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*"Making a positive difference in the lives of young children"*

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## Commission Meeting

January 26, 2010 @ 3:00 p.m.

Tehama County Department of Education @ 1135 Lincoln Street  
In The Gallery (Formerly known as PDC) - Red Bluff, CA 96080

### MINUTES

**Attendance:** Paula Brown Almond, Beverly Grace, Tony Cardenas, Mildred Johnstone, Valerie Lucero, Charlene Reid, and George Russell.

Absent: Larry Champion

1. **PUBLIC COMMENT:** None heard
2. **CONSENT AGENDA:** These items include routine fiscal and administrative actions to be approved by a single majority vote.
  - 2.1. Minutes from October Meeting
  - 2.2. General Warrant Register
  - 2.3. Claims

Commissioner Valerie Lucero made the motion to approve the consent agenda as submitted; Commissioner Charlene Reid seconded, motion carried 7/0.

### 3. REGULAR AGENDA:

- 3.1. **INFORMATIONAL:** Director's Report
  - Board of Supervisors presentation on FY 08/09 Commission Activities, November 10th.
  - Annual Strategic Planning Day prep
  - Annual Fact Sheets Updated
  - 2nd Quarter Progress Report Processing
  - Grantee Site Visits
  - 2nd Quarter Progress Report Processing: Denise distributed a program Achievement Milestones document. Denise explained that this is a grantee quarterly progress report (program services). It is based on the program's scope of work and required commission objectives and service areas. After commission staff review, a feedback sheet documents highlights and areas of concern which must be cleared up prior to quarterly payment. Annually the grantee meets with Cathy Minicucci and Denise to review document following the project's logic model update. Milestone information is entered into an online data collection program and reviewed quarterly. This California Children & Families Commission database (PEDS) is only accessible by those cleared through First 5 Tehama. Each grantee has access to only their project. Michelle Rosauer and Cathy Minicucci review the grantee

milestones prior to quarterly grantee cluster meeting and Denise oversees their work and finalizes the quarterly feedback sheet. Rhonda Meadows and Denise review quarterly grantee financial reports and also use the feedback sheet to communicate any questions and document ongoing stewardship of all funds. Grantee, Michelle Kinner of CCRE, commented that the system is very user friendly and allows for easy reporting of program information and documentation of communication.

- Commission meeting prep.
- Grand Jury Office Visit – two members of the Tehama County Grand Jury attended the Strategic Planning meeting where Denise Snider invited them to meet with her for a more personal presentation of First 5 Tehama and the funded programs. Three members came to the office and met with Denise – all questions were answered and they stated that a report would be coming out soon on all county programs visited by them.
- First 5 Association & NW Region communication & feedback

Council & committee meetings: CalWorks Administration Oversight Team; InterAgency Coordination Council; Mental Health Services Act Steering Committee; Grantee Cluster meeting; Stakeholder meeting for S.H. Cowell Site Visit.

Please call me or come and see me if you have any questions or concerns regarding any of these activities.

#### **Local Partnerships:**

- For parents who will be impacted by the New CalWorks Exemptions (170 families lost child care subsidy and other supportive CalWorks Activities due to budget cuts). Staff will be working with CalWorks and CCRE staff developing a partnership which will result in the education/training of staff, utilization of 'Parent Education Opportunities' flyer, and a referral form for clients who are interested in being contacted by local area Family Resource Center and result in new entry point into our system of care.
- New Directions to Hope closed their doors December 2, 2009 in Shasta and Tehama counties. This non-profit will be missed greatly in both counties; mental health services are regrouping to figure out the best plan of action for clients displaced by the closure. Parent Child Interaction Treatment (PCIT) equipment inventoried and purchased by First 5 Tehama grant funding was given to Northern California Child Development, Inc. No other assets purchased with First 5 Tehama funds warranted disbursement to programs serving designated demographic as outlined in the standard grantee contract.
- The Mobile Dental Unit will now be known as the Mobile Dental Clinic to better communicate what the vehicle provides. Denise reported that this highly comprehensive program is very successful in the community.
- Give Kids a Smile Day will be February 6, 2010 in Red Bluff. The event is held at the Red Bluff State Theatre at 333 Oak Street next to the Northern Valley Indian Health Clinic and will open for services at 9 a.m. and continue to receive applications for service until 12 p.m. This one-day event provides services, referrals, and resources to well over 150 children 0-18 years of age. For many, this will be their only contact with a dentist for the year.

