

**FIRST 5 SISKIYOU CHILDREN AND FAMILIES
COMMISSION MEETING and ANNUAL RETREAT
Yreka RV Park, Recreation Room
767 Montague Rd., Yreka, CA
Wednesday, October 28, 2009**

Commission Vice Chair Noda opened the meeting at 9:05 a.m.

Commissioners Present: , Vice Chair Noda, Commissioner Armstrong, Commissioner Perlman, Commissioner Hunner and Commissioner Roselli

Commissioners Absent: Chair Rhoades and Commissioner Walters

Also Present: Executive Director Karen Pautz and Administrative Services Coordinator Cheryl Sanchez

The Mission Statement was read by Commissioner Hunner.

Public Information: Emily Warn, Executive Director of the Dunsmuir and McCloud Community Resource Centers, offered apologies for her centers not being on track with some of their requirements – specifically not retaining an outside fiscal agent to handle their accounting as confirmed in February 2009. She has contracted with Diane Churchill to handle both accounts effective November 1, 2009. A copy of the contract has been provided to the Commission. ED Pautz will be reviewing quarterly financials for both sites within the week. The Commissioners thanked Emily for coming forward with the problem and stated accountability is a top priority.

MINUTES APPROVAL:

1. **Approval of minutes for the September 23, 2009 Meeting:** The minutes were reviewed and no corrections were noted.

Action: It was moved by Commissioner Hunner and seconded by Commissioner Roselli to approve the minutes of the September 23, 2009 Commission meeting as presented. Motion was approved unanimously.

ACTION ITEMS

1. **Budget Report for September 2009:** The budget report was reviewed by the Commissioners. Cheryl Sanchez noted that the first two State disbursements for fiscal year 09-10 did not show any decrease in funding. The first \$50,000 for the School Readiness programs and the matching funds for CARES for fiscal year 08-09 have been received.

Action: It was moved by Commissioner Hunner and seconded by Commissioner Perlman to approve the budget report for September as presented. Motion was approved unanimously.

2. **Request for funding – Oral Health Project – Klamath Health Services:** Elizabeth Mitchell-Collord, Executive Director of KHSI, presented a proposal to carry the Oral Health Preschool program forward through June 2010 and requested additional funding in the amount of \$9,990 to expand the number of children served and integrate the service provision with the *brightSMILES* program to achieve an economy of scale. She explained that during 2008 the program served 150-200 children 0-5 with oral health screenings, cleaning, fluoride varnish and oral health and nutrition education. The proposal for 2008-2009 was previously extended through June 2010 and 228 children out of a targeted 300 received services. She is requesting the additional funds to add 200 more children this fiscal year, providing the same services with the same RDHAP at the regular billing rate. The per child cost is \$50. Work is to begin in January 2010. If approved she would

provide a revised Scope of Work. Through program assessments over the past year, a strategy was developed to coordinate services through community service organizations and partnerships were formed with the FRC/CRCs. If the FRC/CRCs elect not to continue with the program this year, a community coordinator would be pursued. Local dentists will be used. Last year Dr. Stark reinvested her services and Dr. Langford has offered his time this year as a volunteer. Services this year will be provided in coordination with the *brightSMILES* program funded by Sierra Health which is in its final year of funding, and consideration will be given to sustaining the program once that grant ends. KHSI has the capacity to develop local funds to keep the programs going and has been meeting with the Dental Task Force on strategies. First 5 Siskiyou's involvement will be credited in any press releases. Vice Chair Noda commented that the screening programs are very successful in terms of contacting children who have never had services.

Action: It was moved by Commissioner Armstrong and seconded by Commissioner Roselli to approve up to \$10,000.00 in additional funding for the Preschool Oral Health program through June 30, 2010. Motion was approved unanimously.

- 3. Approval of Annual Audit for FY 2008-2009:** Chair Rhoades and Commissioner Roselli, representing the Budget Advisory Group, met with the independent auditor who explained audit requirements and complimented the Commission for the transparency of its records which are clear and well documented. The auditor also stated her appreciation that the Commissioners take the oversight very seriously as demonstrated in all the documents.

Action: It was moved by Commissioner Roselli and seconded by Commissioner Hunner to approved the Annual Audit for FY 2008-2009 as presented by Aiello, Goodrich & Teuscher. Motion was approved unanimously.

