



## MINUTES –REGULAR MEETING

Thursday, February 16, 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 8:40 a.m. A legal quorum was present with Commissioners Jeff Griffiths, Lita Shepard, Lara Andersen, Michele Dossey, Karen Harrison, and Jean Dickinson in attendance. Also present were Genevieve Collignon (Family Education Manager, IMACA), Margaret Bruce (ICOE), Carolyn Williams (Children's Services Council), Mike Noda (Community Service Solutions), George Lozito (ICOE), Linda Benson (HHS) and Jara Halfen (First 5 Inyo County Staff).

Margaret Bruce was available for public comment and gave an update on the First 5 funded program "Baby and Me" which is part of the NuParent education curriculum. It is an 8-week course offered at Southern Inyo Hospital in Lone Pine and provides education for new parents on topics such as health and safety of infants and toddlers. There are 4 families that are core participants along with 3 families that participate periodically. It is a collaborative effort between the Even Start program staff that provides Spanish translation services, and the Inyo County School Readiness Coordinator, Julie Lambdin, who helps in facilitating the weekly class.

Carolyn Williams provided the Commission with an overview of the tasks assigned to the Children's Services Council Sub-Committee on child abuse prevention and informed the Commission that they would be working with the Commission to provide feedback on our Strategic Plan revisions from a prevention standpoint. She also let the Commission know that there is interest in connecting all of the prevention programs within the counties and to connect with First 5 so that the Pre-K age group can benefit from the work being done in the community.

Mike Noda expressed that Police Chief Joe Pesci would like to find more ways to positively impact young victims of domestic violence, and Carolyn also talked about developing a community center to support this population.

Commissioner Griffiths stated that one of the Commission's Strategic Plan Goals is keeping children safe from abuse and neglect and that we would appreciate the CSC being an advisory group for our Commission on this topic.

Commissioner Dickinson suggested that there be a closer link between CSC and Inyo County First 5 by including each other on the meeting agendas and working toward linking the preschool age group into the work that is being done on prevention services for the K-12 age group.

Public Comment session closed at 9:10 a.m.

### 2. **PFA Initiative and local partnerships**

George Lozito gave the Commission information about the PFA Initiative that will be on the June Ballot and the importance of bringing together stakeholders to start talking about implementation of Preschool for All should the initiative pass.

George invited the Commissioners to attend a Stakeholder's Meeting on Thursday, March 30 at the Inyo Mono Title Building. There will be a presentation by Roberta Peck, former First 5 State School Readiness Program director, who is now working with the State Association of Superintendents and Gay Smoot, Assistant ED of the Association of Superintendents to discuss the plans for PFA and timelines.

Jara Halfen will RSVP for the workshop on behalf of the Commission.

**3. Review of Legal Status Options for First 5 County Commissions**

Jara Halfen provided the Commission with a Governance Structure Work Plan illustrating what strategies are being investigated to reduce our administrative overhead. The goal is to provide the Commission with proposals by April 30, 2006 with changes implemented (as defined) by June 30, 2006. Commissioner Dickinson informed the Commission that it is routine to do an annual review of Administrative overhead within HHS and that they will be working closely with the First 5 Director in the review process.

**4. Sponsorship Request Program**

Child Care Connection requested a \$500 sponsorship to purchase educational materials for providers for their annual Provider Appreciation dinner in May. There was discussion about the criteria of our sponsorship program that states funding is not available for or intended for ongoing program activities. The Commission did fund this program last year and in an effort to support the criteria and maintain fairness, it was decided that the sponsorship would not be provided this year.

*Commissioner Dickinson made a motion to deny the request and suggested that Child Care Connection pursue additional funding opportunities through some of the local civic clubs such as Rotary and the Lions Clubs.  
Commissioner Anderson seconded the motion. Motion approved unanimously.*

**5. Inyo Mono Advocates for Community Action – SR Contract C03-222**

Genevieve Collignon, Family Education Manager of IMACA requested two changes to the IMACA SR budget. First, due to an increase in cost of benefits, she proposed modifying the budget by shifting funds by line item. She proposed reducing the allocation to line item K (Consultants) by \$3400 and reducing the allocation to line item N (Parent Incentives) by \$3000. This would provide an additional \$6,400 that could be allocated to line item C (benefits) to cover the increase in cost for health insurance and workman's compensation. This would have no effect on total dollars allocated to this contract.