#### **State Partnerships:**

- Sponsored by First 5 Association, in collaboration with First 5 Tehama: Public Lecture: Strengthening Fatherhood – Dr. Kyle Pruett. Wednesday, February 10, 2010 from 2-5 p.m. at Gaia Shasta Hotel, 4125 Riverside Place in Anderson. Dr. Pruett is an internationally known child psychiatrist and expert on children, family relationships, and fathers. He will be talking about his work to support fatherhood and his most recent book, Partnership Parenting. Grantees have been notified with save the date flyers/emails.
  - First 5 California Project Legacy Update:
    - At the October State Commission meeting, First 5 California approved the Measureable Program Goals (MPGs) and Program Concepts resulting from the Project Legacy process (*hand-out*). Staff will use the MPGs and the early learning Program Concepts to develop quality First 5 California Signature Programs with measures to ensure accountability to prepare California’s most vulnerable children for success in school. Project Legacy is now complete. It resulted in measurable program goals and program concepts.
    - On Wednesday, January 27<sup>th</sup> the State Commission will consider specific signature programs. Some will include local partners. First 5 county commissions will be able to compete with other entities for funding. Denise Snider distributed the First 5 California Signature Programs Executive Summary of Project Legacy that will be on the F5Ca agenda.
    - Commissioner Paula Brown-Almond commented: At the state level they are trying to line everyone up so that California can qualify for some federal funds. Early Reading First can take info and get it to schools. She shared the First 5 Kindergarten-registration survey that has been developed and other counties are interested in using the format so that kindergarten teachers have additional information.
    - Commissioner George Russell: Questioned if all programs will be funded when they decide on the signature programs? Denise responded that all programs will not be funded like before; smaller counties may need to pool their resources because funding will be allocated to those groups that will serve the most need. Northwest and Northeast regions have a voice on recommendations for rural counties.
    - Commissioner Charlene Reid emphasized importance of this – F5Ca to help all children, therefore, rural counties should get equitable share of funding.
    - Denise will report next month on the progress of the Legacy Project.
  - First 5 California will be having their Statewide Annual conference, March 9-10, 2009 in Sacramento. The first day will be focused on six program areas and research. The second day will focus on the same areas but with a policy/political perspective.
- 3.2. INFORMATIONAL: Distribution of Conflict of Interest Forms – forms will be provided at meeting and must be returned by the February 23 Commission meeting . (*Code of Ethics training and documentation required next year*) – Location of online form will be forwarded to all. Rhonda Meadows confirmed with County Clerk’s office to ensure this version was the very latest.
- 3.3. ACTION: Approval of Strategic Plan Summary Notes & SWOT Analysis (**enclosure**)

- Commissioner Valerie Lucero made the motion to approve the Summary Notes and SWOT Analysis as submitted with minor adjustment to wording on SWOT regarding CalSafe; Commissioner Tony Cardenas seconded, motion carried 7/0.

3.4. INFORMATIONAL: Summary Review RFP Process

The Commission uses the Request for Proposal (RFP) process to award funding for Direct Services. Competitive awards through the RFP process are proposals submitted within a timeframe from interested and qualified organizations that meet the requirements to be funded.

### Timeline

Request for Proposal Process – Direct Service RFP FY 08/09

Activity	Date
1. Request for Proposal (RFP) release	January 7, 2008
2. Proposal Conference (mandatory) 10 a.m. – 12 noon	January 22, 2008
3. Submission of proposal questions to First 5 Tehama staff. (see page 11)	January 29, 2008 by 4 p.m.
4. Questions and Answer addendum posted to website by First 5 Tehama	February 5, 2008
<b>5. Proposal submission deadline</b>	<b>March 18, 2008 by 4 p.m.</b>
6. Notice of Intent to Award Contract posted	April 2, 2008
7. Last day to submit an Appeal	April 16, 2008 by 4 p.m.
8. Commission meeting to review/approve funding recommendations	April 29, 2008
9. Contracting process – work with grantee on clarification of Scopes of Work and Budget	May 5 – June 9, 2008
10. Anticipated contract start date	July 1, 2008

