



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION
Approved Minutes of Meeting, June 5, 2014
336 Alexander Avenue,
Susanville, CA

ATTENDANCE:

- | | |
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| <input checked="" type="checkbox"/> Jim Chapman, Commissioner | <input type="checkbox"/> Joanna Zimmermann, Commissioner |
| <input checked="" type="checkbox"/> Melody Brawley, Commissioner | <input checked="" type="checkbox"/> Mae Sherman, commissioner |
| <input type="checkbox"/> Anita Osborn, Commissioner | <input type="checkbox"/> Annette Sandborg, Commissioner |
| <input 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 checked="" type="checkbox"/> Wendy Blackmon, Commissioner | |

CALL TO ORDER: The meeting was called to order at 1:30 p.m. Everyone was welcomed.

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

INFORMATION AND CONSENT CALENDAR: Commissioner Smith made a motion to approve the minutes of May 9, 2014. Commissioner Sherman seconded the motion. The motion passed with Commissioner Chapman abstaining. Commissioner Brawley made a motion to approve the fiscal reports and transfer of funds from the trust account for payment of obligations. Commissioner Smith seconded the motion. There was no discussion and the motion passed with no abstentions.

June, 2014 for Fiscal Year 2013-2014		
Lassen Diversified Mgmt.	\$7,350.00	Contract Implementation for June 2014, Inv. 4735
Lassen Diversified Mgmt	\$81.38	Duplication & Expenses for May 2014. Inv. 4734
Smiles for Life, Inc.	\$10,977.41	Non Reimbursed Services for April, May, June 2014, Inv. 286
Modoc Office of Education	\$202.04	Adin State Preschool for May 2014, days for 1 child, Inv. AR14-00365
Pathways	\$52,623.20	Final payment for FY 13-14, Inv. 127
Social Entrepreneurs, Inc.	\$1,228.90	Social Entrepreneurs Inc., May 2014 Program work, Inv. 2925
Social Entrepreneurs, Inc.	\$7,771.10	Prepaid Evaluation Services, Inv. 06032014
Laura Roberts	\$405.67	Mileage Reimbursement for First 5 Rural Summit in Jackson, CA.
Total	\$80,980.83	

PUBLIC HEARINGS: The public hearing on the California First 5 Annual Report, the Lassen County Children & Families Commission Revised Strategic Plan, and the Lassen County Children and Families Commission Revised Long Range Financial Plan for 2015-2019 was opened at 1:37 p.m. Each document was presented. There were no comments. The hearing for each document was closed at 1:48 p.m.

APPROVALS: Commissioner Sherman made a motion to approve the California First 5 Annual Report for 2012-13. Commissioner Chapman seconded the motion. There was no discussion. The motion passed with no abstentions. Commissioner Brawley made a motion to approve the Lassen County Children & Families Commission Revised Strategic Plan with Commissioner Smith seconding the motion. There was no discussion and the motion passed with no abstentions. Commissioner Chapman made a motion to approve the Lassen County Children & Families Commission Revised Long Range Financial Plan FY 2015-2019. Commissioner Brawley seconded the motion. The motion passed with no abstentions.

BUDGET: The FY 2014-2015 Budget was presented and brief discussion was held. Commissioner Brawley made motion to approve the budget as presented. Commissioner Sherman seconded the motion. There was no further discussion and the motion passed with no abstentions.

CONTRACT RENEWALS: Each of the following contracts was considered for renewal. Each contract was reviewed for program and fiscal issues; was reviewed for consistency with the Strategic Plan and the with Commission's Budget. Each was considered for a three year renewal with specified funding levels. The contracting process was discussed and it was determined that continuity of service was of the utmost importance hence contract renewal with existing contractors was in the best interests of maintaining continuity of service. Contractors were determined to be performing their duties satisfactorily. The Executive Director was instructed to proceed with the selected process. The draft scope of work and budget for each project was presented. The following contracts were reviewed and adopted or postponed pending further inquiry:

Home Visiting/School Readiness Program Renewal -- Pathways to Child & Family Excellence, Three Years, \$263,100 each year. Commissioner Brawley made a motion to approve the home visiting contract and budget for 3 years with Commissioner Smith seconding the motion. There was no further discussion. The motion passed with no abstentions.

