



MINUTES –REGULAR MEETING

Wednesday, January 11, 2006 – HHS Conference Rm. Bishop Plaza

1. Call to Order, Establish Quorum, Public Comment

Commission Chair Jeff Griffiths opened the meeting for public comment at 8:42 a.m. A legal quorum was present with Commissioners Jeff Griffiths, Susan Cash, Margaret Peterson, Lara Andersen, Michele Dossey and Jean Dickinson in attendance. Also present were Genevieve Collignon (Family Education Manager, IMACA), Sue Kinney (ICOE Project Coordinator) and Jara Halfen (First 5 Inyo County Staff).

Sue Kinney was available for public comment. She updated the Commissioners about the Dental Health Fairs that are scheduled in Bishop, Death Valley and Tecopa. The Dental Fairs in Death Valley/Tecopa are scheduled for February 6th and 7th, and the Bishop Elementary schools are scheduled for February 13th (2nd grade) and February 24th (5th grade). Sue mentioned that one of the Dentists who will be participating will be donating his time but his hygienist will need to be paid. She is investigating insurance coverage options for the hygienist.

2. Approval of Minutes

The Commission reviewed the minutes from March 16, 2005.

*Commissioner Peterson made a motion to approve the minutes of March 16, 2005.
Commissioner Dossey seconded the motion. Motion approved unanimously.*

The Commission reviewed the minutes from November 17, 2005.

*Commissioner Cash made a motion to approve the minutes of November 17, 2005.
Commissioner Dossey seconded the motion. Motion approved unanimously.*

The Commission reviewed the minutes from December 15, 2005. Commissioner Peterson clarified that she had made a motion to approve the changes in numbers of children served as presented by IMACA with the requested financial changes to be considered for the new contract year.

*Commissioner Cash made a motion to approve the December 15, 2005 minutes as amended.
Commissioner Dickinson seconded the motion. Motion approved unanimously.*

The Commission deferred approval of the December 5, 2005 minutes until the next Commission meeting on February 16, 2006.

Jara Halfen asked to be able to begin recording the meetings in an effort to assist with meeting minute preparation. The Commission provided staff direction permitting the meetings to be recorded.

3. Sponsorship Requests

No requests to consider

4. Statewide evaluation requirements presentation

Jara Halfen made a presentation about the changes that will be occurring in the Statewide School Readiness evaluation framework as well as the changes that will be made in reporting evaluation results for both locally funded programs and the School Readiness program. The Commissioners had questions that Jara Halfen will obtain clarification on during the January 25 First 5 Association meeting. The following will be points for clarification:

- a. What State-defined result area would home visiting fall under?
- b. Will the PEDS system be modified to exclude the core data collection that is no longer required? How will PEDS continue to be used?
- c. How will we report results on our FY 05/06 Annual Report considering the dual tracking methods that are being utilized (those methods used prior to July, 2006 and methods used after July, 2006)?

- d. Clarify the definition of direct versus indirect services and when reporting aggregate data collected, how do we incorporate reporting on direct versus indirect services?

Commissioner Peterson suggested the Commission consider reviewing the outcomes and indicators from the SR menu supplied by the State and then compare or review how these outcomes and indicators support the First 5 Inyo County Commission Strategic Plan.

5. Implementation of the New Statutory Requirements by July 2006

First 5 California has requested that the First 5 Inyo County sign a certification of intent to transition to the new Research and Evaluation Framework for School Readiness programs by July 2006. In addition, if available, First 5 California would like a sample of our local evaluation report for our SR Program.

Commission provided staff direction to sign the certification and to send an example of a quarterly report that we receive from our SR Partners/Contractors.

Commission reviewed the AB109/SB 35 Implementation Work Plan. Commission directed staff to add review and revision of the "Evaluation" section of the current Strategic Plan to the March agenda. The entire Strategic Plan will be reviewed and revised as necessary; however, the Commission agreed that it would be useful to do this project in incremental steps. The Commission requested staff to research whether or not the revision discussions need to be done in a Public Hearing arrangement.

