



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Date of Meeting: April 5, 2018
Time of Meeting: 1:30 -3:00 p.m.
Meeting Place: Lassen County Office of Education
472-013 Johnstonville Road
Susanville, CA 96130

Minutes

ATTENDANCE

Anita Osborn	Present	Wendy Jacobs	Absent
Mary Ann Murin	Present	David Teeter	Absent
Wendy Blackmon	Present	Barbara Longo	Present
Mae Sherman	Present		
Jessica Jones	Present	Laura Roberts	Present

1. CALL TO ORDER — Welcome and Introductions

Name	Time
Commissioner Sherman	1:31 PM

2. **PUBLIC COMMENT:** Members of the public are given the opportunity to address the Commission on items of interest and within the jurisdiction of the Commission as such items are discussed. This time is allowed for public input on any item not on the agenda. Time may be limited, depending on the number of speakers and items of business.

Name	Subject
	None
Comment	None

3. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Action

Comment: Fiscal Reports removed from consent agenda to be item			
Motion	Moved	Second	Passed
Approve Updated Agenda	Blackmon	Jones	Y

4. APPROVAL OF EXECUTIVE COMMITTEE ACTIONS

Financial Payments for March 2018

Action

Comment: Executive Committee reviewed actions			
Motion	Moved	Second	Passed
Approve Executive Committee Actions	Blackmon	Jones	Y

Lassen County Children and Families Commission

March 2018 for Fiscal Year 2017-2018

Transfer of Funds Request

Lassen Diversified Management	\$6658.33	Contract Implementation for March 2018 Inv. 5071
Lassen Diversified Management	\$50.39	Duplication & Postage Feb. 2018 Inv. 5072
Total	\$6708.72	

5. INFORMATION AND CONSENT CALENDAR

Minutes February 1, 2018

Action

Comment: Commissioner Osborn clarified minutes regarding Touchpoints to say “building training teams”. Fiscal reports were updated and removed from the consent calendar to be considered separately as item 5A			
Motion	Moved	Second	Passed
Approve Feb 1, 2018 Minutes as amended	Osborn	Murin	Y

5. A **APPROVE FISCAL REPORTS FOR APRIL 2018** **Action**
 Approve of Transfer of Funds from Trust Account and Payment of Obligations

Comment: Updated fiscal report for April 2018 was reviewed			
Motion	Moved	Second	Passed
Approve Fiscal Reports for April 2018 and Transfer of Funds from Trust Account and Payment of Obligations	Blackmon	Osborn	Y

Lassen County Children and Families Commission		
April 2018 for Fiscal Year 2017-2018		
Transfer of Funds Request		
Lassen Diversified Management	\$6658.33	Contract Implementation for April 2018 Inv. 5075
Lassen Diversified Management	\$50.39	Duplication & Postage for March 2018 Inv. 5076
Pathways to Child & Family Excellence	\$53000.00	3rd quarter payment for FY 2017/2018 Inv. 189
Social Entrepreneurs Inc	\$2531.25	Consulting & Evaluation Services for March 2018 Inv. 4228
Social Entrepreneurs Inc	\$741.25	Consulting & Evaluation Services for March 2018 Inv. 4169*
Total	\$63303.19	
*Social Entrepreneurs Inc Inv 4169 was paid on 2/13/18 check #1865 = \$741.25		

6. **POLICIES AND PROCEDURES — APPROVAL OF REVENUE RECOGNITION POLICY AND AUTHORIZED PUBLIC HEARING** **Action**

Comment: Considered at Prior meeting. No changes needed.			
Motion	Moved	Second	Passed
Approve Revenue Recognition Policy and Authorized Public Hearing	Blackmon	Osborn	Y

7. **APPROVAL OF SINGLETON AUMAN ENGAGEMENT LETTER FOR 2017-18 ANNUAL AUDIT** **Action**

Comment: None			
Motion	Moved	Second	Passed
Approve Singleton Auman Engagement Letter for 2017-18 Annual Audit	Longo	Osborn	Y

8. **FINAL ANNUAL REVIEW OF STRATEGIC PLAN AND LONG RANGE FINANCIAL PLAN — APPROVE FOR PUBLIC HEARING AT JUNE 2018 MEETING** **Action**

Comment: Sarah Boxx of SEI presented annual survey results and facilitated updates to Strategic Plan and Long Range Financial Plan. At June 2018 meeting final review with modifications will be held. The Public Hearing will be held after which the Strategic Plan and Long Range Financial Plan will be adopted.			
Motion	Moved	Second	Passed
Approve the updates to 5yr Strategic Plan and Long Range Financial Plan and move to Public Hearing in June 2018	Longo	Osborn	Y

9. **REVIEW OF DRAFT BUDGET FOR FY 2018-19** **Action**

Comment: Reviewed changes in revenue and expenses.			
Motion	Moved	Second	Passed
Approve Draft Budget	Longo	Osborn	Y

10. DISCUSS PLAN FOR TRANSITION OF EXECUTIVE DIRECTOR AND REVIEW INFRASTRUCTURE OF COMMISSION **Discuss**

Name	Subject
Sherman	Keep item on the agenda
Comment	ED Roberts informed Commission of her intent to retire as ED of First Five Lassen. Time frame is unknown but a transition plan was discussed. ED Roberts will be subcontracting with Tim Clark Management through November 2018. ED Roberts suggested that the Commission update their study of Commission structures that was done in 2012 to determine future steps.

11. REPORTS AND UPDATES **Information**

Report	Update
211 Efforts in Lassen County	Commissioner Longo updated, still in the beginning stages of development. She will bring updates to commission.
Home Visiting/Touchpoints	No update. Update will be given in June.
Big Vally Preschool	No Report. Update for June Meeting.
QRIS/First 5 Impact Project Update	Tarah Clark updated. Two new sites on board: Herlong and Lassen Community College. Strengthening Families hub is to be launched in July. Oral Health - new doctor will be able to start performing dental surgeries but does not accept Dental-Cal.
Health Collaborative, Children’s Oral Health Committee	The last two meets of the Health Collaborative were cancelled. The Oral Health Committee continues to meet and has scheduled meetings to be held at Public Health.
700 Form - Statement of Economic Interest	ED Roberts - Reminded to submit forms
Children’s Fair - Express Van	ED Roberts - The Express Van will be coming to the Children’s Fair. The Van went to Big Valley Preschool early last Fall and may be able to attend other sites as well. Commissioners are encouraged to visit the booth at the Children’s Fair.
Head Start	Family Conference at the Veterans Hall April 21, 2018. Head Start received the extension grant to extend hours of service for some sites.

12. ADJOURN

FY 17/18 Meetings
June 7, 2018

August 2, 2018

September 6, 2018

October 4, 2018