Oral Health Program Renewal -- Smiles for Life – Three Years, \$30,000 for each year. Commissioner Sherman made a motion to approve the oral health contract and budget for 3 years with Commissioner Smith seconding the motion. There was no further discussion. The motion passed with no abstentions.

Approval of Continuation of Contract for Executive Director Services and Cost of Operations, Lassen Diversified Management, Inc., Three Years, \$84,000 for FY 14-15, \$83,100 for FY 15-16, and \$80,000 for FY 16-17. Commissioner Brawley made a motion to approve the contract with Lassen Diversified Management for Executive Director services and budget for 3 years with Commissioner Chapman seconding the motion. There was no further discussion. The motion passed with no abstentions.

Bailey Data Management -- Data Management, Three Years, \$3,500 for each year. Commissioner Brawley made a motion to approve the Bailey Data Management contract and budget for 3 years with Commissioner Sherman seconding the motion. There was no further discussion. The motion passed with no abstentions.

Social Entrepreneurs -- Evaluation – Three Years, \$7,500 per year. Commissioner Chapman made a motion to approve the evaluation contract with Social Entrepreneurs and budget for 3 years with Commissioner Brawley seconding the motion. There was no further discussion. The motion passed with no abstentions.

Annual Audit – Proposed one year renewal. The Executive Director was instructed to ask the Singleton and Auman if they would reduce the cost and then to notify the Executive Committee with the results and to obtain tentative approval pending approval by the full commission at the August meeting.

Adin State Preschool -- Two Years, \$2,800 per year. Commissioner Smith made a motion to approve the Adin State Preschool contract renewal and budget for 3 years with Commissioner Brawley seconding the motion. There was no further discussion. The motion passed with no abstentions.

APPROVAL OF MEETING SCHEDULE: A modified meeting schedule was presented. Meetings are proposed to be held in February, April, June, August, September and October. November may be necessary depending on audit completion and public hearings. Commissioner Mae Sherman made a motion to approve the modified meeting schedule. Commissioner Brawley seconded the motion. There was no discussion and the motion passed with no abstentions.

ELECTION OF OFFICERS: Election of Officers was held. Wendy Blackmon offered to continue to serve as Chairperson. There were no other nominations for Chairperson. Mae Sherman offered to serve as Vice Chairperson. There were no other nominations for Vice Chairperson. Mary Ann Murin offered to continue to serve as Secretary Treasurer. There were no other nominations for Secretary Treasurer. Commissioner Brawley made a motion to accept the slate of officers as proposed. Commissioner Smith seconded the motion. There was no further discussion. The motion passed with no abstentions.

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WEBSITE UPDATE: The option of the Lassen First 5 website being hosted by the First 5 Association was discussed. Monthly updates would be provided by the Association. It was suggested that the Executive Committee review and finalize fiscal commitment and website style. Perhaps the tree graphic can be used on the new website. Each Commission statewide already has a place on the Association website. The Lassen portion would be expanded somewhat to offer the minutes and agendas. This will be Brown Act compliant. Commissioner Chapman made a motion to move the website to the Association's website. Commissioner Sherman seconded the motion. It was commented that this will help reduce expenditures as First 5 Lassen allocations are declining. There being no further discussion the motion passed with no abstentions.

REPORTS AND UPDATES:

The visit of Camille Maben and Moira Kenney was commented on. Everyone one enjoyed having them and learning about cutting edge thoughts.

The home visiting and oral health reports for the end of the year are being developed. The scope of work of each program has been updated and is reflect in the renewed contracts.


A Young Child Wellness System and a Lassen version of Help Me Grow continue to be developed through ART and SAT. A comprehensive system of intake and referral to services for young children is the main topic of discussion.

Commissioner Brawley reported on the potential of MAA program participation for First 5 Lassen contractors in the future. A MAA reimbursement program has been implemented but is being grown slowly to insure program stability.

Touchpoints and NBO: The new coordination site for Touchpoints and NBO is Pathways. Rebecca Roberts is coordinating future trainings.

ADJOURN: The meeting was adjourned at 2:42 P.M.

Respectfully Submitted,



Laura J. Roberts
Executive Director

