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

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## Commission Meeting

April 27, 2010 @ 3:00 p.m.

Department of Education @ 1135 Lincoln Street, in The Gallery - Red Bluff, CA 96080

### MINUTES

**Attendance:** Cynthia Cook, Beverly Grace, Larry Champion, Mildred Johnstone, Valerie Lucero, and Charlene Reid.

**Absent:** Paula Brown Almond, Tony Cardenas, and George Russell

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 February Meeting (Amended)**
  - 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 6/0.

### 3. REGULAR AGENDA:

#### 3.1. INFORMATIONAL: Director's Report

- **Major Activities:**
  - Action Planning
  - Financial Planning Updates
  - Updating Request for Proposal
  - Commission Meeting Prep
  - Commission Policies/Procedures Review/Update
  - Grantee Policy & Procedures Review/Update
  - Community Engagement
- **Council & committee meetings:**
  - Mental Health Services Act Steering Committee; InterAgency Coordination Council.

Please call or see Denise Snider if you have any questions or concerns regarding any of these activities.

- **Local Partnerships:**
  - The Community Action Agency partnered with the Family Resource Center network to help people in the community with tax preparation and in accessing the Earned Income tax credit. The attached table tells how many were completed and at which FRC they were served:

Name of Service Site	# of Tax Returns Completed	\$\$ Amount of Tax Refunds Claimed	\$\$ Amount of EITC Claimed
Red Bluff Family Resource Center	37	\$56,298	\$32,917
Corning Family Resource Center	12	\$13,429	\$4,812
Los Molinos Family Resource Center	3	\$3,629	\$2,584
Other Service Sites	12	\$7,214	\$3,567
<b>TOTALS for Program =</b>	<b>64</b>	<b>\$81,094</b>	<b>\$43,913</b>

- New Partnership with Department of Social Services- CalWORKS. School Readiness Coordinator met with CalWORKS case managers and shared resources and services School Readiness could provide to CalWORKS families, especially those who no longer qualify for CalWORKS due to changes in eligibility. When a family with children under age 5 living in one of the School Readiness communities come in to and applies for aid, an eligibility worker meets with them and will refer them to School Readiness. A referral form has been created and will be used to give School Readiness permission to contact families directly. All of the case managers signed up to have the Parent Education Opportunities flyer emailed to them monthly to share with families as well as the First 5 resource guide, Family Resource Center magnet. Information about the Kit for New Parents was also reviewed.
- Children’s Fair – The Education Foundation’s 23<sup>rd</sup> Annual Children’s Fair was held April 24<sup>th</sup> at the Tehama District Fairgrounds. Fifty agencies throughout the county participated in this one day event – bringing resources and activities to the families of Tehama County – ALL FREE! First 5 Tehama contributes \$1,000 towards the event as well as budgets and additional \$2,500 towards Month of the Young Child activities including a contribution to the Tehama County Reading Council for literacy resources at the fair. This year First 5 Tehama developed the Healthy Kids Cookbook in English and Spanish and will sponsor School Readiness in providing a “healthy foods experience” for young children at the Children’s Fair. Approximately 1500-1700 children attended this year’s event.
- Kit for New/Expectant Parents: Two “Kit” partnerships were renewed with Rhonda Meadows training staff from St. Elizabeth Community Hospital and Tehama County Public Health. The SECH Obstetrics Department and the WIC program will be providing the kit to parents who visit their facility who have not previously received one. SECH is also interested in their Pediatrics Department providing the kit – they are working on a process and will contact First 5 Tehama when they are ready to start. Rhonda also did a “Kit” presentation at the Health Partnership in March and invited members to refer families to our current distributors or if interested their programs join the distribution partnership.
  - First 5 California Executive Director Kris Perry reported at the April State Commission meeting the proposed changes in the Kit for New Parents:
    - reducing the number of kits produced from 475,000 to 300,000,
    - reducing the size of the kit,
    - targeting distribution to low income parents, and
    - posting as much as possible in a new on-line version of the kit.

- the state committee is tossing around the idea of asking counties if they are interested in paying for the amount kits cut for their county.
- Joe Munso, Chair of First 5 California wants county commissions to be able to purchase additional kits if they choose to do so.
- what this means locally is a reduction of kits received from approximately 750 to 337. As the local kit coordinator, Rhonda Meadows responded to the request for info on how Tehama County is using the kit as well as what items we have found are most useful. More information will be reported as it comes available.

- **State Partnership: First 5 Association:**

- SB 1109 (Cox), which called for a ballot initiative to divert all Prop 10 revenues to Healthy Families and Medi-Cal, was heard by the Senate Health Committee Wednesday, April 14. It failed passage, which means it is dead for this year. Thank you to everyone who wrote a letter in opposition or appeared in committee to voice your objection.

