



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION
Minutes of Meeting February 4, 2016
336 Alexander Avenue, Susanville, CA

ATTENDANCE:

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| <input checked="" type="checkbox"/> Jim Chapman, Commissioner | <input type="checkbox"/> Joanna Zimmermann, Commissioner |
| <input type="checkbox"/> Melody Brawley, Commissioner | <input checked="" type="checkbox"/> Katherine Nielson, Alternate Commissioner |
| <input checked="" type="checkbox"/> Anita Osborn, Commissioner | <input checked="" type="checkbox"/> Jessica Jones, Commissioner |
| <input checked="" type="checkbox"/> Mary Ann Murin, Commissioner | <input checked="" type="checkbox"/> Laura Roberts, Staff |
| <input checked="" type="checkbox"/> Gene Smith, Commissioner | Visitors: Patty Gunderson, Wendy Jacobs, Jessica Stading: |
| <input checked="" type="checkbox"/> Wendy Blackmon, Commissioner | |
| <input checked="" type="checkbox"/> Mae Sherman, commissioner | |

CALL TO ORDER: The meeting was called to order at 1:30 p.m. by Vice Chairperson Mae Sherman. Everyone was welcomed.

PUBLIC COMMENT: Jessica Stading of Sierra Cascade Opportunities (Headstart) briefly spoke about the different types of services available through Headstart. She handed out a flyer detailing services and phone numbers of the different centers. There were no further comments received.

AGENDA APPROVAL: Commissioner Murin made a motion to approve the agenda with the updated financials being added. Commissioner Jones seconded the motion. There was no discussion and the motion passed with no abstentions.

APPROVAL OF ACTIONS OF EXECUTIVE COMMITTEE: Payment of November 2015, December 2015, and January 2016 expenses were approved by action of the Executive Committee. The expenses involved were reviewed by the Commission. Commissioner Osborn made a motion to approve the actions of the Executive Committee. Commissioner Jones seconded the motion. There was no discussion and the motion passed with no abstentions. The Executive Committee items approved by the Commission were as follows:

January 2016 for Fiscal Year 2015-2016		
Transfer of Funds Request		
Lassen Diversified Management	\$6,925.00	Contract Implementation for January 2016 Inv. 4883
Lassen Diversified Management	\$8.39	Duplication & Postage for December 2015. Inv. 4884
Modoc County Office of Education	\$286.44	Adin State Preschool Dec days for 2 children. Inv. AR16-00051
Total	\$7,219.83	

December 2015 for Fiscal Year 2015-2016		
Transfer of Funds Request		
Lassen Diversified Management	\$6,925.00	Contract Implementation for December 2015. Inv. 4875
Lassen Diversified Management	\$11.35	Duplication & Postage for November 2015. Inv. 4876
Modoc County Office of Education	\$334.18	Adin State Preschool Nov days for 2 children. Inv. AR16-00048
Laura J. Roberts	\$361.96	Travel to Small Counties Summit in Jackson, CA November 2015
Total	\$7,632.49	

November 2015 for Fiscal Year 2015-2016		
Transfer of Funds Request		
Lassen Diversified Management	\$6,925.00	Contract Implementation for November 2015. Inv. 4860
Lassen Diversified Management	\$98.86	Duplication & Postage for October 2015. Inv. 4863
Modoc County Office of Education	\$477.40	Adin State Preschool Oct days for 2 children. Inv. AR16-00036
Social Entrepreneurs, Inc.	\$106.25	Consulting Services for October 2015. Inv. 3372
Pathways to Child & Family Excellence	\$53,120.00	1st quarter payment for FY 2015-16. Inv. 151
First 5 Small County Summit	\$125.00	Registration for Summit Nov 16 2015*
Social Entrepreneurs, Inc.	\$795.00	Consulting Services for September 2015. Inv. 3351*
Modoc County Office of Education	\$381.92	Adin State Preschool Sept days for 2 children. Inv. AR16-00018*
Total	\$62,029.43	
* First 5 Small County Summit Registration was paid on 10/15/15=\$125.00 check 1780		
* Social Entrepreneurs, Inc. was paid on 10/13/15=\$795.00 check 1779		
* Modoc County Office of Education was paid on 10/06/15=\$381.92 check 1778		

INFORMATION AND CONSENT CALENDAR: The February 4th Financial Report was pulled from the Consent Calendar and the updated financials were added as a supplemental item on the agenda. Commissioner Smith made a motion to approve the amended information and consent calendar. Commissioner Jones seconded the motion. The motion passed with no abstentions. The item approved on the Consent Calendar consisted of the Minutes of October 1, 2015.

FINANCIAL REPORT AND REQUEST FOR TRANSFER OF FUNDS: The current financial report and request for transfer of funds was reviewed by the Commission. No questions or concerns were expressed. Alternate Commissioner Katherine Nielson made a motion to approve the February 4th Financial Report and Request for Transfer of Funds. Commissioner Smith seconded the motion. There was no further discussion and the motion passed with no abstentions. The items approved are as follows:

February 4, 2016 for Fiscal Year 2015-2016		
Transfer of Funds Request		
Lassen Diversified Management	\$6,925.00	Contract Implementation for February 2016 Inv. 4886
Lassen Diversified Management	\$6.68	Duplication & Postage for January 2016. Inv. 4887
Pathways	\$53,120.00	2 nd Quarter payment FY 15/16 Invoice 157
Modoc Office of Education	\$286.44	Adin State Preschool Jan 2016, Inv AR16-00060
Total	\$60,338.12	

QRIS/FIRST 5 IMPACT PROJECT UPDATE: Commissioner Smith gave an in depth report about the First 5 Impact Project indicating that a contract has been received for Phase I funding. The Phase II implementation strategies portion has been submitted.

BEGIN ANNUAL REVIEW OF STRATEGIC PLAN, LONG RANGE FINANCIAL PLAN: A handout was provided to the Commissioners to begin the process of reviewing the strategic plan and long range financial plan. Each goal and objective was listed with an opportunity to indicate whether the goals, objectives, and indicators are still valid. If they are not valid, the question of what needed to be changed is asked. Commissioners felt that this is a good process to undertake to help guide the annual review. No changes were made to the form and it was suggested that all forms be collected by the end of February in order to review the results and prepare any draft documents for consideration at the April 7th meeting of the Commission.

REPORTS AND UPDATES:

Home Visiting: A full report will be provided at the next meeting. There is a glitch in the software preventing access to certain data elements. Jeff Bailey is aware and will have it fixed soon.

Oral Health: A full report will be available at the next meeting due to the glitch in the software.

Touchpoints: The next training will be in March of 2016.

Adin Preschool: Recent conversations with a representative of the Adin Preschool indicate that the school may be moving back to Alturas. Commissioner Smith offered information indicating there are 18 students ready to enroll in the preschool if it opens in Bieber. Only seven of the potential enrollees have had preschool experience. The Big Valley School district has a room for the preschool, and the necessary paperwork to have a preschool on their campus is underway. Currently there is no licensed daycare available in the Bieber area.

ADJOURN: The Meeting was adjourned at 2:45 p.m. The next meeting is April 7th, 2016.

Respectfully Submitted,



Laura J. Roberts
Executive Director