



MINUTES –REGULAR MEETING

Wednesday, March 16, 2005

1. Call to Order, Establish Quorum, Public Comment

Commission Chair Michele Dossey opened the meeting at 5:34 pm. A legal quorum was present with Commissioners Jean Dickinson, Margaret Peterson, and Jeff Griffiths in attendance. Also present were Kathy Peterson and Jackie Randall (First 5 Inyo County staff), and Margaret Bruce (Inyo County Office of Education), and Genevieve Collignon (Inyo Mono Advocates for Community Action).

Commissioner Dossey opened the meeting for Public Comment.

- Genevieve Collignon asked for direction from the Commission on how to proceed with families they have been working with who are relocating to Chalfant Valley (Mono County) but are requesting continued services from IMACA. New families are being referred to Lorena Weber (First 5 Mono County Home Visiting Program). The Mono program is more health-oriented and offers Parent as Teachers only to the age of 2. Chalfant residents have closer ties to Bishop than to other Mono communities due to geographic constraints.

Commissioner Dickinson reported that Inyo County Health & Human Services encounters similar issues. Their approach is to work closely with their Mono County counterparts to smooth the transition for the families from one agency to another. The resources these families will need to access will be Mono County based. If IMACA adds new geographic service areas it would draw from services provided in existing areas.

Commissioner Peterson asked how many families are affected. Genevieve reported just one at this time; the additional request was from a family already living in the area and they were referred to the Mono County program. The Commission suggested one joint visit of Inyo and Mono Home Visitors to transition families.

- No other Public Comment

Commission Chair Dossey closed the Public Comment period.

2. 5:30 pm Public Hearing

Commissioner Dossey opened the Public Hearing on the First 5 California's FY 2003/2004 Annual Report. Commissioner Dossey reported reading about Mono County providing home visits to child care providers to improve quality of care (page 8-62) and asked Margaret Bruce if Inyo County Office of Education offers this service. Margaret reported that they do not, at this time, but instead regularly offer lending library resources and workshops to current providers (usually 6-10 in attendance). They provide information to new providers becoming licensed, and will, upon request, visit the home but do no licensing assessments unless specifically requested to do so. This strengthens their "training relationship" with childcare providers.

Kathy Peterson provided an overview on the Inyo County report (page 8-35 and 8-36), noting that the Commission had prior approval from the Olanca family to use the photograph of Abisai (School Readiness program); she reported that of the 58 counties in the State, Inyo was one of the 28 that provided Core Data (Appendix D) for 51 participants (San Bernardino, a much larger County, only submitted data for 58). Through the Home Visiting contract, IMACA Community Partners collected data. With a big push on their part, they were able to input their data through work with Deborah Leyh (CSU Bakersfield Field Consultant) and Lee Doran (Doran Consulting).

Commissioner Dossey also referenced the Spanish Translator services offered by First 5 Monterey and reported in Systems of Care (page 6-13). Perhaps their program could provide information to First 5 Inyo for our interest in a Community Advocate service. Commissioner Dickinson reminded the members that former Commissioner Martha Mendez is now living in Monterey County and might be a resource for obtaining information on the program to our Commission. Kathy Peterson stated she could do research, as well as ask this be considered at the upcoming Outreach to Diverse Populations Workshop.

Commissioner Chair Dossey closed the Public Hearing and opened the regular meeting.

3. Program Update by the Inyo County Office of Education

Margaret Bruce reported on the Terrific Tuesday program in Big Pine and the Wonderful Wednesday program in Olanca. The Tuesday program is very popular (last event 18 in attendance; moved to the State Preschool site when there was the room was being used by a Seniors group). Although the community focus is for Big Pine residents, many children and families participating commute from Bishop. Commissioners Griffiths and Dossey both participate with their children at the Tuesday programs, talking with the parents and promoting the Library Story Time program, and estimated Big Pine attendance at maybe 50%. Margaret Bruce will compile a report for the Commission on those statistics, in addition to including this information in the quarterly reports.