Former State Superintendent Delaine Eastin was the main speaker in opposition to the bill and provided powerful testimony. We will post her comments on the First 5 Association website as soon as we receive them from her. To find the committee analysis of the bill, which includes an impressive roster of opposition, and view background information and answers too many of the claims made by Senator Cox as he continues his multi-year effort to end the First 5 program, [click here](#).

It was clear from comments made by several Senators that outreach and education efforts are making a difference. Several committee members noted that they are very familiar with what their county commissions are accomplishing and understand the importance of First 5 to California's children and families.

It remains unclear, however, what proposals may yet come forth regarding Prop 10 and the state budget. Next month the Governor will propose a revised budget (his "May Revise") which may include a version of the proposal he initially put forth in January. Most legislators don't seem keen on the idea of basing a budget on ballot measures that might not pass (as they did last May). Nonetheless, they will have a very large deficit to fill, so no options are entirely off the table at this point.

We'll keep you informed as the process continues to unfold.

- CARES Plus funding was approved unanimously at the April 21 First 5 California Commission meeting as a Signature Program through the Legacy process. The CARES PLUS proposal was approved without changes, and provides \$36 million in workforce development funds over the next three years. The early childhood workforce community made a strong showing before the Commission.

All other action items on the agenda also passed unanimously, including \$2 million in funds over three years for the Early Childhood Education and Care State Advisory Council (also known as the Early Learning Advisory Council (ELAC)). This allocation meets the required state-level match qualifying California to receive up to \$10.65 million in federal funding over three years to support ELAC's work: the development or enhancement of high-quality early learning systems to improve school readiness.

The April 21 First 5 Commission agenda and supporting documents, including the CARES PLUS and ELAC proposals are available at: [www.cfc.ca.gov/commission/default.asp](http://www.cfc.ca.gov/commission/default.asp).

**3.2. DISCUSSION/ACTION: Personnel Committee Report:**

- Director's request for Family Medical Leave:  
Commissioner Valerie Lucero made the motion to approve Denise Snider's (Executive Director) request for leave starting April 15 through June 30, 2010 – to be reevaluated at the June 22, 2010 Commission meeting for possible continuance; Commissioner Cynthia Cook seconded, motion carried 6/0.
- Director's request for a Intermittent Work Schedule – medical certification specifies intermittent up to 5 days per week. Director Snider has indicated that she probably will not be working intermittent. The Commission will review an intermittent schedule if it is requested at a future meeting. Any "out of town" work would need to be approved by the commission prior to commencement.
- Approval of Chain of Command Protocols:  
Commission reviewed the protocols and cost factors to cover position of Executive Director during family medical leave.

Commissioner Larry Champion made the motion to approve the Chain of Command Protocols through June 30, 2010 as submitted and to reevaluate at the June 22, 2010 commission meeting; Commissioner Charlene Reid seconded, motion carried 6/0.

Commissioners would like to have continual communication on the Executive Directors status as it occurs.

During the Executive Director's absence a member of the financial committee will sign all payables.

**3.3. INFORMATIONAL: Project Updates**

**GRANTEE:**..... Tehama County Department of Education

**Project Name:** ..... Gerber/Los Molinos School Readiness

**Project Coordinator:**.....Michelle Rosauer

**Project Description:** Improving the ability of families, schools, and communities to prepare children to enter school ready in the Los Molinos Unified School District and Gerber Elementary School District.

**Project Status:** The School Readiness program will report on the progress of the School Readiness project, the First Steps Family Resource Center, and Family Resource Center Network, and the continuing efforts of the System of Care (following the evaluation committee's guidance for report format and information).

- 3.4. DISCUSSION: CORRECTION – THIS ITEM DID NOT NEED ACTION** and it was not a request for a letter of support for Calif. Welfare Directors Association – presented by Commissioner Charlene Reid, Director of Tehama County Department of Social Services. Commissioner Reid shared information about a broad based coalition through CSAC in support of children's services in California and their attendance at a hearing to restore funding. The commission expressed their support to have Commissioner Reid as an advocate for children's services through the coalition.

Commissioners asked that the June commission meeting have an action item for formalized commission representation on the coalition.

**3.5. DISCUSSION/ACTION: Financial Committee Report (Enclosure)**

- 3rd Quarter Financial Report

Commissioner Cynthia Cook made the motion to approve the 3<sup>rd</sup> Quarter Financial Report for the period of January – March 2010 as recommended by the Financial Committee; Commissioner Larry Champion seconded, motion approved 6/0.

**3.6. DISCUSSION/ACTION: Action Plan Report (Enclosures)**

Consultant Lois Lang presented three funding scenarios for future funding along with assumptions for the financial plan.

