



LASSEN COUNTY
CHILDREN & FAMILIES COMMISSION

Date of Meeting: January 22, 2024
 Time of Meeting: 9:00 a.m. - 11:00 a.m.
 Location: Lassen County Office of Education
 472-013 Johnstonville Road, Susanville, CA 96130

Below is the meeting information to grant public access to the Commission Meetings. All commissioners are required to attend in person, but community members, are invited to join in person or use the information below.

Meeting Call-In Number: +1 669 900 6833
Meeting ID: 813 6847 6149
Passcode: 312510

Minutes

ATTENDANCE

Jessica Stading	Present	Chris Gallagher	Absent
Jodi Neuenschwander	Present	Barbara Longo	Present
Ronda Hall	Present	Theresa Woodbury	Present
		Tim Clark	Present

1. CALL TO ORDER — Welcome and Introductions

Name	Time
Ronda Hall	9:15 AM

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	None

3. AGENDA APPROVAL, ADDITIONS, AND/OR DELETIONS

Action

COMMENT: Clark - Item 5 - Change October to October 23, 2023, Item 9 & 10 - Change to FY 22/23 Item 11 - Change to discussion			
Motion	Moved	Second	Pass
Approve the agenda as presented with the change to item 5 to change October to October 23, 2023, Item 9 and 10 to FY 22/23, item 11 to discussion.	Neuenschwander	Stading	Y

Record of Vote

Jodi Neuenschwander	Yes	Theresa Woodbury	Yes
Ronda Hall	Yes	Barbara Longo	Yes
Jessica Stading	Yes		

4. APPROVAL OF EXECUTIVE COMMITTEE ACTIONS **Action**
 Financial Payments for November 2023, December 2023, and January 2024

COMMENT: None			
Motion	Moved	Second	Pass
Approve financial payments for November 2023, December 2023, and January 2024.	Stading	Hall	Y
Lassen County Children and Families Commission			
November 2023 for FY 2023-2024			
Transfer of Funds Request			
Social Entrepreneurs, Inv	\$2,025.00	Evaluation Support 9/30/23, Inv 6080	
Tim Clark Management LLC	\$2,265.71	Dupl/Stamp/Com’s Ins Prem (\$2,243.12), for Oct 2023 Inv 1107	
Tim Clark Management LLC	\$6,957.50	Contract Implementation for November 2023, Inv 1106	
Total	\$11,248.21		
Lassen County Children and Families Commission			
December 2023 for FY 2023-2024			
Transfer of Funds Request			
Singleton Auman	\$400.00	Annual Audit (2 of 2) Inv 63357	
Social Entrepreneurs, Inv	\$2,802.50	Evaluation Support 10/31/23, Inv 6112	
Tim Clark Management LLC	\$12.39	Duplication/Stamp, for November 2023 Inv 1109	
Tim Clark Management LLC	\$6,957.50	Contract Implementation for December 2023, Inv 1108	
Total	\$10,172.39		
Lassen County Children and Families Commission			
January 2024 for FY 2023-2024			
Transfer of Funds Request			
Pathways to Child and Family Excellence	\$58,520.00	FY 23/24 Q2 Payment (3 of 5) Inv 281	
Social Entrepreneurs, Inv	\$240.00	Evaluation Support 11/30/23, Inv 6139	
Tim Clark Management LLC	\$115.41	Duplication/Stamp/Etc. for December 2023 Inv 1111	
Tim Clark Management LLC	\$6,957.50	Contract Implementation for January 2024, Inv 1110	
Total	\$65,832.91		

Record of Vote			
Jodi Neuenschwander	Yes	Theresa Woodbury	Yes
Ronda Hall	Yes	Barbara Longo	Yes
Jessica Stading	Yes		

5. INFORMATION AND CONSENT CALENDAR

Action

Approval of Minutes of October 23, 2023
 Approval of Fiscal Reports for January 2024

COMMENT:			
Motion	Moved	Second	Pass
Approve Minutes of October 23, 2023 and Fiscal Reports for January 2024.	Woodbury	Longo	Y

Record of Vote			
Jodi Neuenschwander	Yes	Theresa Woodbury	Yes
Ronda Hall	Yes	Barbara Longo	Yes
Jessica Stading	Yes		

6. ACCEPT LETTER OF RESIGNATION

Action

Wendy Blackmon and Michelle Godman

COMMENT:			
Motion	Moved	Second	Pass
Accept Wendy Blackmon's and Michelle Godman's letter of resignations.	Longo	Woodbury	Y

Record of Vote			
Jodi Neuenschwander	Yes	Theresa Woodbury	Yes
Ronda Hall	Yes	Barbara Longo	Yes
Jessica Stading	Yes		

7. APPROVE NEW COMMISSIONER APPLICANT

Action

COMMENT:			
Motion	Moved	Second	Pass
Approve Pam McGuire to become a commissioner for sect. 3	Hall	Neuenschwander	Y

