



LASSEN COUNTY  
CHILDREN & FAMILIES COMMISSION

Minutes of Meeting  
February 1, 2018, 1:30 -  
3:30 p.m.  
472-013 Johnstonville Road  
Susanville, CA

**ATTENDANCE:**

Anita Osborn, Commissioner  
Mary Ann Murin, Commissioner  
Wendy Blackmon, Commissioner  
Mae Sherman, Commissioner

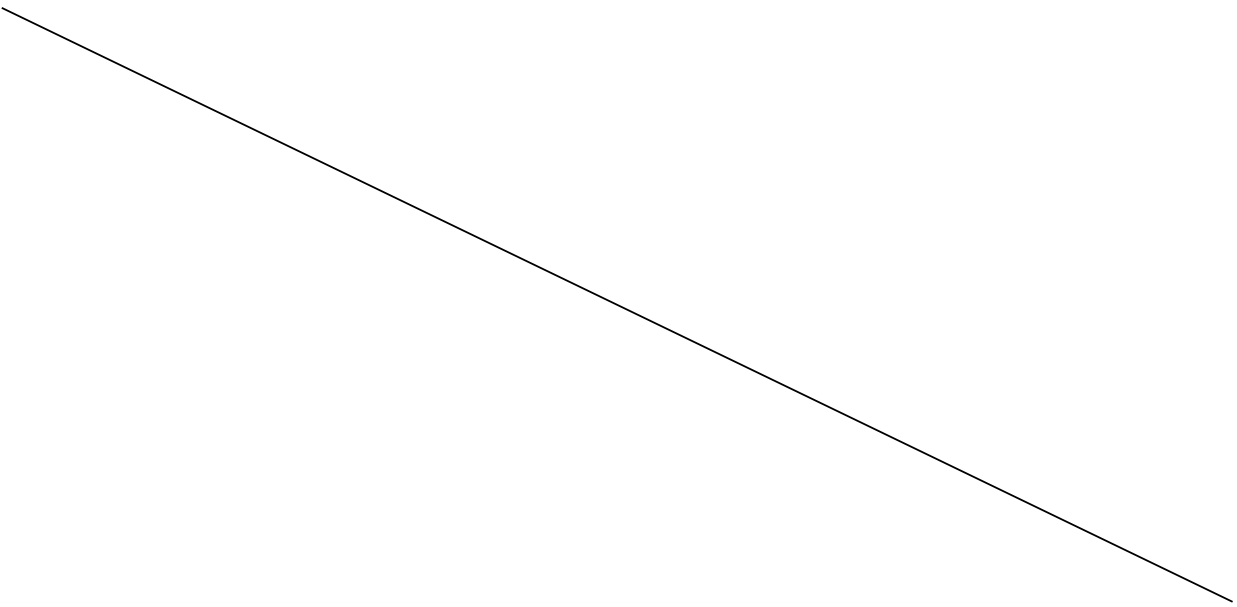
Jessica Jones, Commissioner  
Wendy Jacobs, Commissioner  
David Teeter, Commissioner  
Barbara Longo, Commissioner  
Laura Roberts, Staff

**CALL TO ORDER:** The meeting was called to order at 1:35 p.m. by Chairperson Sherman. Commissioners introduced themselves and welcomed Wesley Wadsworth from Big Valley Community Alliance, Patricia Gunderson, County Superintendent of Schools, Tarah Clark, QRIS Project, and Michelle Godman and Rhonda Hall from Public Health.

**PUBLIC COMMENT:** There were no comments from the public.

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

**APPROVAL OF EXECUTIVE COMMITTEE ACTIONS:** Executive Committee actions were reviewed regarding financial payments for November 2017, December 2017, and January 2018. Commissioner Jones made a motion to approve the Executive Committee actions. Commissioner Osborn seconded the motion. There was no further discussion and the motion passed with no abstentions. Items included in the approved financial payments included:



<b>Lassen County Children and Families Commission</b>		
<b>November 2017 for Fiscal Year 2017-2018</b>		
<b>Transfer of Funds Request</b>		
Lassen Diversified Management	\$6,658.33	Contract Implementation for Nov. 2017 Inv. 5041
Lassen Diversified Management	\$74.59	Duplication & Postage for Oct. 2017 Inv. 5042
Social Entrepreneurs, Inc.	\$1,230.00	Consulting & Evaluation Services. Inv. 4046
SingletonAuman	\$1,000.00	Final Payment for Auditing of Financial Statements. Inv. 43608
<b>Total</b>	<b>\$8,962.92</b>	
<b>Lassen County Children and Families Commission</b>		
<b>December 2017 for Fiscal Year 2017-2018</b>		
<b>Transfer of Funds Request</b>		
Lassen Diversified Management	\$6,658.33	Contract Implementation for Dec. 2017 Inv. 5049
Lassen Diversified Management	\$11.67	Duplication & Postage for Nov. 2017 Inv. 5050
Pathways to Child & Family Excellence	\$53,000.00	2nd payment FY 2017/18. Inv. 183
<b>Total</b>	<b>\$59,670.00</b>	
<b>Lassen County Children and Families Commission</b>		
<b>January 2018 for Fiscal Year 2017-2018</b>		
<b>Transfer of Funds Request</b>		
Lassen Diversified Management	\$6,658.33	Contract Implementation for Jan. 2018 Inv. 5056
Lassen Diversified Management	\$26.71	Duplication & Postage for Dec. 2017 Inv. 5057
<b>Total</b>	<b>\$6,685.04</b>	