#### Fund Allocation Guidelines

- The Commission will fund fewer, but larger grants that can make a substantial impact;
  - The Commission may fund strategic programs and services utilizing contracts for services;
  - The Commission may also make grant funds available for one time capital improvements and/or short term capacity enhancements in qualifying community organizations.
  - The Commission expects grantees to utilize local Prop 10 funds to offer new and enhanced services and expand the capacity of community organizations to serve the health, social, developmental, and educational needs of children prenatal through age 5 and their families.
  - The Commission and Grantees are expected to identify and develop other sources of funding, in-kind, and cash leveraging resources to match local Prop10 program/service funds to support and expand project efforts.
  - The Commission may choose to increase or decrease available grant funds based on changes in the Commission Strategic Plan, Financial Plan, and/or Annual Revenues.
- Discussion on Request For Proposal (RFP) process included streamlining the process as well as perhaps doing a pre-qualifying proposal. Ideas were discussed.

- Denise will bring action plan next month which will include elements discussed for the next (RFP).
- Commissioner George Russell commented that a significant factor will be knowing what the adopted state budget will be; also is concerned about the process being restrictive.
- Commissioner Beverly Grace: Suggested next Strategic Planning be focused on changing emphasis of funding if the commission so desires.

3.5. DISCUSSION/ACTION: Review of Grantee Contract Agreement Renewal Request Policy (enclosure) – Denise offered this refresher on what the policy for renewal says – also providing the entire policy from the Grantee Policy and Procedure manual for the commission’s review. No changes were heard; however, commissioners were desirous that community as a whole understand that the RFP process is open to all.

Renewal Request Policy reads:

- *Total funding amounts and the length of all funded projects are determined contractually based on submission and acceptance of grant proposals. Projects that have successfully followed their Scope of Work (Exhibit I), are in compliance with their contract, and are continuing to address community and First 5 Tehama Commission needs, may ask for a one time only renewal for two (2) years of their contract agreement. This is only for continuation of a current successful project; any new project will be considered through the standard RFP process.*

3.6. INFORMATIONAL: Red Bluff & Corning Family Resource Centers – FY08/09 Service Summary and Next S.H. Cowell Foundation Site Visit:

- As part of our commitment to Cowell Foundation funding of the Corning Family Resource Center and Family Resource Center (FRC) Network sustainability, \$16,000 of Community Strengthening funding goes to Northern Valley Catholic Service (NVCSS). NVCSS works closely with the Cowell Foundation and is a key stakeholder in growing of the Corning community’s FRC. Family Resource Centers are one of our service delivery philosophies; and utilization of local area FRC’s is required by all grantees. S.H. Cowell Foundation will come to the Corning Family Resource Center on February 16th and wishes to meet with Denise and other Stakeholders from 10 a.m. – 12 p.m.
- Camilla Delsid, Tehama County Director of NVCSS gave a summary presentation of Corning & Red Bluff FRC’s and next Cowell site visit. Camilla emphasized their partnership with Strategies an organization that assisted them in the development of the NVCSS mission statement (handout).
- NVCSS was part of an eleven month Sustainability Project facilitated by Strategies to define and strengthen the six elements (see below) that are critical to sustainability in human services. Sustainability usually means keeping a program going longer than a particular funder is willing to support. Mancini and Marek (2004) suggest six elements critical to sustainability in human services:
  1. Leadership Competence
  2. Effective Collaboration
  3. Demonstrating Program Results
  4. Strategic Funding (strategic planning, aligning with like-minded agencies, etc.)

5. Staff involvement and integration
6. Program Responsively

Yet, according to Mancini and Marek, sustainability by these measures does not guarantee continued program operations, just that best efforts were made to position an agency for success

- Outreach and networking efforts include the much questioned craft/beading class – Denise Snider commented that these classes are non-threatening and help reduce isolation and stress as the FRC is a fun place to go. Commissioner Charlene Reid commented that class can also help with strengthening relationships as well as brings client out of isolation which tends to set the stage for abuse. The class provides Pathways clients with opportunity for something positive and powerful. Far Northern Regional Center is working with NVCSS on a grant as a result of their successful craft classes.
- Camilla also highlighted the computer class – with completion of this bilingual class, participants receive a computer funded by the Cowell Foundation – this in turn helps fight the technology gap prevalent with this demographic.
- Camilla emphasized the importance of the Immigration and Citizenship Program – helping to legalize clients and stabilize families.
- Client of FRC attended commission meeting and reported her experience: Because of the Corning FRC, Gabriela was referred to the Family Start program and received services from Mobile Dental Clinic. She found all classes that are offered at the FRC helpful in gaining confidence. She found the fellowship to be extremely rewarding; Gabriela has even become a mentor to other women and has taught some classes.

