



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

Date of Meeting: May 12, 2025

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: 838 7222 9570**

**Passcode: 132710**

**Minutes**

**ATTENDANCE**

<b>Jessica Stading</b>	Present	<b>Brie Buckler</b>	Present
<b>Melissa Rakestraw</b>	Absent	<b>Gary Bridges</b>	Present
<b>Ronda Hall</b>	Present	<b>Theresa Woodbury</b>	Present
<b>Barbara Longo</b>	Absent	<b>Chris Gallagher</b>	Present
		<b>Tim Clark</b>	Present

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

<b>Name</b>	<b>Time</b>	
Hall	9:05	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.

<b>Name</b>	<b>Subject</b>
Danielle Sanchez	The new Public Health Director starts on the June 9th.

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

Action

<b>COMMENT:</b>			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
I make a motion to approve the agenda.	Bridges	Gallagher	Y

#### Record of Vote

Jessica Stading	Approved	Brie Buckler	Approved
Melissa Rakestraw	Absent	Gary Bridges	Approved
Ronda Hall	Approved	Theresa Woodbury	Approved
Barbara Longo	Absent	Chris Gallagher	Approved

### 4. CENTER-BASED PRESCHOOL START-UP GRANT CONTRACT

Action

<b>COMMENT:</b> The Budget Narrative from Sierra Cascade Family Opportunity's Director, Brenda Poteete, is imbedded in contract. The first payment will go out July 1, 2025. There will be a delay for the playground equipment. The final payment will be on June 1st 2026. First 5 Lassen will ask for an annual basis report of the preschool in July 2026, 2027, and 2028. Attachment D is standard county contracts. We are waiting to hear back from County Council about insurance. We need to see if we need to be additionally insured. Gallagher- For workers comp insurance SCFO can provide proof. F5 doesn't need to be additionally insured. SCFO has all of their insurance. Change section to "please show proof of insurance". Brenda Poteete asked who owns the capital improvements. SCFO will own all of the equipment they use the grant money for.			
<b>Motion</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
Motion to approve the form of the contract with the approval of county counsel with proof of insurance from SCFO.	Bridges	Woodbury	Yes

Jessica Stading	Obstain	Brie Buckler	Approved
Melissa Rakestraw	Absent	Gary Bridges	Approved
Ronda Hall	Approved	Theresa Woodbury	Approved
Barbara Longo	Absent	Chris Gallagher	Approved

## 5. INFORMATION AND CONSENT CALENDAR

## Action

Approval of Minutes: April 28, 2025

Approval of Fiscal Reports, Transfer of Funds, and Monthly Payments: May 2025

COMMENT:			
Motion	Moved	Second	Pass
Motion to approve minutes, fiscal reports, transfer of funds, and monthly payments.	Bridges	Stading	Yes

Jessica Stading	Approved	Brie Buckler	Approved
Melissa Rakestraw	Absent	Gary Bridges	Approved
Ronda Hall	Approved	Theresa Woodbury	Approved
Barbara Longo	Absent	Chris Gallagher	Approved

## 6. STRATEGIC PLAN & LONG-RANGE FINANCIAL PLAN DRAFT

### Action

#### COMMENT:

These are our 9 strategies of focus for the 25-26 fiscal year.

1. Diapers and Wipes Program
2. Center-Based Preschool - Janesville
3. Family Connections Conference
4. Home Visiting
5. Lassen Links System
6. New parents kits
7. Oral Health
8. Tobacco Cessation
9. UPK Mixed Delivery Grant activities

Home Visiting - Sanchez from Public Health: They did interviews and are planning to offer two people the jobs for Home Visiting Coordinators. We will keep HV on our monthly agenda as a requirement of Public Health to have a community advisory board.

New Parent Kits: Tracking data with Hall and Woodbury.

Oral Health: Tracking usage of fluoride, data of how that was used.

Tobacco: Kick It California, Prop 10 tobacco tax. It is on the homepage on Lassenlinks.org. and our magnets.

UPK: Mixed delivery workgroup (MDW) focus on activities with inclusion of school districts in the Lassen links referral system with TK age group.

Diaper and wife program:

Northeastern Statistics:

78 cases diaper rash in 2023 0-3 years - No diaper program at PH supported by First 5 Lassen.

46 cases diaper rash in 2024 0-2 years - Diaper program implemented at PH with F5 Funding.

We asked if we can put these stats into our evaluation with no correlation between Northeastern clients and PH clients. This is what is provided in Lassen County and these are how the numbers have changed.

Motion	Moved	Second	Pass
I approve the draft Budget.	Standing	Bridges	Yes

#### Record of Vote:

Jessica Stading	Approved	Brie Buckler	Approved
Melissa Rakestraw	Absent	Gary Bridges	Approved
Ronda Hall	Approved	Theresa Woodbury	Approved
Barbara Longo	Absent	Chris Gallagher	Approved

## 7. F5 CA ANNUAL REPORT REVIEW

### Discussion

#### Summary

There is a public hearing on the annual report every year. The whole annual report is in your packet to review. We will have a public hearing on this next month.

**8. DRAFT BUDGET FY 25/26****Discussion****Summary**

There is a draft document from our budget in the commission packet. We see a decrease in our budget.