**INFORMATION AND CONSENT CALENDAR:** Commissioner Jacobs made a motion to approve the Consent Calendar as submitted. Commissioner Teeter seconded the motion. The motion passed with no abstentions. The Consent Calendar included Minutes of the October 5, 2017 meeting, approval of the February 2018 Fiscal Reports, and approval of transfer of funds from trust account and payment of obligations as shown in the chart below:

<b>Lassen County Children and Families Commission</b>		
<b>February 1, 2018 for Fiscal Year 2017-2018</b>		
<b>Transfer of Funds Request</b>		
Lassen Diversified Mgmt.	\$6,658.33	Contract Implementation for February 2018, Inv. 5059
Lassen Diversified Mgmt.	\$32.22	Copies and postage expense for January 2018, Inv. 5060
<b>Total</b>	<b>\$6,690.55</b>	

**FIRST 5 HOME VISITING PROJECT REPORT:** The six month report of home visiting was presented. Commissioners reviewed the report and had a brief question regarding the number of children being screened with PAT tools (33 out of 80). Becky Roberts was unable to attend the meeting so the Executive Director was asked to make contact with Becky and e-mail the information to Commissioners.

**BIG VALLEY CHILD CARE CENTER REPORT:** Wesley Wadsworth, Executive Director of the Big Valley Community Alliance, gave a report on the Big Valley Preschool progress. The spread sheets provided indicated that they need \$375 per day to meet the costs of the preschool. He indicated that a few days in January fell short of that goal due to absences because of illness. Wesley indicated that funding is now being provided for some afternoon children from Migrant Education. Parents and preschool supporters are in the process of organizing fund raisers. Children are being provided transportation to and from preschool by the school district as well as other forms of services (janitorial, cafeteria, phone, etc.) that help the preschool greatly.

**QRIS/FIRST 5 IMPACT PROJECT UPDATE:** Tarah Clark provided information to the Commission regarding the QUIR project. Tarah is the new local coordinator the Lassen QRIS. Information provided covered the history of QRIS, the 7 participants of the North State QRIS Consortium, Regional Consortiums, their funding, goals, approach and supports for parents and providers. Tarah explained that QRIS is an approach to assess, improve, and communicate the level of quality in early care and education programs. Overall, the program helps participants improve the level of care they provide to children.

**LASSEN HEART (Health Education and Resource Tool):** Rhonda Hall and Michelle Godman explained the program. Their basic approach is to connect families to various services to help improve health and wellness outcomes. The Mission of Lassen HEART is to encourage, support, and connect families, to help their children grow, learn, and develop to their fullest potential. Their vision statement is: “We are a community that honors its families by making a commitment to assure that all children reach their full potential in a nurturing, healthy, and family environment. An implementation guide for Lassen HEART was shared. The program is also exploring ways to restore the Interagency Case Conferencing Committee meetings so providers can come together and coordinate services to families that have multi-agency involvement. Rhonda also explained that research is underway to figure out the best way to put the resource directory online. It would be easier to update if it were online. A comment was made that perhaps a local 211 system would help as well as the Association of Information and Referral Systems (AIRS).

**BEGIN ANNUAL REVIEW OF STRATEGIC PLAN AND LONG RANGE FINANCIAL PLAN:**

Discussion began on the Strategic and Long Range Financial Plan document. An Annual Plan Review FY 17-18 document was delivered prior to the meeting. Some Commissioners had a chance to review the document and brought up questions to be considered in the review process. Question: Should there be an Objective 1C regarding the number of children receiving ASQ and ASQ-SE screenings? Comment was also made when describing something in numbers use the term “proportion” or “percentage” consistently. The handout is a survey form for each Commissioner and other interested parties to complete. The deadline for return of the form is February 19, 2018. The item will be on the agenda for the April meeting where a summary of the survey results will be provided and a draft updated plan will be discussed. The revised document will be placed on the June agenda for public hearing and adoption.

**POLICIES AND PROCEDURES, ADDITION OF REVENUE RECOGNITION POLICY:** At the recommendation of Clay Singleton, CPA, and provider of the annual audit, a revenue recognition policy is needed. A draft policy was presented. The suggested policy language is as follows:

It is the policy of the Commission to utilize a 60-day criterion at the end of the fiscal year for determining if revenues are deemed available and collectible within the current period. The Commission defines "Available" as revenue collectible within the current period or within 60 days thereafter to be used to pay the liabilities of the current period.

After review of the draft policy and a brief discussion, the matter is to be on the next agenda for action to move it to public hearing status.

**REPORTS AND UPDATES:**

Commissioner Osborn reported on **Touchpoints** and indicated that two more trainers are needed. The cost of training remains difficult to address. The next training is scheduled for October 2018. Headstart is interested in participating. Superintendent Gunderson asked to be kept in the loop as well as Tarah Clark, QRIS Coordinator. **Health Collaborative and Oral Health Committee:** The next meeting of the Health collaborative is March 16, 2018. Commissioner Jones reported on an Oral health grant that has been received by Public Health. It is a 5 year grant with the purpose of building an oral health program locally, primarily to provide screenings, education, and connect children to other needed resources. The Committee continues to meet every 2 months to review the needs and the methods of meeting gaps in services. The fluoride Varnish program has been delivering screening services throughout Lassen County by teaming up with WIC Clinics. **211 Efforts:** Mobilizing a local 211 system is needed. How that will be moved forward is to be determined. A 211 system could be the answer to an online and continuously updating resource directory. Some First 5 organizations invest in 211 systems. The Legislature has apportioned some funding to help small areas begin to participate in 211.

**ADJOURN:** The meeting was adjourned at 2:45 p.m. by Chairperson Sherman.

Respectfully submitted,



Laura J. Roberts  
Executive Director