



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

Date of Meeting: October 1, 2020  
Time of Meeting: 1:30 PM - 3:00 PM

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: 894 8765 1391**

**Password: 341877**

**Minutes**

**ATTENDANCE**

<b>Mae Sherman</b>	Absent	<b>David Teeter</b>	Absent
<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>Phoebe Freeman</b>	Present
<b>Wendy Jacobs</b>	Present	<b>Tim Clark</b>	Present

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

<b>Name</b>	<b>Time</b>
Wendy Blackmon	1:34 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: 1:35 PM</b>	<b>Closed: 1:36 PM</b>
	None		

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

**Action**

<b>COMMENT: None</b>			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion to approve agenda.	Jacob	Godman	Y

**Record of Vote**

<b>Phoebe Freeman</b>	Yes	<b>Barbara Longo</b>	Yes
<b>Michelle Godman</b>	Yes	<b>Ronda Hall</b>	Yes
<b>Wendy Jacobs</b>	Yes		

**4. INFORMATION AND CONSENT CALENDAR**

**Action**

- Approval of Minutes of September 10, 2020
- Approval of Fiscal Reports for October 2020
- Approval of Transfer of Funds from Trust Account and Payment of Obligations

<b>Lassen County Children and Families Commission</b>		
<b>September 2020 for FY 2020-2021</b>		
<b>Transfer of Funds Request</b>		
U.S. Postal Service	\$118.00	PO Box Annual Payment
Alliant	\$1,439.03	Annual Insurance Premium, Inv# 6305
Bailey Data Management	\$2,700.00	Annual web hosting/database fee, Inv# 499
Singleton Auman PC	\$500.00	Audit of Financial Statement FYE: 6/30/20, Inv. 54105
Social Entrepreneurs, Inc.	\$432.50	Evaluation Support 8/31/20, Inv. 5098
Tim Clark Mgmt, LLC	\$6,325.00	Contract Implementation for October 2020, Inv# 1033
Tim Clark Mgmt, LLC	\$77.98	Duplication/Stamp?Misc for September, Inv# 1034
<b>Total</b>	<b>\$11,592.51</b>	

**COMMENT: None**

<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Approve Minutes of September 10, 2020, Fiscal Reports for October 2020, Transfer of Funds from Trust Account and Payment of Obligations.	Godman	Jacobs	Y

**Record of Vote**

<b>Phoebe Freeman</b>	Yes	<b>Barbara Longo</b>	Yes
<b>Michelle Godman</b>	Yes	<b>Ronda Hall</b>	Yes
<b>Wendy Jacobs</b>	Yes		

**5. APPROVE UPDATED CONFLICT OF INTEREST**

**Action**

County Council will be presenting

**COMMENT: Clark:** Bob Burns, County Council, will be presenting the changes.

**Burns:** Gave overview and purpose of the Conflict of Interest Code and its relationship to Form 700. Explained that the updates included a more detailed outline of the reporting requirements and updated language.

<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion to approve Updated Conflict of Interest	Longo	Hall	Y

<b>Record of Vote</b>			
<b>Phoebe Freeman</b>	Yes	<b>Barbara Longo</b>	Yes
<b>Michelle Godman</b>	Yes	<b>Ronda Hall</b>	Yes
<b>Wendy Jacobs</b>	Yes		

## 6. ANNUAL EVALUATION REPORT

## Discussion

Presentation of the report

<b>COMMENT</b>
<b>Clark:</b> Lisa Watson and Kim Hopkins from Social Entrepreneurs Inc are with us today to go over the annual evaluation report.
<b>Watson:</b> Reviewed the entire evaluation report citing that families are better because of the services of Pathways Home Visiting Program. Due to data collection challenges this year, a deeper review of the data was performed. It was identified that due to the re-entry of data two score entries that were accidentally inverted and can only be corrected by the ODM. With the timing constraints, the report does not reflect the correction of this at this time. We recommend that a review of the data collection process be in order. Specifically, the LSP tool rating scale needs to be refined to ensure complete accuracy. This does not invalidate the fact that families are improving but the scoring does need to be reviewed.
<b>Clark:</b> SEI, ODM, Pathways and myself will be working together to review the data collection and visit the scoring process for the Life Skills Progression tool to see what changes are in order to ensure fidelity to the tool. Even though changes are in order, this does not undermine the evaluation reports indicating that families are showing signs of growth.
<b>Watson:</b> Confirmed that families are getting better, but there is some refinement that needs to be done to the data processing to ensure accuracy.

## 7. APPROVE ANNUAL EVALUATION REPORT

## Action

<b>COMMENT:</b>			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion to approve the Annual Evaluation Report.	Longo	Godman	Y

<b>Record of Vote</b>			
<b>Phoebe Freeman</b>	Yes	<b>Barbara Longo</b>	Yes
<b>Michelle Godman</b>	Yes	<b>Ronda Hall</b>	Yes
<b>Wendy Jacobs</b>	Yes		

**8. FIRST 5 LASSEN ANNUAL REPORT**

**Action**

<b>COMMENT: Clark:</b> Presented the Annual Report and explained that numbers differ from the Annual Evaluation Report because of the included demographics and number of children serviced by the COVID-19 Supplies. The Annual Evaluation Report only included those served by the Home Visiting Program.			
<b>MOTION</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion to approve Final review of the Annual Report for Public Hearing	Hall	Jacobs	Y

<b>Record of Vote</b>			
<b>Phoebe Freeman</b>	Yes	<b>Barbara Longo</b>	Yes
<b>Michelle Godman</b>	Yes	<b>Ronda Hall</b>	Yes
<b>Wendy Jacobs</b>	Yes		

