



DUE TO COVID-19 and the executive orders of both President Trump and Governor Newsom we will be meeting virtually. Governor Newsom has lifted some of the restrictions of the Brown Act to allow commissions to meet virtually.

**Meeting Call In Number: +1 669 900 6833**  
**Meeting ID: 367 174 326**  
**Minutes**

**ATTENDANCE**

<b>Mae Sherman</b>	Present	<b>David Teeter</b>	Present
<b>Wendy Blackmon</b>	Present	<b>Barbara Longo</b>	Present
<b>Mary Ann Murin</b>	Absent	<b>Ronda Hall</b>	Present
<b>Michelle Godman</b>	Present	<b>Laura Roberts</b>	Present
<b>Wendy Jacobs</b>	Present	<b>Tim Clark</b>	Present
<b>Vacancy</b>			

**1. CALL TO ORDER — Welcome and Introductions**

<b>Name</b>	<b>Time</b>
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.

<b>Name</b>	<b>Subject</b>	<b>Open: 1:33 pm</b>	<b>Closed: 1:34 pm</b>
	None		

**3. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS**

**Action**

<b>COMMENT:</b> Clark - Change item 11 to an action item due to an emergency status of COVID-19.			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Approve Updated Agenda	Hall	Jacobs	Y

**Record of Voting**

<b>Mae Sherman</b>	Approve	<b>David Teeter</b>	Approve
<b>Wendy Blackmon</b>	Approve	<b>Barbara Longo</b>	Approve
<b>Mary Ann Murin</b>	Absent	<b>Ronda Hall</b>	Approve
<b>Michelle Godman</b>	Approve	<b>Wendy Jacobs</b>	Approve

**4. APPROVAL OF EXECUTIVE COMMITTEE ACTIONS****Action**

Financial Payments for March 2020

<b>COMMENT:</b>			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Approve Executive Committee Actions of financial payments for March 2020	Teeter	Longo	Y

**Recording of Vote**

<b>Mae Sherman</b>	Approve	<b>David Teeter</b>	Approve
<b>Wendy Blackmon</b>	Approve	<b>Barbara Longo</b>	Approve
<b>Mary Ann Murin</b>	Absent	<b>Ronda Hall</b>	Approve
<b>Michelle Godman</b>	Approve	<b>Wendy Jacobs</b>	Approve

**5. INFORMATION AND CONSENT CALENDAR****Action**

Approval of Minutes of February 6, 2020; February 20, 2020

Approval of Fiscal Reports for April 2020

Approval of Transfer of Funds from Trust Account and Payment of Obligations

<b>COMMENT:</b>			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Approve Minutes of February 6, 2020; February 20, 2020 Fiscal Reports for April 2020; Transfer of Funds from Trust Account and Payment of Obligations.	Teeter	Jacobs	Y

**Record of Vote**

<b>Mae Sherman</b>	Approve	<b>David Teeter</b>	Approve
<b>Wendy Blackmon</b>	Approve	<b>Barbara Longo</b>	Approve
<b>Mary Ann Murin</b>	Absent	<b>Ronda Hall</b>	Approve
<b>Michelle Godman</b>	Approve	<b>Wendy Jacobs</b>	Approve

**Lassen County Children and Families Commission****April 2, 2020 for FY 2019-2020****Transfer of Funds Request**

Lassen Diversified Management	\$6,325.00	Contract Implementation for April 2020. Inv. 5237
Lassen Diversified Management	\$27.99	Duplication for March 2020. Inv. 5238
Sarah Boxx	\$500.00	ED Recruitment Support. Contract Payment Schedule
Pathways to Child & Family Excellence	\$55,140.00	3rd Quarter FY 2019-20. Inv. 227
Bunyan Road Security Storage	\$504.00	Storage Unit Rental May 2020 thru April 2021
Total	\$62,496.99	

**6. REVIEW APPLICATIONS FOR COMMISSION VACANCIES & AUTHORIZE RECOMMENDATION LETTER TO BOARD OF SUPERVISORS FOR APPOINTMENT OF APPLICANT** **Action**

<b>COMMENT: Clark-</b> Gave explanation of both applicants and gave suggestion to select Phoebe Freeman			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion to accept Phoebe Freeman as a recommendation to the County Board of Supervisors to Section 3 Commissioner.	Blackmon	Jacobs	Y

<b>Record of Vote</b>			
<b>Mae Sherman</b>	Approve	<b>David Teeter</b>	Approve
<b>Wendy Blackmon</b>	Approve	<b>Barbara Longo</b>	Approve
<b>Mary Ann Murin</b>	Absent	<b>Ronda Hall</b>	Approve
<b>Michelle Godman</b>	Approve	<b>Wendy Jacobs</b>	Approve

**7. COMMISSIONER MEMBERSHIP TERMS AND COMPILATION REVIEW** **Discussion**

**COMMENT:** Wendy Blackmon and Michelle Godman stated that they would like to continue their terms.

**8. ED RECRUITMENT CONTRACT NEGOTIATION UPDATE** **Discussion**

**COMMENT:** Sherman/Teeter - Bob Burns was good with the contract and the committee is going to move forward with the next step to finalize the contract.

