



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: 916813

Minutes

ATTENDANCE

Mae Sherman	Absent	David Teeter	Present
Wendy Blackmon	Present	Barbara Longo	Present
Mary Ann Murin	Absent	Ronda Hall	Absent
Michelle Godman	Absent	Laura Roberts	Present
Wendy Jacobs	Present	Tim Clark	Present
Phoebe Freeman	Present		

1. CALL TO ORDER — Welcome and Introductions

Name	Time
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	Open: 1:33 PM	Closed: 1:34 PM
	None		

3. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Action

COMMENT: Clark - Strike "Updated" on line item #6 since there have been no updates to the Strategic Plan and Long Range financial plan.			
Motion	Moved	Second	Pass
Motion to approved agenda as modified.	Teeter	Jacobs	Y

Record of Vote

Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

3A. APPROVAL OF EXECUTIVE COMMITTEE ACTIONS
Financial Payments for May 2020

Action

COMMENT:			
Motion	Moved	Second	Pass
Approve Executive Committee Actions on financial payments for May 2020.	Jacobs	Longo	Y

Record of Vote			
Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

4. INFORMATION AND CONSENT CALENDAR

Action

Approval of Minutes of April 2, 2020
Approval of Fiscal Reports for June 2020
Approval of Transfer of Funds from Trust Account and Payment of Obligations

COMMENT:			
Motion	Moved	Second	Pass
Approve Minutes of April 2, 2020, Fiscal Reports for June 2020, Transfer of Funds from Trust Account and Payment of Obligations.	Teeter	Jacobs	Y

Record of Vote			
Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

Lassen County Children and Families Commission		
June 4, 2020 for FY 2019-2020		
Transfer of Funds Request		
Lassen Diversified Management	\$6,325.00	Contract Implementation for April 2020. Inv. 5250
Lassen Diversified Management	\$89.56	Duplication & Expenses for May 2020. Inv. 5251
Pathways to Child & Family Excellence	\$55,140.00	3rd Quarter FY 2019-20. Inv. 227
First 5 Association	\$3,125.00	Annual Association Membership Dues FY 2020-2021
Total	\$64,679.56	

5. STRATEGIC PLAN AND LONG RANGE FINANCIAL PLAN**Hearing**

Comment:	Opened	Closed
None	1:40 PM	1:41 PM

6. ADOPT STRATEGIC PLAN AND LONG RANGE FINANCIAL PLAN**Action**

COMMENT:			
Motion	Moved	Second	Pass
Motion made to adopt the unmodified Strategic Plan and Long Range Financial Plan for FY 20/21.	Teeter	Jacobs	Y
Record of Vote			
Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

7. CA STATE COMMISSION FY 18-19 ANNUAL REPORT**Hearing**

Comment:	Opened	Closed
None	1:42 PM	1:43 PM

8. APPROVE STATE COMMISSIONS FY 18-19 ANNUAL REPORT**Discussion**

COMMENT:			
Motion	Moved	Second	Pass
Motion made to approve State Commissions FY 18-19 Annual Report.	Jacobs	Teeter	Y
Record of Vote			
Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

9. POLICIES AND PROCEDURES - REVIEW UPDATES**Discussion**

COMMENT: Clark - Presented the draft Policies and Procedures that were reviewed by Lassen County Counsel noting the following areas of change: Section 1.3.2; all of Section 2 Contracting and Procurement; all of Section 6: Conflict of Interest Policies and Procedures and Section 11: Conducting Meetings VIA Teleconferencing. While Counsel stated the Policies and Procedures permit teleconferencing, it is greatly discouraged due to protocol outlined in the Brown Act. This will be placed on next agenda for approval of changes.
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10. CONTRACT RENEWAL - PATHWAYS, SEI, BAILEY DATA MANAGEMENT

Discussion

COMMENT: Clark - Each of the following contracts was considered for renewal: Pathways, SEI, Bailey Data Management. Each contract was reviewed for program and fiscal issues; was reviewed for consistency with the Strategic Plan and the with Commission’s Budget. Each was considered for a three-year renewal with specified funding levels. The contracting process was discussed and it was determined that continuity of service was of the utmost importance hence contract renewal with existing contractors was in the best interests of maintaining continuity of service. Contractors were determined to be performing their duties satisfactorily. County Counsel reviewed the contracts and no changes were recommended.