There is currently only one (1) child / family attending the Olanca program. The one child in attendance is 2 or 3 years old, so too young to participate in the transition program during the summer. ICOE proposes suspending the program during the months of April-June 2005, the reactivating it during the summer months when there could possibly be more participants (once school is out for the summer), then reevaluate it in the fall and revamp it if necessary. Last year the program was quite successful, but many of last years participants are now attending the Preschool programs offered in Lone Pine.

Commissioner Dossey asked for the dates of the Lone Pine Summer Transition Program. Staff reported just receiving word of it scheduled for June 20-July 29 in Lone Pine.

Commissioners Dossey and Griffiths stated they are great programs, but not designed to serve only one child.

Commissioner Dickinson wants to be sure that any temporary cutback in Olanca does not imply a reduction of services to that Community. The community dynamics are totally different there, as it is with many communities throughout Inyo.

Commissioner Dickinson made a motion to support the position proposed by ICOE to temporarily suspend the program during April through June 2005, resume it during the summer months, then reassess it in the Fall for modification if necessary. Commissioner Griffiths seconded the motion. Motion approved unanimously.

4. Approval of Minutes

Commissioners Dickinson, Griffiths and Dossey made minor corrections to the minutes.

- Item 2 should be changed from CWA (Child Welfare Act) State Association meetings to County Health Executives Association meetings.
- Item 6a change from T. White to T. Weiss, Paul _____ to Paul Postle, and item 6b Estes, _____ to Estes from.
- Item 9c from Commissioner Dossey is spending time “working with” to “helping”.
- Correct date at top to read February 23, 2005.

Commissioner Griffiths made a motion to approve the February 23, 2005 minutes with the corrections noted above. Commissioner Peterson seconded the motion. Motion approved unanimously.

5. Commission Membership

Kathy reported the Board of Supervisors received one (1) letter of interest, from Karen Harrison, to fill the unexpired term vacated by the resignation of Martha Mendez. The Commission discussed her qualifications (employment with Great Steps Ahead, extensive background in the Early Child Development, liaison with the Native American community, and her education: BA degree in Child Development and working on a credential in Special Education). The Commission enthusiastically recommends Ms. Harrison for the vacant position.

Commissioner Griffiths made a motion directing Staff to prepare and submit a Board of Supervisors Agenda request stating that the Commission recommends Karen Harrison fill the vacancy. Commissioner Dickinson seconded the motion. Motion approved unanimously.

Jackie reported that the two Health & Human Services representative positions are due to expire April 20, 2005; these positions are currently filled by Jean Dickinson, Director of Health & Human Services, and Margaret Peterson (Designee), Inyo County Director of Fiscal and Program Evaluation. The Commission wishes to continue having these positions filled by Commissioner Dickinson and Commissioner Peterson. Staff will prepare one Board of Supervisor Agenda Request combining filling the vacancy appointment and reappointment of the current HHS representatives. It is anticipated that the Board appointment will be made in early April.

The Commission would also like to send Ms. Harrison to the Statewide Conference April 27-29, 2005 in Hollywood, California, if she is interested and available to attend. Staff will work with Fiscal to move funds within Budget Unit 643000 object codes if necessary to fund Ms. Harrison’s attendance, *pending appointment to the position by the Board of Supervisors*. Staff will poll Ms. Harrison for her interest and availability, and send information as appropriate.

6. Policy on Commissioner Reimbursement for Child Care Expenses

Kathy reported that the Commission Bylaws state “The members of the Commission shall serve without compensation, but may receive actual and necessary expenses as are incurred in carrying out their duties”, and that in past fiscal year budgets the Commission had designated \$400 to cover submitted expenditures. Staff, in working with Fiscal staff to project the FY 2005/2006 budget, is asking for direction from the Commission about designating funding for expenditure reimbursement. Staff has also contacted the Auditor’s office regarding the procedure to follow for submission of the reimbursement requests.

Kathy provided the Commissioners with a Draft Policy on “Commissioner Reimbursement for Child Care Expense” for review and discussion. The current budget (Unit 643000) does not include specific funding set aside (Object Code 5265) for this purpose, however miscellaneous funds were set aside that could cover funding if the policy is adopted by the Commission.

