



LASSEN COUNTY  
CHILDREN & FAMILIES COMMISSION  
 Minutes of Meeting,  
 October 5, 2017, 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  
 Patty Gunderson, Guest

Jessica Jones, Commissioner  
 Wendy Jacobs, Commissioner  
 David Teeter, Commissioner  
 Laura Roberts, Staff  
 Helen Finks, Guest

**CALL TO ORDER:** The meeting was called to order at 1:34 p.m. by Chairperson Sherman. Everyone was welcomed. It was noted that there are two vacancies on the Commission thus there are only seven members. The quorum for today’s meeting is four and four Commissioners are present.

**PUBLIC COMMENT:** Public comment was opened. There were no comments given.

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

**INFORMATION AND CONSENT CALENDAR:** Commissioner Teeter made a motion to approve the fiscal reports and the transfer of funds from the trust account for payment of obligations. Commissioner Blackmon seconded the motion. The motion passed with no abstentions.

<b>Lassen County Children and Families Commission</b>		
<b>October 5, 2017 for Fiscal Year 2017-2018</b>		
<b>Transfer of Funds Request</b>		
Lassen Diversified Management	\$6,658.33	Contract Implementation for Oct. 2017 Inv. 5033
Lassen Diversified Management	\$243.70	Duplication & Postage for Sept. 2017 Inv. 5034
Social Entrepreneurs, Inc.	\$2,059.75	Consulting & Evaluation Services. Inv. 4011
Pathways to Child & Family Excellence	\$53,000.00	Home Visiting Services FY 2017/18 1st qtr pmt. Inv 182
Alliant Insurance Services, Inc.	\$1,320.67	Special Liability Insurance 09/17-09/18. Inv. 405
Singleton Auman	\$6,000.00	Auditing of Financial Statements. Inv. 43101*
Total	\$69,282.45	
*Singleton Auman was paid on 09/15/17 with check# 1853		

**FINAL REVIEW OF ANNUAL AUDIT AND ANNUAL REPORT:** Questions raised at the last meeting by Commissioner Osborn regarding the “net total position” not matching the comparisons of net assets for the past two years were discussed. Clay Singleton was invited to attend the meeting via speaker phone and changes in his schedule allowed him to attend the meeting in person. Helen Finks, fiscal officer for the

Commission, also attended the meeting. She explained that the difference in the prior year adjustments in accounts receivable and accounts payable were part of the reason why there were discrepancies Clay

Singleton joined the meeting and indicated that corrections in the percentage cited in the management letter were made, and also explained that journal entries had been made to correct the discrepancies. He thanked the Commission for bringing this to his attention. Clay Singleton also explained accounting practices and the timing of receipt of revenue after the close of the fiscal year. He also recommended that the Commission develop a written policy designating a 60 day time limitation for inclusion of accounts receivable in the closed fiscal year. This specifically pertains to the receipt of the final payment for the small county augmentation.

The Annual Report was reviewed briefly. Typos noted at the prior meeting in the Annual Report were corrected. The ASQ and ASQ-SE information was added to the comparison data area, as noted at the previous meeting. There was no further discussion.

**PUBLIC HEARING LASSEN FIRST 5 ANNUAL AUDIT:** The public hearing on the Annual Audit was opened at 2:09 p.m. The final audit was presented. There were no comments. The hearing was closed at 2:11 p.m.

**PUBLIC HEARING LASSEN FIRST 5 ANNUAL REPORT:** The public hearing on the Annual Report was opened at 2:11 p.m. The Annual Report was presented. There were no comments. The hearing was closed at 2:12 p.m.

**ADOPTION OF LASSEN FIRST 5 ANNUAL AUDIT AND ANNUAL REPORT:** Commissioner Blackmon made a motion to approve the Annual Audit and Annual Report. Commissioner Jacobs seconded the motion. There was no discussion. The motion passed with no abstentions.

**REPORTS AND UPDATES:** Executive Director, Laura Roberts, reported on the 2-1-1 meeting that she attended in June. The Commission suggested that the CEO of NorCal United Way be invited to present to a similar audience here in Lassen County. The Executive Director was asked to put together such an event.

**ADJOURN:** The meeting was adjourned at 2:29 p.m. by Chairman Blackmon.

Respectfully submitted,



Laura J. Roberts  
Executive Director