellness System and Help Me Grow:** These items are discussed and worked on by the Administrative Review Team (ART). Progress is slow but still happening.

**ADJOURN:** The meeting was adjourned at 2:48 p.m. The next meeting will be on April 2, 2015.

Respectfully Submitted,



Laura J. Roberts  
Executive Director