Commissioner Dickinson stated that the Independent Auditors, Bartig, Basler & Ray, CPA Inc, might want copies of receipts, and asked Staff to clarify with the Auditor's office the issue of attachment of receipts. Not attaching receipts would be inconsistent with the guidelines followed throughout County departments.

Commissioner Griffiths asked whether expenses should be submitted as incurred. The Commission would like requests to come through the Commission office Staff, and would accept reimbursement requests with combined multiple expenses, as long as the submissions do not cross fiscal years (advantage: quarterly submissions would reduce staff and fiscal processing time and expenses). Dependent care while attending the Statewide Conference would also be covered by this policy.

The Commission would also like wording changed from Child Care Expense to Dependent Care expense, to allow for other dependents than children. Staff will also change the Draft wording in paragraph two (2) for clarity.

Commissioner Dickinson made a motion to approve the draft policy with changes as noted above (dependent care and other wording), to set aside \$100 from this year's budget unit 643000 for potential dependent care, and to project \$400 in FY 2005/2006 budget unit 643000 for potential dependent care. Seconded by Commissioner Peterson. Motion approved unanimously.

Staff will coordinate submitting requests received from the Commissioners to the Fiscal Department for processing. Staff will track expenses and will bring this item back to the Commission for review if expenses are being exhausted before the end of the fiscal year.

7. First 5 Inyo Website – Hosting Expense

Jackie updated the Commission on First 5 Inyo County website status. In the past, the State has hosted websites for various counties at no charge but will no longer be providing this service after June 2005. Jason Best (IWSD) who prepared our design and has been providing *pro bono* maintenance, has quoted \$19.95/month. Inyo County Information Services was very interested in hosting our site, has the space, and has even done preliminary work to get the site ready for use. They would charge approximately \$18-20 per month, based on an estimated maintenance time of 30 minutes/month average.

Kathy reported there is sufficient funds in the current fiscal year's budget to cover charges (approximately \$100 between now and the end of the fiscal year) without making a formal budget change request, and estimate

Commissioner Griffiths made a motion to approve Inyo County Information Services to host and maintain the First 5 Inyo County website, with approximate charges of \$18-20 per month, and to set aside up to \$100 of FY04/05 budget funds and project \$400 for the FY05/06 budget. Commissioner Peterson seconded the motion. Motion approved unanimously.

8. Potential Community Partner Appreciation Workshop

The Commission considered ways to honor community partners for their work with families and children throughout the County. Genevieve Collignon (IMACA) informally polled her staff regarding different types of appreciation. Her staff would prefer a lunch or dinner with the Commissioners to meet with them in an informal setting, or receive a tangible gift. They would also be interested in a year's supply of Airborne (medication to fight against airborne germs partners are exposed to when doing home visits), or attendance at one of the National Annual Parents as Teachers conferences (usually held outside of California). They would prefer newspaper media coverage that promotes the Parents as Teachers program offered by IMACA rather than specifically naming and thanking them personally.

The Commission discussed holding an annual event, starting small and perhaps evolving into a half-day symposium in the future. Because Commission partners have staff in both the northern area and southern area of Inyo County, alternating locations (Lone Pine then Big Pine or Bishop, or vice versa) might work.

Commission staff will put together estimated pricing for a lunch from several locations and bring that information back to the Commission. Also the Commission would like to further discuss quantifying criteria for who would attend (partners providing direct services, mini grant recipients, dentists, consultants, etc) at a future meeting. Media representatives could be invited to the event for publicity purposes.

Commissioner Peterson stated she felt holding an event during work hours further values Partners staff attending because they are being paid to attend and avoid conflicting schedules if held after hours when spouse attendance or child care issues could arise.

9. Sponsorship Request Program

Commission Staff reported no new requests for the Sponsorship Program have been received since the February 23, 2005 meeting.

10. Staff Report & Discussion Items

a. Prop 10 news at the State Level

Proposition 63 – Mental Health Services Act, passed in January 2005. On March 22, 2005, 7:00 pm – 8:00 pm, Dr. Gail Zwier, Inyo County Director of Behavioral Health, will be holding a Public Meeting at the Salvation Army location (621 West Line St, Bishop) to obtain public input.

b. School Readiness

- The next SR Coordinating Council meeting is scheduled for April 6, 2005 from 1:00-3:00 pm, Lone Pine Unified School District Conference Room
- Julie Lambdin will attend the Statewide Conference - School Readiness sessions.
- The SR Coordinator continues coordinating the Kindergarten Roundup programs for Lone Pine in April and Big Pine in May.