The Commission directed staff to schedule a Public Hearing in September 2006 to review proposed revisions and updates to the Strategic Plan. Commission also discussed the need to review the outcomes of programs funded as part of the annual review of the strategic plan and the need to present these outcomes during the September public hearing. After consideration and implementation of suggested changes proposed by participants in the September Public Hearing, the Commission will then hold another public hearing in October where it will adopt the revised Strategic plan and will present the 2005/2006 Annual Report.

Commission provided staff direction to track weekly activities time spent by the following categories: administrative, program and evaluation functions.

Commission directed staff to draft language affirming that Commission follows Contracting and Procurement policies and HR policies as established by Inyo County.

Commission directed staff to work on modifying our Ordinance to include a requirement that the Commission measures outcomes of county-funded programs through the use of applicable, reliable indicators.

Commission reviewed the Conflict of Interest policy as identified in the Commission's bylaws.

Commissioner Peterson made a motion to adopt a Conflict of Interest Policy as it is defined in the Inyo County Children and Families Commission Bylaws.

Commissioner Dossey seconded the motion. Motion approved unanimously.

6. Oral Health Initiative

Jara Halfen presented the 4th Interim Grant Report sent to the California Endowment in December, 2005.

Commissioner Peterson made a motion to approve the TCE report.

Commissioner Dossey seconded the motion. Motion approved unanimously.

7. Roles and Responsibilities of the HHS Specialist

Commission discussed the interview process. Commissioner Cash or Commissioner Griffiths would like to participate in the interview process.

Commission discussed the need to have candidates participate in both a written exercise as well as an Excel Spreadsheet exercise.

8. Review of Legal Status Options for First 5 County Commissions

Commission discussed the viability of being set up as a Special District within the County system. Commission directed Jara Halfen to schedule a meeting with County Counsel to discuss the requirements and rules in doing this.

9. MAA Time Study

There was nothing new to report for this month.

10. Approval of Budget 643000 charge for Governance Meeting

Commission reviewed charges for the Governance workshop held in December.

Commissioner Dickinson made a motion to retroactively approve miscellaneous charges for contributor support and participation in the Governance Workshop.

Commissioner Andersen seconded the motion. Motion was approved unanimously.

11. Staff Report

Technical Assistance Funds:

Jara Halfen reported that there was a \$3000 balance left over in our Technical Assistance fund per the NE contract with SEI. She discussed the option of using this money to hold a conference or strategic planning session to begin looking at the viability of working in partnership with the hospital as well as others in the Community to develop a community Foundation.

The Commissioners supported this objective and Commissioner Griffiths suggested setting up a meeting with Julie Bear who is currently working with the Eastern Sierra Land Trust to do a similar project.

PPD Contract:

The PDP Contract with Inyo County Childcare Planning Council will be effective March 1, 2006 with a simplified Scope of Work that will better enable the Commission to work with the Contractor without having to amend the contract for simple changes to the program administration.

Babies on Parade:

January 24, 2006 there will be an insert in the Inyo Register called "Babies on Parade". Inyo County First 5 submitted two articles to appear in this addition.

12. Commissioner Updates

Commissioner Cash will be continuing as the BOS Representative for First 5 Inyo County.

Commissioner Peterson informed the Commission that she will be changing positions and will be working with Inyo County Office of Education beginning February 1, 2006 but that she is still interested in being a Commissioner for First 5. She will be seeking approval from her new Supervisor prior to making a commitment to the Commission.

13. Items to Consider for Future Meetings

The Commission established a meeting calendar for 2006. The Commission will meet the third Thursday of each month at 8:30 a.m. at the Bishop Plaza. The exception to this will be the meeting in April which will be held in Lone Pine at the District Office on the 27th at 4:00 p.m.