



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION
Approved Minutes of Meeting, August 7, 2014
336 Alexander Avenue, Susanville, CA

ATTENDANCE:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jim Chapman, Commissioner | <input checked="" type="checkbox"/> Joanna Zimmermann, Commissioner |
| <input checked="" type="checkbox"/> Melody Brawley, Commissioner | <input type="checkbox"/> Mae Sherman, commissioner |
| <input type="checkbox"/> Anita Osborn, Commissioner | <input checked="" 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 Smith made a motion to approve the agenda as presented. Commissioner Zimmermann seconded the motion. There was no discussion and the motion passed with no abstentions.

INFORMATION AND CONSENT CALENDAR: Commissioner Chapman made a motion to approve the Consent Calendar as presented. Commissioner Zimmermann seconded the motion. The motion passed with no abstentions. Items approved on the Consent Calendar were the Minutes of June 5, 2014, the Fiscal Reports of FY 2013-14, FY 2014-15, transfer of funds from trust account and payment of obligations for 2013-14 expenses in the amount of \$405.69, and FY 2014-15 expenses in the amount of \$69,164.83.

FY 2013-14		
Lassen Diversified Mgmt	405.69	Duplication & Expenses for May 2014. Inv. 4734
FY 2014-15		
Lassen Diversified Mgmt.	\$14,000.00	Contract Implementation for July & August, Inv. 4747
Lassen Diversified Mgmt	44.83	Duplication & Postage for July 2014, Inv. 4754
Pathways	\$52,620.00	Advance Payment for FY 14-15, Inv. 131
First 5 Association of CA	\$2,500.00	Annual Membership Dues for FY 14-15*
Total	\$69,164.83	
*First 5 Association of California Annual membership Dues was paid on 7/8/14, Ck#1717		

BUDGET: Commissioner Zimmermann made a motion to approve the First Amended Budget of FY 14-15. Commissioner Smith seconded the motion. The motion passed with no abstentions.

PLUMAS BANK: Pursuant to the audit, it was noted that the bank statements need to show a copy of each check. In lieu of that, the Commission could sign up for on-line banking. Commissioner Chapman made a motion to approve a letter to Plumas Bank requesting that check copies be included on the bank statements for the additional fee of \$2.00 per month. Commissioner Smith seconded the motion. The motion passed with no abstentions.

EXECUTIVE COMMITTEE ACTION APPROVAL: During July the Commission Executive Committee met and authorized the accounting firm of Singleton & Auman to perform the annual audit for the amount of \$7,000 rather than their first proposal of \$8,900. Commissioner Smith made a motion to approve the action of the Executive Committee. Commissioner Sandborg seconded the motion. The motion passed with no abstentions.

AUTHORIZE SIGNATURE: The Local Area Agreement, a new agreement for receiving augmentation funds from First 5 California has been received and reviewed. It requires a signature from the Commission or a designee. Commissioner Chapman made a motion to allow the Executive Director Laura Roberts to sign the agreement. Commissioner Sandborg seconded the motion. The motion passed with no abstentions.

ADVERTISING: The potential of advertising on shopping cards “Cartvertising” via the Safeway store was considered. The cost would be \$2,800 plus \$249 cart maintenance. Funds would need to be added to the budget to cover the costs. Commissioner questioned the effectiveness of advertising. A motion was called for and no motion was received. There will be no action on the matter.

REPORTS AND UPDATES: **Annual Report:** A draft will be ready for review at the September meeting. **Annual Audit:** The draft audit will be ready for review at the September meeting. **Home Visiting:** Home visits are progressing well with no issues to report. **Oral Health:** Assessments for Head Start children will begin in late August. **Young Child Wellness System and Help Me Grow:** Help Me Grow is still be explored. There is a new learning collaborative starting up and anyone wishing to participate is welcome to do so. **Touchpoints and NBO:** No trainings are scheduled at this time. The details of coordination are being worked out with the change from Indian Health to Pathways. **Other:** A team of 4 people attended a Mental Health First Aid Training and are now eligible to train others. Assist -- suicide prevention training was attended as well.

ADJOURN: The meeting was adjourned at 3:00 P.M...

Respectfully Submitted,



Laura J. Roberts
Executive Director