Additions - FCC- \$10,000

Estimated 25/26: incoming money \$325,000, expenses \$297,000.

UPK- 61,000, spend 27,000 this next fiscal year.

**9. DIAPERS AND WIPES FOR PUBLIC HEALTH DIAPER PROGRAM****Action**

Authorize amount from the HVTA Grant Budget

**COMMENT:** We have funding available from the HVTA Grant. We have \$15,000 for diapers and wipes to be spent by June 30th 2025. There is a room and storage unit at Public Health to store these.

<b>Motion:</b>	<b>Moved</b>	<b>Second</b>	<b>Pass</b>
I make a motion to authorize the amount from the HVTA grant budget.	Stading	Bridges	Yes

<b>Jessica Stading</b>	Approved	<b>Brie Buckler</b>	Approved
<b>Melissa Rakestraw</b>	Absent	<b>Gary Bridges</b>	Approved
<b>Ronda Hall</b>	Approved	<b>Theresa Woodbury</b>	Approved
<b>Barbara Longo</b>	Absent	<b>Chris Gallagher</b>	Approved

**10. CONTRACTED STAFF CONTRACT COLA REVIEW****Discussion****Summary**

Every June we visit the contract for the Cola expense. We will forgo the increase for Cola with all of the changes that are occurring now. Clark stated that he will not be asking for this review.

**11. COMMISSIONER VACCANCIES****Discussion****Summary**

Jodi Neuenschwander resigned last month. Barbara Longo will be resigning from her position June 1st. We will have 2 vacancies at our June meeting. With the current bylaws there should be no issues adding Brandon Rohrig, the new Public Health Director, if he chooses to join.

**12. REPORTS AND UPDATES****Information**

<b>Report</b>	<b>Update</b>
Quality Counts North State	QCNS is working on finishing their 4th quarter of their grant cycle. July 2025- Invitation to SCFO with site changes and Public Health with Home Visiting. Phoebe Freeman will speak with the new Public Health Director in July.
Lassen HEARTS/MCAH/CHVP	Rakestraw is getting the budget in. MCAH - Hall is a Dula with her first client coming. Rakestraw completed the lactation course. Hall will complete the Community Health Worker Supervision course by the end of this month. CHVP - Rakestraw just submitted the grant.
Health Collaborative	Meeting this Friday at possibly Northeastern.
Lassen Oral Health Program (LOHP)	Oral Health Meeting June 4th.
Sierra Cascade Family Opportunities	Stading- 3 of 4 centers are starting renovations. Janesville site supervisor and teacher positions have been flown in the Lassen community. Management is moving to 35 Lassen Street. SCFO is advertising for the Executive Director as Brenda Poteete will retire. Poteete's last day is October 31st. The new director will start 30 days prior.
LPC	No one representing LPC.
Northeastern Rural Clinic	Birthing classes 5:30-7:30 Tuesdays in May. Woodbury teaches these every other month. Woodbury is taking a CHW training right now on Zoom and is working on Prenatal Yoga Certification.
Other	<p>First 5 Lassen Ex Dir Report: Structural organizational map of Lassen Links. Partner with other agencies to get additional support instead of funding. We will look for ways to partner with other partners. Resource and referral person Cheryl Rutherford - they may be able to ink referral support. Patty Gunderson is supporting UPK. New coms person through LCOE- they may be able to do a monthly bulletin. Next growth phase- help support building out with key agencies with alignment of current staff with their job descriptions. This could bring more partners to the table. Free CHW training to several partners.</p> <p>Note: Jessica Stading will have maternity leave the middle of August through the middle of December.</p>

**14. ADJOURN @ 11:01**

---

**FY 24/25 Meetings: June 23, 2025**



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

Date of Meeting: April 28, 2025  
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: 852 0703 1754**

**Passcode: 301067**

**Minutes**

**Tim Clark and Phoebe Freeman recused themselves at 10:15am\_\_**

**10. CONTRACTED STAFF CONTRACT ADDENDUM**

**Action**

UPK Mix Delivery Grant FY 24/25-25/26

**COMMENT:** The commission was asked to vote on an amendment to the scope of work for TIM CLARK MANAGEMENT, LLC, to include additional services under the UPK Mixed Delivery Planning Grant, along with an increase in funding to compensate for the expanded responsibilities. Due to Tim Clark being out of state and Phoebe Freeman performing on-the-ground work on his behalf, the commission sought clarification on whether the additional funds would also be used to compensate Phoebe for her services as well as Tim Clark for the extra work that he has done on behalf of the grant. It was confirmed that the funds would go to TIM CLARK MANAGEMENT, LLC, and that Phoebe would be paid for her additional work through this entity.

Motion	Moved	Second	Pass
Approve the scope of work amendment and increase of funds to pay Tim and Phoebe for the increased work.	Gary Bridges	Melissa Rakestraw	Y

Jessica Stading	Approved	Brie Buckler	Absent
Jodi Neuenschwander	Approved	Gary Bridges	Approved
Ronda Hall	Approved	Theresa Woodbury	Approved
Melissa Rakestraw	Approved	Chris Gallagher	Absent

**Tim Clark and Phoebe Freeman re-entered the meeting at \_\_10:26 am\_\_\_\_\_**

**Notes taken by Melissa Rakestraw**