- Item 1.1: Updated Financial Plan – New Revenue Projections – revenue projections reflect decrease revenue including the state commission unanimously approving a funding formula under which 16 small population counties will receive an augmentation each fiscal year for 3 years, beginning July 1, 2011. Eligibility – Small population counties are defined as counties with less than 0.1 % of the state’s births. Distribution – Funds will be allocated based on a mathematical formula using calendar year data for birth rates and service population (the number of children 0 – 5 in the county). Tehama County does not meet the criteria to receive augmentation funds after June 30, 2011.
  - Funding Scenarios (Determine Funding Plan direction) – no decision made
  - Timeline for Funding Scenario (Also 1.2) – will discuss further at planned ½-day Strategic Planning meeting (see next item)
- Item 1.4: Future Planning Date (Yes/No) 1<sup>st</sup>/2<sup>nd</sup> Week of May – BRING CALENDARS - The commission will meeting for a special ½-day Strategic Planning meeting on March 25, 2010 from 1:00 p.m. to 5:00 p.m. at the Tehama County Department of Education, The Gallery Room in Red Bluff. RSVP or Questions to be directed to the commission office.

**3.7. DISCUSSION/ACTION: Membership Committee Report (Handout)**

- Election of Officers: every two years the committee brings a slate of officer candidates for chairperson and vice chairperson at April meeting or as needed. Commissioner/Committee Chair Mildred Johnstone reported that Commissioner Valerie Lucero was chosen as the next Commissioner Chairperson and Commissioner Charlene Reid was chosen as the new Commission Vice-Chairperson. No other nominations were heard.

Commissioner Larry Champion made the motion to approve the Membership Committee’s recommendations for nominations as submitted; Commission Cynthia Cook seconded, motion carried.

New officers will take their seats at the June meeting.

- Amendment to Bylaws: Commission Membership – In an effort to increase the diversity of the commission Commissioner/Committee Chair Mildred Johnstone reported the inclusion of the following:

Must be a resident of Tehama County and represent one of the following:

*(complete list not shown here – only the additional item)*

- Tehama County is a large geographical area, we believe the commissioners should live and work in different areas of the county.

Commissioner Cynthia Cook made the motion to approve the Membership Committee's recommendation for the amendment to the Commission Bylaws as submitted; Commission Beverly Grace seconded, motion carried 6/0.

**3.8. INFORMATIONAL: Committee Updates** – all reports heard

**3.9. INFORMATIONAL: Commissioner Updates** – This is also a time to increase on-going knowledge that First 5 Commissioners have regarding the current State budget proceedings (Action Plan Item 3.2).

- Commissioner Mildred Johnstone: The Give Kids a Smile Day was recognized in the National ADA News (published March 15, 2010). The Tehama County GKSD was the only California event recognized! The Public Health Advisory Committee's Dental Health Committee organized a luncheon with Dr. Sage and Dr. Lewis. At the luncheon Commissioner Johnstone presented Dr. Sage with a framed picture taken of him and the Tooth Fairies at the Mobile Dental Clinic dedication presentation. Dr. Sage is retiring as the NVIH Dental Director however will continue providing grant search and writing services for the organization. Dr. Lewis will take over his vacated position and is very dedicated to continuing the great work Dr. Sage has fostered.

Commissioner Johnstone attended the April 24<sup>th</sup> Children's Fair and helped with the Mobile Dental Clinic booth activities. They were next to the School Readiness table and they saw lines of children waiting to see what they had to offer both in resources as well as the MDU's tour. She voiced her concern that one of the booths at the fair were distributing hard candy and hopes that the committee will adopt communication that this event is a major player in modeling healthy habits to families and children.

- Commissioner Cynthia Cook: Happy to report that CPIN funding is stable for next year!
- Commissioner Valerie Lucero: The Community Action Agency (through the Tehama County Department of Social Services) has approved a collaborative garden grant between Tehama County Health Services Agency and the Tehama County Landfill. The garden will be located at the Walnut Street complex at TCHSA and will have restricted use for Juvenile Court participants, mental health services clients, and perhaps other TCHSA service departments. The produce will be used for Juvenile Court participants. The other CAA community garden grant was received by a Cottonwood recipient.
- Commissioner Larry Champion: School around Tehama County are being recognized for excellence: Lassen View Elementary was designated a high quality school. Evergreen School received a Blue Ribbon Honor. The Barkery received the highest special education award.

The Barkery is a School-Based Enterprise operated by the Tehama Adult Learning Center (TALC) students. TALC is an 18 through 21 year old special education program. Orders can be taken at their website <http://www.tehamaschools.org/department/special-education/barkery> or by calling 528-7373 .

**3.10. ADJOURN:**

Meeting was adjourned at 5:40 p.m.

Next regular commission meeting June 22, 2010 - Special meeting was scheduled for May 25 for additional strategic planning.

**3.11. CLOSED SESSION: Review Executive Director Evaluation Draft** – this item was removed and will be held during the June commission meeting.

*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.*