11. CONTRACT RENEWAL - PATHWAYS, SEI, BAILEY DATA

Action

COMMENT:			
Motion	Moved	Second	Pass
Motion to renew contracts with Pathways, SEI and Bailey Data Management for another three years (FY 20/21-22/23) and direct the Executive Director to proceed with signing the contracts. Pathways to Child & Family Excellence: FY 20/21for \$281,200; FY 21/22 for \$286,800; FY 22/23 for \$292,600. Social Entrepreneurs, Inc - FY 20/21for \$9,000; FY 21/22 for \$9,000; FY 22/23 for \$9,000. Bailey Data Management - FY 20/21for \$4,000; FY 21/22 for \$4,000; FY 22/23 for \$4,000.	Jacobs	Teeter	Y

Record of Vote			
Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

12. APPROVE BUDGET FOR FY 20-21

Action

COMMENT: none			
Motion	Moved	Second	Pass
Motion to approve Budget for FY 20-21.	Teeter	Longo	Y

Record of Vote			
Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

13. ELECTION OF OFFICERS FOR FY 20-21**Action**

COMMENT: None			
Motion	Moved	Second	Pass
Motion made to reinstate the following as Commission Officers: Chair - Mae Sherman, Vice Chair- Wendy Blackmon Secretary/Treasurer - Mary Ann Murin	Jacobs	Longo	Y
Record of Vote			
Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

14. ED RECRUITMENT UPDATE**Information**

COMMENT: Clark - The contract has been signed by Tim Clark of Tim Clark Management, LLC and certificate of insurance has been requested.

15. REVIEW OF MEMBERSHIP - TERMS EXPIRING**Information**

COMMENT: Clark - All commissioners who had expiring terms have stated that they would like to continue. Reappointments will be requested of the Board of Supervisors.
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16. CONSIDER HOME VISITING RFA SUBMISSION: SIGN OFF OR OBTAIN CONSULTANT FOR TECHNICAL SUPPORT**Action**

COMMENT: Roberts: Gave overview of F5 CA Home Visiting Coordination RFA.			
Motion	Moved	Second	Pass
Motion was made to approve submission of the RFA.	Teeter	Longo	Y
Record of Vote			
Wendy Blackmon	Yes	Wendy Jacobs	Yes
Phoebe Freeman	Yes	David Teeter	Yes
Barbara Longo	Yes		

17. REPORTS AND UPDATES

Report	Update
Quality Counts/First 5 Impact Project Update	Freeman: June 30, 2020 is the end of the first funding cycle. July 1st starts a new funding cycle. There will be changes in the scope of work. Commissioners Freeman will provide additional info at the August meeting.
Lassen HEARTS	None at this time.

Health Collaborative	Longo - Due to COVID-19 the health collaborative has been postponed until the work load is reduced and capacity allows for the collaborative to continue.
Children's Oral Health Committee	None at this time.
F5 COVID-19 Emergency Supply Committee	Clark - The first shipment of supplies was received and distributed the same day to Quality Counts sites. The other childcare providers will be received supplies through Lassen County Office of Education once request forms have been submitted.
Laura Robert's last meeting.	Blackmon - Thank you for your years of dedication to F5 Lassen! Robert's - Thank you for the many opportunities to help serve Lassen County's youngest children and their families. Well wishes were extended to the Commissioners.
Head Start	Blackmon - Year round programs are scheduled to begin on Jun 15th. Enrollment is open and families are able to call Sierra Cascade Family Opportunities to fill out the application or go online to fill it out.

18. ADJOURN @ 2:58 PM

FY 20/21 Meetings:

August 6, 2020; September 3, 2020; October 1, 2020