In addition, Genevieve requested that the Commission approve an addition of \$5,600 in funding for the SR Program to cover a \$1/hour raise for Home Visitors and to cover the actual cost of the Project Coordinator's salary which is higher due to greater time spent on evaluation and quality assurance of the program. At this time, the Home Visitors are well under paid compared to community standards which makes retention and recruitment extremely difficult.

Jara Halfen proposed writing an appeal to the State First 5 Commission to again see if we could receive approval to use the funds from year 1 that rolled over to cover a fifth year of funding. The argument is that the start-up time for IMACA was limited due to a difference between the contract year and fiscal year; therefore, because IMACA was not fully operational before the funding was shifted to fund a fifth year, it was impossible to accurately predict actual costs. In addition, because the State is requiring each Commission to reapply for SR funding in accordance with fiscal year effective dates, Inyo County First 5 Commission will need to reapply earlier than expected; therefore, a fifth year in cycle one of SR funding will not be feasible.

*Commissioner Dickinson moved to approve the request as presented contingent on Jara Halfen obtaining clarification from the State on the first year funding question. If the State will acquiesce, then the Commission will not add additional funds to the program. If the state does not approve using funds from year 1, then the Commission will approve additional funding.  
Commissioner Dossey seconded the motion. Motion approved unanimously.*

**6. Strategic Plan Review and Revision**

In order to review and revise the Strategic plan in a timely manner, a sub-committee will meet to work on updating the Strategic Plan and will report progress to the Commission. The sub-committed members include Commissioner Andersen, Commissioner Dickinson and staff member Jara Halfen.

**7. MAA Time Study**

No new information at this time

**8. Approval of Budget 643000 language for misc. meeting expenses**

Jara Halfen proposed that the Commission give the Executive Director the authority to approve expenditures as they occur for miscellaneous items such as food, beverages and supplies for workshops and meetings without having to have planned, prior approval during a Commission meeting.

*Commissioner Shepard made the motion to authorize the First 5 Executive Director to spend up to \$120.00 per workshop/meeting for miscellaneous items like food, beverages or supplies. Commissioner Harrison seconded the motion. Motion approved unanimously.*

**9. 2006 Annual Statewide Conference**

The Commission discussed attendance at the 2006 Annual State Conference. Jara Halfen suggested Julie Lambdin, School Readiness Coordinator, attend as well as the Commission staff and Commissioners. Commissioner Dickinson stated that the SR Coordinator should submit a Sponsorship request to the Commission to cover cost of attending the Conference.

Commissioners Griffiths, Dickinson, Harrison, Shepard and Dossey all expressed interest in attending as well as the First 5 staff members.

Jara Halfen will work with the SR Coordinator on a Sponsorship request and will gather final costs per person for attending the conference to present during the March Commission meeting where the attendee list will be finalized.

**10. Staff Updates**

Jara Halfen informed the Commission that a new HHS Specialist has been hired and will start working with the Commission on March 16, 2006.

**11. IMACA Home Visiting Update**

Genevieve Collignon shared a success story about the benefits of family advocacy from our Home Visiting Program. The Home Visitor worked with a young Spanish speaking mother who had not been able to breast feed her infant for a period of time and did not understand the need to substitute feeding with a proper formula. The Home Visitor identified a problem with the child's failure to thrive and went with the mother and child to see a doctor and to provide interpretation services. In addition, the Home Visitor identified a potential hearing problem and was able to refer the infant for a hearing exam performed by Great Steps Ahead.

**Meeting adjourned**

Meeting adjourned at 11:20 a.m.

**NOTICE: The next Commission Meeting date is scheduled for Thursday, March 16, 2006 at 8:30 a.m. The meeting will be held in the Health and Human Services Conference Room at 1351 Rocking W Drive, Bishop, CA**