Record of Vote			
Jodi Neuenschwander	Yes	Theresa Woodbury	Yes
Ronda Hall	Yes	Barbara Longo	Yes
Jessica Stading	Yes		

8. EXECUTIVE COMMITTEE MEMBER APPOINTMENT
Treasurer/Secretary

Action

COMMENT:			
Motion	Moved	Second	Pass
Approve Theresa Woodbury to be the Treasurer/Secretary on the executive committee.	Neuenschwander	Stading	Y
Record of Vote			
Jodi Neuenschwander	Yes	Theresa Woodbury	Yes
Ronda Hall	Yes	Barbara Longo	Yes
Jessica Stading	Yes		

9. FY 21/22 22/23 ANNUAL AUDIT INVOICE
Clay Singleton to Present

Discussion

Summary
Clark introduced Clay Singleton and the extra invoice that his firm has issued due to additional work that was performed that exceed the existing contract.
Clay Singleton explained that the journal entries needed adjusting which resulted in accounting hours that his audits had to perform. While they do provide some assistance, this audit exceeded that allotment. In total there was 6 additional hours spend. He did say that fund accounting for grants is not a simple accounting process. For an additional charge, they could work with Tim Clark to make sure that the way things are accounted do not result in this type of charge.
Clark shared that part of the issue was a result of the County Treasurer’s having issues.
Longo shared that the County has go through the process to make sure that everything is all correct since there were some struggles over the past couple of years due to staffing.
Clark stated that there is a line item for professional services that can be used for this type of expenditure.

10. FY 21/22 ANNUAL AUDIT INVOICE

Action

COMMENT:			
Motion	Moved	Second	Pass
Approve payment of Singleton Auman’s extra invoice totaling \$900.	Longo	Stading	Y
Record of Vote			
Jodi Neuenschwander	Yes	Theresa Woodbury	Yes
Ronda Hall	Yes	Barbara Longo	Yes
Jessica Stading	Yes		

11. HV TRA GRANT EXPENDITURES

Action Discussion

Summary
Clark explained that he reached out to Sarah Boxx to get a quote on created two promo videos and two different kinds of surveys for Lassen Links. The quote came back at a little under \$15,000.00 which requires to get two other bids for an informal bid process. Still waiting to hear from other contractors to receive their bid. It was shared that Couso Technology is a local vendor that could be able to perform this type of work also.

12. PATHWAYS CONTRACT DISCUSSION

Discussion

Update monthly allocation report
Public Health Home Visiting Grant Update

Summary
Clark shared an updated monthly allocation year to year comparison. Based upon this information this fiscal year the monthly allocations are down 29% from previous years. He also shared that F5 CA will be extending the SPCFA funding for another year which will enable the commission to continue funding Pathways at a reduced rate but all the SPCFA funding would be enough for them to continue if they receive the Public Health Home Visiting Grant. This has been a long process for Pathways to apply. At this point in time, Pathways is in conversation with the State to finalize things. It is unknown if they will be approved at this time. Clark also mentioned that he will be meeting with the Board of Pathways to communicate to them the financial changes and to explore other ways that they can assist their director. Pathways has gone through some very challenging times over the years financially adding stress to staffing. Hopefully, this new funding stream will happen giving the program more funding to be able to be sustainable and plan further into the future.

13. LASSEN LINKS ONLINE REFERRAL PLATFORM

Information

Summary
Clark is collaborating with Justice Informed and Cal AIM to build an online referral system that will merge with Lassen Links. This should result in major cost savings due to the platform that they are suggesting.

14. REPORTS AND UPDATES

Information

Report	Update
Quality Counts/First 5 Impact Project Update	Freeman - Journaling workshop coming soon.
Lassen HEARTS/MCAH	HEARTS - There is an interview for MCAH Director today. Supporting the up and coming Family Connect Conference. Stephanie Pinto will be the guest speaker. She is from Australia. Due to Michelle Godman resigning I am picking up her work load. Out of diapers and no wipes. 1s and 2s are the only sizes we have. Would like to have a sustainable diaper/wipes program.
Health Collaborative	Longo - Feb 16th will be the next meeting day with details to be announced later. If there is anything specific that the Commission would like to share we can present.

Lassen Oral Health Program (LOHP)	Hall - They are going into the schools to perform the screenings.
Sierra Cascade Family Opportunities	Stading - Couple of TA openings. Always looking for substitutes. Leavitt Lake has extended to a full day ending at 4 o'clock. 6th Annual Family Connections Conference. Planning March 16th. Emotionally intelligent. LPC has sponsored books for all attendants. Resource booths are available.
LPC	Neuenschwander - LPC is supporting Early Learning Club where children receive 200 students launch will happen at Children Fair. It will not just be literacy but include art and STEM activities. Plan to meet with Lassen Links to see how to support that work.
Post Partum Support Group	Woodbury - Taking a break due to the weather. Volunteers are needed

15. ADJOURN @ 10:35 am

FY 22/23 Meetings: February 26, 2024; April 22, 2024; June 24, 2024