- 4. Budget Revision – School Readiness Funds:** ED Pautz explained that the State Commission has awarded First 5 Siskiyou its final year of School Readiness funds which adds \$125,000 of revenue to its budget. She met with the Budget Advisory Group and presented revisions to the 2009-2010 budget to the Commissioners. Suggestions were made to divert some currently budgeted funds into the School Readiness budget thereby freeing up some general fund expenses and increasing our reserves. The three eligible FRC/CRCs will be able to draw down \$25,000 for School Readiness activities. Butte Valley Montessori's funding will be lowered to \$5,000 because of that preschool's limited scope of work. ED Pautz recommended that Butte Valley CRC and Butte Valley Montessori, who have a strong relationship, work together to submit a proposal on what to do as a community to support an extended local program. The rest of the proposed changes to the budget were discussed including a recommendation that First 5 increase its commitment to the data tracking system to \$10,000 this year in partnership with the FRC/CRCs and the MHSA program. As the FRC/CRCs increase programs and funding sources it becomes a challenge to track all the information manually. It would be a great benefit to enhance our support with the creation of this system. The Commissioners asked that a provision be added to the FRC/CRC MOA to encourage sustainability planning.

Action: It was moved by Commissioner Roselli and seconded by Commissioner Hunner to approve the proposed budget revision as presented, including increasing funding for the data tracking program to \$10,000.00 with the caveat that wording be included in the FRC/CRC agreements regarding sustainability planning. Motion was approved unanimously.

- 5. Review and approval of response to SAS 212 requirements:** ED Pautz explained that all First 5 Commissions were required to respond to a new state law regarding additional audits of prior years' audits. The GFOA recommends that the counties declare their exemption to this law due primarily to the excessive cost involved compared to funding received. This letter will become part of the Annual Audit as it is submitted to the State Commission and the State Controller's office.

Action: It was moved by Commissioner Hunner and seconded by Commissioner Perlman to approve the response to SAS 112 to be exempt from the requirement of additional audit and follow the recommendation of the GFOA. Motion was approved unanimously.

6. **Discussion and possible action on request for additional funding for Evaluation program:** This was discussed in conjunction with the budget revisions. The request is to increase the funding from \$5,000 to \$10,000 for development of a web-based data tracking system in partnership with the FRC/CRCs and the Mental Health Services Act as approved in Item #4 above.
7. **December meeting:** ED Pautz stated that based on the lack of anticipated agenda items it may be prudent to cancel the holiday meeting scheduled on December 9, 2009 and hold the next Commission meeting in January. The FRC/CRCs have discussed postponing the Partner Appreciation Event typically held in early December and reschedule to coincide with the *Week of the Young Child* in the spring. In lieu of that, they would host a small gathering to recognize and thank their VISTA/AmeriCorps volunteers on December 10 – Thursday evening in Yreka - and invite the Commissioners to attend if at all possible. Commissioner Hunner recommended including CSC in the invitation. Recognition of FRC directors was also discussed.

Action: It was moved by Commissioner Armstrong and seconded by Vice Chair Noda to cancel the First 5 Commission's December 9, 2009 meeting. Motion was approved unanimously.

TEAM/PROGRAM REPORTS

1. **FRC Highlight Report – Mt. Shasta CRC:** Bliss Bryan, Executive Director of the Mt. Shasta Community Resource Center, presented a PowerPoint highlighting the Center's activities and growth in fiscal year 08-09.
2. **FRC Highlight Report – Tulelake/Newell FRC:** Sara Thomas, Director of the Tulelake/Newell Family Resource Center, presented a narrated PowerPoint produced by her VISTA volunteer.
3. **SCNAC Program Update:** Michelle Harris was unable to attend.

EXECUTIVE DIRECTOR REPORT: ED Pautz stated she had spent considerable time during the month focusing on evaluation systems. She provided a summary of the evaluation report and thanked the VISTA and other staff for conducting the phone *Survey on Families Served*. This was the first time for this level of survey. An additional activities report will be included in the January ED activities document.

CONSENT AGENDA

1. **ED Out-of-County Travel – January 18-21, 2010 – Ukiah – First 5 Regional Meeting and TA Event:**

Action: It was moved by Commissioner Hunner and seconded by Commissioner Roselli to approve out-of-county travel for ED Pautz to attend the First 5 Regional Meeting and TA Event in Ukiah, California on January 18-21, 2010. Motion was approved unanimously.

Adjourn: Meeting was adjourned at 11:00 a.m.

PLANNING RETREAT (commenced at 11:15 am)

1. **Logistics:** The Commissioners elected to keep the present Commission meeting schedule for the 4th Wednesday of each month at Behavioral Health Department, Red Oak Room, from 8:30 to 10:30 am and hold 10 meetings in lieu of 12, eliminating the August meeting and combining the November and December meetings to meet in early December. They also decided to continue to

schedule two meetings at outside locations – one being the Annual Retreat and Planning Session and the second perhaps at the Scott Valley FRC in 2010 . Outside meetings would start later, i.e., 9:00 am. The Commissioners also requested time limits for FRC Highlight presentations (PowerPoints) to be no longer than 10 minutes with time following for questions. Presentations will continue to follow the Action Items on the agenda.