**9. FIRST 5 LASSEN ANNUAL REPORT - PUBLIC HEARING**

**Hearing**

<b>Comment: None</b>	<b>Opened</b>	<b>Closed</b>
	2:26 pm	2:27 pm

**10. FIRST 5 LASSEN ANNUAL AUDIT - PUBLIC HEARING**

**Hearing**

<b>Comment: None</b>	<b>Opened</b>	<b>Closed</b>
	2:27 pm	2:28 pm

**11. HOME VISITING COORDINATION PROJECT AUTHORIZE SIGNING OF UPDATED LOCAL AREA AGREEMENT**

**Action**

<b>COMMENT:</b> Clark: While the Commission has already approved this, there will be an update to the LAA. The insurance requirements are not consistent with the Commission’s current coverage. The State is going to modify the insurance requirements to reflect the Commission’s current coverage.			
<b>MOTION</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion to approve updated Home Visiting Coordination Project Local Area Agreement	Hall	Jacobs	Y

<b>Record of Vote</b>			
<b>Phoebe Freeman</b>	Yes	<b>Barbara Longo</b>	Yes
<b>Michelle Godman</b>	Yes	<b>Ronda Hall</b>	Yes
<b>Wendy Jacobs</b>	Yes		

**12. AMEND FIRST 5 LASSEN BUDGET FY 20/21 TO INCLUDE HOME VISITING COORDINATION PROJECT BUDGET** **Action**

**COMMENT: Clark:** First 5 Lassen is the fiscal agent with regards to the HVC project. The commission will be up fronting the money for all invoices pertaining to the project and will be reimbursed. The submitted application included a budget outlining how the funding will be spent. To ensure appropriate reporting, tracking and invoicing, it is recommended that the First 5 Lassen Budget FY 20/21 be amended to include the HVC Project Budget under the Improved Systems section of the Budget.

MOTION	Moved	Second	Pass
Motion to amend First 5 Lassen Budget FY 20/21 to include the HVC Project Budget	Longo	Godman	Y

**Record of Vote**

Phoebe Freeman	Yes	Barbara Longo	Yes
Michelle Godman	Yes	Ronda Hall	Yes
Wendy Jacobs	Yes		

**13. APPROVE SCOPE OF WORK FOR CONTRACTOR TO IMPLEMENT HOME VISITING COORDINATION PROJECT** **Action**

**COMMENT: Clark:** Presented the scope of work that will be given to the independent contractor who will be assisting in the planning of the HVC Project.

MOTION	Moved	Second	Pass
Motion to approve final review of the scope of work that will be given to the independent contractor for the HVC Project.	Hall	Godman	Y

**Record of Vote**

Phoebe Freeman	Yes	Barbara Longo	Yes
Michelle Godman	Yes	Ronda Hall	Yes
Wendy Jacobs	Yes		

**14. AUTHORIZE EXECUTIVE COMMITTEE TO APPROVE INDEPENDENT CONTRACTOR UTILIZING THE SOLE SOURCING OPTION DUE TO TIMING CONSTRAINTS** **Action**

**COMMENT: Clark:** With the continued delays with the LAA we are running into time constraints. Since this is our last meeting this year it is recommended that when possible enter contract with Sarah Boxx due to her history with the Commission and specifically her work in the county to do something very similar to the HVC Project.

**Longo:** While Sarah Boxx is perfect for the job, we need to be very careful on using the sole sourcing option and that if Sarah Boxx is unable to contract with us, then we should have an emergency meeting.

**Clark:** Thanked Longo for her advise and recommends that this action be limited to Sarah Boxx and if another contractor would be needed, then it would result in further meetings.

<b>MOTION</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion to authorize Executive Committee to approve Sarah Boxx utilizing the sole sourcing option due to timing constraints if she is able to fulfill the scope of work.	Godman	Hall	Y

#### **Record of Vote**

<b>Phoebe Freeman</b>	Yes	<b>Barbara Longo</b>	Yes
<b>Michelle Godman</b>	Yes	<b>Ronda Hall</b>	Yes
<b>Wendy Jacobs</b>	Yes		

<b>Report</b>	<b>Update</b>
Quality Counts/First 5 Impact Project Update	Freeman - With a new year, all sites need to be signed up again. Due to the COVID-19, everything is being done through Zoom and DocuSign. All sites will sign up again with the exception of Lassen Community College since they will not be having their daycare this school year. There is a new FFN that will fill their place this year.
Lassen HEARTS	Hall - We are opened to do Parent Education and setting things up to allow for the appropriate physical distancing to ensure the safety of those involved.
Health Collaborative	Longo - October 16, 2020 is the next scheduled meeting with October 7, 2020 being agenda development meeting. The meeting will be held via Skype. Health Equity is going to be a major area to address in the county.
Children's Oral Health Committee	Godman - Muttera is continuing to have more opportunities as the county continues to open up. Early Head start is going to have her come and work with the children. Schools are asking that she start coming and provide the screening.
F5 Home Visiting Coordination Funding	Clark - The meeting was rescheduled and the support is very promising. We are in the process of getting another meeting setup to begin building the team of local partners to help draft a plan to submit to the state.
Head Start	Jacobs - Wrap-around has been very helpful in placing a family at our site. There still remains openings and would like to get them filled! Blackmon - Dr Barney has been working the preschool children and will be making another visit to those who missed.
Public Health	Godman - With Fall coming, we are preparing for the flu season. We will be having a drive through flu clinics October 7th at the fair grounds. <a href="http://lassencares.org">lassencares.org</a> has proven to be a way to promote things in the community and will be using it to help get the word out. This coming Monday will be flu shots will be made available for first responders.

#### **15. ADJOURN @ 3:06 PM**

#### **FY 20/21 Meetings:**

February 4, 2021