- c. Oral Health Initiative** – Kathy reported that Dr. Nancy Reifel, UCLA Dentist, is coming to Inyo County with a Hygienist on Sunday, March 21st, and will be flying out of the local Airport with Sue Kinney (Inyo Co. Office of Education) and Steve Ivey (volunteering his time and privately owned plane) to Furnace Creek and Shoshone to provide a Dental Health Fair (education, screenings and sealants) to the children in Death Valley and the Tecopa/Shoshone schools. Jessica Klemencic, Dental Health Case Manager, cannot be on the plane (Inyo County restrictions) so *may not* be attending. ICOE has agreed that if time and supplies permit, they will also provide screenings and sealants first to the 7th graders, then the 8th graders at the Shoshone school.

The Commissioners were thrilled that the Partners were to pull this together so quickly and will be offering these services to the Death Valley and Tecopa/Shoshone residents this year.

Kathy reported that Jessica Klemencic, Inyo County Dental Case Manager, is having great success utilizing the dentist at Children's Dental Group in Ridgecrest. She helped a 4-year-old child who needed extensive dental work, was in the CHDP gateway timeframe, and who only could have 2 appointments in the limited time allowed. The dentist worked with the child and family to accomplish completing 7 restorations. The mother has worked out a payment schedule with the dental office so the child can have the remaining work completed. Jessica has been receiving referrals from Reach, Head Start, the Salvation Army, and Dr. Casey.

Kathy, Dr. Borin, and Tamara Cohn attended the Dr. Cortez pediatric dentistry presentation in Mono County February 18th, along with 3 representatives from Toiyabe Health. Dr. Cortez gave a one-hour overview of the First 5 California Oral Health project.

d. **Professional Development Program (CARES)**

Kathy reported that Lori Robles (Inyo County Office of Education) reported that they have received approximately 10 applications for the Professional Development Program funds, but that the application period is open until April 29, 2005. In the past, most applications came in at the last minute. They anticipate receiving a total of approximately 35 applications for this round of funding.

Kathy also reported the State is working on an extension of the program. As details become available, Staff will disseminate that to the Commissioners.

Staff provided a handout on the status of the Mini-Grant Program.

- a. Commissioner Dossey stated she understood that the Round Valley Preschool did find a suitable replacement drum. Jackie reported her last contact with ICOE said they had not found one, and would provide a new application if a suitable substitute item was found.
- b. There may be an issue with Helping Hands Daycare and the fencing they purchased (Ms. Womack surrendered her day care license in January).
- c. Staff is working on a possible issue with Monica Allen's Child Care. Staff will bring this item back to the Commission at a later date.

When the Commission gives the go-ahead and the budget for FY 2005/2006 is approved, we can follow the same schedule for Mini Grants in FY 2005/2006 by starting the process in June, accepting applications and making awards in July, and issuing checks in August.

Roberts Rules of Order

A question arose whether the Chair can second a motion; County Counsel advised staff that the Chair should abstain from the vote unless necessary for a quorum.

Technical Assistance Workshop

Kathy reported that Dennis Evans, Molina Consulting, will be at the Crowley Lake Community Center presenting the "Working with Diverse Populations" Workshop April 11th. Flyer and registration forms were given to the Commissioners. He's done some pre-workshop interviewing with Genevieve Collignon (IMACA) and Commissioner Griffiths. He will be meeting with Kathy on the morning of Friday March 25th. If anyone else would like to interview with him, let Kathy know.

11. Commissioner Updates

None to report.

Meeting adjourned at 7:20 P.M.

NOTICE: The next Regular Commission Meeting is tentatively scheduled for April 20, 2005, at 8:30 am. The meeting location will be at the Health & Human Services Conference Room, 1351 Rocking W Drive, Bishop, CA 93514