The Commissioners discussed the continuation of site visits to the FRCs. A sign-up sheet was suggested for the Commissioners to select a date. Commissioners Hunner, Roselli, and Perlman, Chair Rhoades and Vice-Chair Noda volunteered to accompany ED Pautz on the visits.

2. **Accomplishments:** The Commissioners discussed the considerable accomplishments of the past 10 years. Commission Armstrong presented a historical view of the creation of the Resource Centers and the FRC Network. ED Pautz spoke of the FRC Network and the benefit derived from the competition between the sites. They have become a coordinated body who have developed accountability guidelines and consistency in their plans and have systems in place. ED Pautz described the year-end reports and a survey being conducted of 100 parents regarding their satisfaction of services received from their community FRC. It was suggested that the Board of Supervisors and their staff be educated on the role of the Resource Centers in their respective communities by inviting them and mid-level staff to Resource Center site visits. They could also be included on the mailing lists for Family Fun Nights as well as regular meeting notices.
3. **Sustainability:** The question of whether the Resource Centers could survive if First 5 funding ended was again discussed and the Commissioners would like to see more emphasis placed on sustainability with specific targeted indicators. A marketing campaign to business owners was suggested highlighting their role in enhancing their communities. The Resource Centers need to articulate their “value” to policy makers. It was noted that a representative from CFRA has visited Siskiyou County as we are considered to be a model for Resource Centers. ED Pautz reiterated to the Commission that FRCs continue to demonstrate a high level of investment towards sustainable systems. The \$40,000 invested in FRCs last year has proven to have leveraged increased volunteerism, funding, programs and services that benefit the First 5 mission. The annual reports demonstrate continued growth in these grass roots non profits. ED Pautz suggested creating indicators for sustainable FRCs to be included in the annual report. Currently the report has a narrative section related to sustainability.

First 5 Siskiyou will continue to co-invest in quality training opportunities and encourage training partnerships. It will also encourage partnerships to meet home visitation needs, e.g., Early Head Start, Public Health, Far Northern Regional, SCOE, Mercy Mt. Shasta, Behavioral Health Department and Mental Health Services Act. ED Pautz will work closely with the expanding Early Head Start Program as a newly elected member of the EHS Policy Council. MHSA services for the 0-5 population will be promoted as well as encouragement of the 0-5 year old Refusal Skills training program.

4. **Challenges:** The Commissioners discussed at length the many challenges facing First 5 Siskiyou. Some of these are:
 - Providing services without sufficient funding
 - Lack of understanding of First 5/Resource Center services by Board of Supervisors and partnership
 - Partners experiencing financial difficulties
 - Lost capacity to provide some services – Public Health's home visits. Concerns raised with medically challenged

- Continued monetary support of Resource Centers in State fiscal climate
- Defense against raids on First 5 funds
- Sustainable Leadership at Resource Centers
- Maintaining 0-5 high-quality focus
- Sufficient funding to promote creativity and new programs
- Financial sustainability of Resource Centers
- Capacity of Resource Centers
- Lack of collaboration with schools - “after school” silo

Adopted goals for fiscal year 2010-2011 were as follows:

1. First 5 Siskiyou’s mission and goals are successfully implemented by Executive Director.
2. First 5 Siskiyou maintains an effective working relationship with the Statewide Association and regional First 5 Executive Directors.
3. Countywide initiatives funded by First 5 Siskiyou are based on First 5 Siskiyou priorities and coordinated with Siskiyou County Family/Community Resource Centers.
4. First 5 Siskiyou and the Community Services Council will partner to increase the capacity of the Siskiyou Family/Community Resource Network.
5. Evaluation systems required by First 5 California are in place.
6. Each FRC/CRC have annually updated business plans including strategies for broad-based community representation and sustainability.
7. First 5 Siskiyou funded FRCs/CRCs provide identified core services and coordinated/collaborative broad-based services for children 0-5 and their families.
8. A five-year budget is adopted based on First 5 Siskiyou Commission goals and anticipated funding from First 5 California.
9. Community and County successes are acknowledged and celebrated.
10. First 5 Siskiyou’s Strategic Plan is reviewed and updated annually.
11. Countywide Siskiyou School Readiness project is integrated with Core Services.
12. Continuation of CARES (Comprehensive Approaches to Raising Educational Standards) project through June 2010.
13. Continuation of Nutrition project.
14. Continuation/support of trainings and capacity building around mental health.
15. Oral Health promotion/prevention.

Retreat was adjourned at 4:00 pm.

Michael Noda, Commission Vice Chair

Attest: _____
Cheryl E. Sanchez, Recording Secretary