



***LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION***

Date of Meeting: February 7, 2019

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

1. CALL TO ORDER — Welcome and Introductions

Name	Time
Commissioner Blackmon	1:33 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

3. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Action

COMMENT: None			
Motion	Moved	Second	Pass
Approve agenda.	Jacobs	Jones	Y

4. APPROVAL OF EXECUTIVE COMMITTEE ACTIONS

Action

Financial Payments for November 2018, December 2018 & January 2019

COMMENT: None			
Motion	Moved	Second	Pass
Approve Executive Committee Actions listed below.	Osborn	Jacobs	Y

Executive Committee Actions		
Lassen County Children and Families Commission		
Transfer of Funds Request		
November 2018 for FY 2018-2019		
Lassen Diversified Management	\$6,491.66	Contract Implementation for November 2018 Inv. 5126
Lassen Diversified Management	\$353.27	Duplication & Postage for October 2018 Inv. 5127
Social Entrepreneurs Inc	\$797.50	Consulting Services for September, 2018 Inv. 4484
Singleton Auman PC	\$1,000.00	Audit of Financial Statement FY ending 6/30/18 Inv. 47735
Total	\$8,642.43	
December 2018 for FY 2018-2019		
Lassen Diversified Management	\$6,491.66	Contract Implementation for December 2018 Inv. 5132
Lassen Diversified Management	\$303.98	Duplication & Postage for November 2018 Inv. 5133
Pathways to Child & Family Excellence	\$54,060.00	First Quarter Fy 2018-19 Inv. 199
Total	\$60,855.64	
January 2019 for FY 2018-2019		
Lassen Diversified Management	\$6,491.66	Contract Implementation for January 2019 Inv. 5137
Lassen Diversified Management	\$5.25	Duplication & Postage for December 2018 Inv. 5138
Total	\$6,496.91	

5. INFORMATION AND CONSENT CALENDAR

Action

- Approval of Minutes of October 4 & 10, 2018
- Approval of Fiscal Reports for February 2019
- Approval of Transfer of Funds from Trust Account and Payment of Obligations

COMMENT: Adjust approval of minutes to include October 10th - Jessica Jones			
Motion	Moved	Second	Pass
Approve Minutes October 4 & 10, 2018; Fiscal Reports for February 2019; Transfer of Funds from Trust Account and Payment of Obligations.	Jones	Murin	Y

Lassen County Children and Families Commission		
February 7, 2019 for FY 2018-2019		
Transfer of Funds Request		
Lassen Diversified Management	\$6,491.66	Contract Implementation for February 2019 Inv. 5142
Lassen Diversified Management	\$67.91	Duplication for January 2019 Inv. 5143
Pathways to Child and Family Excellence	\$54,060.00	Second Quarter FY 2018-2019 Inv. 205
Total	\$60,619.57	

6. FIRST 5 HOME VISITING PROJECT REPORT

Information

<p>COMMENT: Becky Roberts gave 6 month Home Visiting Report. Doyle and Herlong home visiting is growing. Word of mouth and the local resource center have been contributing to this growth. Collaborating more with Public Health, Lassen HEART and others to help transition clients to other resources. Lassen HEART is facilitating a multi-agency collaborative forum in which Pathways is participating.</p>
<p>COMMENT: Commissioner Osborn asked why the Parent Satisfaction with Referrals Received were so low. Becky Roberts commented that the satisfaction percentage shows that other programs and services that are referred to are facing challenges. Many are transportation related while others can be resolved if the parents/caregivers communicate the challenges to Pathways so further assistance can be granted.</p>

7. BEGIN ANNUAL REVIEW OF STRATEGIC PLAN AND LONG RANGE FINANCIAL PLAN

Discussion

<p>COMMENT: Clark gave summary of the Annual Strategic Plan and Long Range Plan Review Form.</p>
<p>COMMENT: ED Roberts stated that the Commission is required by legislation to review the Strategic Plan annually. The Commissioners were asked to review Strategic Plan and note any comments or suggestions on the form provided. Please have forms submitted by February 22, 2019.</p>

8. REPORTS AND UPDATES

Information

Report	Update
Big Valley Preschool	Clark: Big Valley Preschool continues to have tuition collection challenges. They have become a recipient of funds from QRIS. Wadsworth is still very optimistic about prospects for the preschool.
Quality Counts/First 5 Impact Project Update	Freeman: Quality Counts. Big Valley Preschool was able to use all resource materials. Looking for a certified Family Child Care Environmental Rating Scale Assessor for Lassen County. Currently there is a certified Infant and Toddler Environmental Rating Scale Assessor.
Lassen HEART	Hall: Continues to spread the word about all the resources that are available through Lassen HEART. Free Oral Health Clinics are reaching more people. Family Connections Conference March 30th will be held at Lassen High School Student Center.
Health Collaborative, Children's Oral Health Committee	Commissioner Jones: Health Collaborative is this month. Oral Health: Current task is to develop a needs assessment for the county to fulfill grant requirements. February is oral health awareness month. There is a future possibility to have a mobile clinic come up from So Cal. Looking into other options as well. DentiCal is improving reimbursements for dentists and allowing dentists who are willing to serve the DentiCal population to accept a limited number of patients. Last year Public Health Oral Health program served 241 children while this year 291 have been served. Program has picked up the Kindergarten Roundups. Will be present at the Children's Fair.
211 Efforts	Commissioner Jones: Still working out details.
Brown Act Update	Clark: Update consists of making minutes and agendas directly visible on the home page of the website. This has been reviewed and no changes were necessary.
Conflict of Interest and Ethics Trainings	Clark: All commissioners need to present a certificate of completion of each training for their file.
Executive Director Report	Clark: Looking into contracts that will be expiring next year and looking at procurement policies and procedures. Looking into membership terms that will be expiring and how to fill vacancies. Both will be reported at the April 2019 meeting.
Form 700	ED Roberts: 700 forms are required to be submitted.
Other	Becky Roberts: Touchpoints - There have been internal changes at the national level that have caused some challenges. Planning on offering training in 2019. Need to work on follow up procedures and possibly working with Workforce Development to pay for training.

9. Adjourn

FY 18/19 Meetings:

April 4, 2019; June 6, 2019; August 1, 2019; September 5, 2019; October 3, 2019