### 3.7. FINANCIAL COMMITTEE REPORT:

- **ACTION: Final Budget Approval (enclosure)**  
Commissioner George Russell made the motion to approve the Final Budget as submitted; Commissioner Paula Brown-Almond seconded, motion carried 7/0.
- **ACTION: 1st & 2<sup>nd</sup> Quarter Financial Report (enclosure)**  
Commissioner Mildred Johnstone made the motion to approve the quarterly financial report for the period ending December 31, 2009; Commissioner Tony Cardenas seconded, motion carried 7/0.
- **INFORMATIONAL: Early Head Start Update**  
Val Lucero reported that Denise Snider is currently in negotiations with Northern California Child Development, Inc. regarding the Family Start program as this agency will receive Early Head Start funds to sustain the Family Start program and expand infant, toddler services in the county. Some current Family Start children will not be eligible under the Early Head Start guidelines; therefore, only a portion of the total budget will be used to continue service to these children until the end of the fiscal year. The total budget savings will be disclosed at a later date as more information comes available. Transition from one program model to the other is going very smoothly.

### 3.8. ACTION: Ad-Hoc Membership Committee Report

- Committee Recommends Public-at-Large Membership Candidate(s): Three applications were received to fill the vacant position and Commissioners Grace and Almond-Brown renewed their terms. The first recommendation was unfortunately unable to serve. The next two candidates were both well qualified and one had more experience with 0-5 population. So after much deliberation the committee chose to recommend Cynthia Cook. Commissioner George Russell made the motion to approve the recommendation then withdrew his motion as Commissioner Charlene Reid made the motion to recommend with the request that Commissioner Mildred Johnstone, Membership Committee chair, meet in person with the second applicant to share the commission's interest in her application and desire for her to apply again.

3.9. INFORMATIONAL: Evaluation Committee Report

- Annual Fact Sheets (**see binder under Evaluation tab**) – Denise Snider handed out updated General Fact Sheet and Spotlight: Impact on Law Enforcement Fact Sheet. All four Fact Sheets will be posted on the First 5 Tehama website.

3.10. INFORMATIONAL: State Budget Updates/Impacts – Pregnant Women & Children age 0-5

- The Governor's budget proposal includes a major shift of Prop 10 funds away from First 5 and into the General Fund.

The proposal:

- Takes \$308 million through a one-time take-away from current state and local reserves
- Redirects \$242 million from new revenues each year for 5 years, beginning in FY 2010-11
- Specifies that the revenues will be used for children 0 – 5 in programs operated by the State Departments of Social Services (DSS) and Developmental Services (DDS).
- Places a ballot measure on the June 8 ballot to accomplish this.
- In 2010-11, allocates \$200 million to DDS services for children 0 – 5 and the remainder to a variety of services at DSS, including Stage 1 CalWORKs child care, foster care grants and administration, adoptions assistance, and child welfare programs.

3.11. INFORMATIONAL: Commissioner Updates

- Commissioner Paula Brown-Almond: State Preschool is at 98% capacity with almost all 4 year olds. They have a few opening for families with children 0-3 – must be on the Centralized Eligibility List to be considered.
- Commissioner Mildred Johnstone: She is busy with the Public Health Advisory Board's Dental Committee project – "Give Kids a Smile Day". This great event is scheduled for February 6 at the Red Bluff State Theatre. They will provide dental services to children 1-18 who do not have insurance or have high deductibles. Ten Dentists and over 100 volunteers are scheduled to participate. Services will be

provided in Northern Valley Indian Health, Inc., the Mobile Dental Clinic and Dr. Clark's office.

- Commissioner Beverly Grace: Asked Denise to check on Personnel Committee schedule and email her.

3.12. ADJOURN

Next meeting February 23, 2010

*Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Executive Director, 1135 Lincoln Street, Red Bluff.*

*If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).*

*Any written materials related to an open session item on this agenda that are submitted to the Commissioners less than 72 hours prior to the Commission meeting, and that are not exempt from disclosure under the Public Records Act, will promptly be made available for public inspection at the Commission Office, 1135 Lincoln Street, Red Bluff, California, during normal business hours.*