**9. CONTINUE ANNUAL REVIEW OF STRATEGIC PLAN AND LONG RANGE FINANCIAL PLAN** **Discussion**

**COMMENT:** Clark - Based upon the review of the forms received, there is no indication that a revision or update of the Strategic Plan and Long Range Financial Plan is in order.

**Hall -** I did not submit my form back in because everything is still valid.

**Clark -** Based upon the feed back from the forms, Commissioner Hall's statement and no other comments from the Commissioners, the Strategic Plan and Long Range Financial Plan is still valid and will be presented on June 4, 2020 for public hearing and adoption.

**10. REVIEW DRAFT BUDGET FY 20-21** **Discussion**

**COMMENT:** Clark - Presented the draft budget pointing out the areas of change: Pathways has a scheduled increase and Professional Services in the event the Commission needs legal services.

## 11. COVID-19 NEEDS ASSESSMENT SUBMISSION

**Action**

<b>COMMENT:</b>			
<b>Clark</b> - There was a request from F5 Association to fill out an estimated order request for each county as a response to the COVID-19 pandemic. Roberts coordinated with local partners to put together a list of needs and submitted it with a cover letter to Jim Uruburu.			
<b>Roberts</b> - The daycare situation is not looking good with many shut down.			
<b>Longo</b> - EOC is going through the incident command center. There is a lot going on locally to prepare.			
<b>Hall</b> - Public Health is getting reports of shortages of supplies at the stores from some families.			
<b>Freeman</b> - Quality Counts has some extra money and is planning on using it to help the local preschools. Those that are open and complaining with appropriate measures to prevent the spread of Covid-19 may get \$399.			
<b>Clark</b> - The reason to change this line item to an action item is to allocate some money so the Commission would be able to assist in our community. Many of the other F5 Commissions are moving in this direction. It would be good to add a line item to the budget called COVID-19 Emergency Supply Fund. We could take \$10,000 from the Emerging Initiatives line item; since it appears that we will not be using any of it for the remaining fiscal year. If a committee can be formed to help develop a policy and strategies to work with local partners, then the ED can then authorize qualified expenditures.			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion is to take \$10,000 from Emerging Initiatives and to setup an amount of COVID-19 Emergency Supply.	Hall	Godman	Y
Motion to amend motion to include ED and 1 Commissioner to form a committee and to assist in the oversight of the dispersement of the COVID-19 Emergency Supply Fund.	Hall	Godman	Y

<b>Record of Vote</b>			
<b>Mae Sherman</b>	Approve	<b>David Teeter</b>	Approve
<b>Wendy Blackmon</b>	Approve	<b>Barbara Longo</b>	Approve
<b>Mary Ann Murin</b>	Absent	<b>Ronda Hall</b>	Approve
<b>Michelle Godman</b>	Approve	<b>Wendy Jacobs</b>	Approve

## 12. REPORTS AND UPDATES

<b>Report</b>	<b>Update</b>
Quality Counts/First 5 Impact Project Update	Quality Counts has some extra money and is planning on using it to help the local preschools. Those that are open and complaining with appropriate measures to prevent the spread of Covid-19 may get \$399.
Lassen HEARTS	We did some phone interviews and made some deliverers. Gave some formula out. Most operations have been COVID-19 related.
Health Collaborative	All meetings have been cancelled.
Children's Oral Health Committee	Muttera: Working with Head-start to get toothbrush. A lot of things are put on hold due to COVID-19

211	There is no new update
Supply Bank	Supply Bank is going to be working the the F5 Association to help with emergency supplies during the COVID-19 Pandemic. We might be able to get supplies through them.
CalWORKs Home Visiting Program	There is no new update.
ED Report	Clark: We are working on getting all contracts that are scheduled to expire at the end of this fiscal year to be renewed. The scope of work for each contract will be presented at our June 4th meeting. Policies and Procedures with questions have been submitted to Bob Burns for his advice and approval. Once he sends them back then the updates will be formally presented for discussion.
Form 700	Clark: All forms have been submitted. Thank you!

### 13. Adjourn

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### FY 19/20 Meetings:

June 4, 2020