



MINUTES –REGULAR MEETING

Wednesday, April 13, 2005

1. Call to Order, Establish Quorum, Public Comment

Commission Chair Pro-tem Jeff Griffiths opened the meeting at 9:10 am. A legal quorum was present with Commissioners Jean Dickinson, Susan Cash, Michele Dossey, and newly appointed Commissioner Karen Harrison in attendance. Also present were Kathy Peterson and Jackie Randall (First 5 Inyo County staff), Verna Sisk (Inyo County Office of Education), Julie Lambdin (School Readiness Coordinator, Lone Pine Unified School District), and Julie Bear (former First 5 Inyo County Commissioner).

Commissioner Griffiths opened the meeting for Public Comment, and welcomed Karen Harrison as a new Commissioner.

- No Public Comment

Commission Chair Pro-tem Griffiths closed the Public Comment period.

2. Service Appreciation

The Commission and Staff presented Kathy with a plaque, flowers, and refreshments, for her work on behalf of the children and families throughout Inyo County. Each of the First 5 Inyo Commissioners expressed their thoughts and statements of appreciation. Verna Sisk made a presentation on behalf of the Inyo County Office of Education (Oral Health and School Readiness Programs). Julie Lambdin presented Kathy with a gift made for her by the Mt. Whitney Preschool children. Julie Bear thanked Kathy for her great leadership over the years, and for taking the Commission's work to a whole different level.

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

The Commission reviewed and discussed options for how Children and Families Commissions can be legally organized, and how those options may be applied in Inyo County.

Organized under the County:

Under a Department (currently under Health & Human Services)

Special District

With a Memorandum of Understanding (more autonomy)

Independent:

Stand alone governmental agency

Contracted with a non-profit agency for certain services

Contracted with the County for specific duties or administration

Multi-county Commission

Inyo and Mono, or Inyo/Mono/Alpine (if interested)

Commissioner Griffiths would like to see the Commission have more participation and negotiating in staffing and fiscal (County support charges) issues. All the Commissioners agreed that it will be important to decide just how much autonomy they want as a Commission and at what cost.

Commissioner Dossey reported that First 5 Alameda was a County Commission then became independent, and that they perhaps would have some helpful insight into any proposed changes First 5 Inyo might consider making. Commissioners Griffiths and Cash will be attending the First 5 California Statewide Conference and offered to do some fact-finding with other Counties while there, as well as talk with other Commissioners. Commissioner Dickinson and former Commissioner Bear pointed out that at the time the Commission was formed, the Commission had no staff, and the County and State economic were different.

Fact-finding will include:

1. Verna Sisk, at the Commission's request, will contact George Lozito, Superintendent of Schools, Inyo County, to see if ICOE would be interested in providing fiscal Administrative support, and what steps and costs this type of change would entail.
2. Commissioner Griffiths and Cash will confer with Mike Smith (SEI) who'll be presenting the New Commissioner Orientation at the Pre-Conference Institute, as well as talk with other Counties' Commissioners, while attending the First 5 California Statewide Conference April 27-29, 2005.
3. Commissioner Cash will contact Paul Bruce, Inyo County Counsel Office, regarding issues relating to separation from the County, and/or establishing Memorandum Of Understandings (MOUs) with various County departments as they relate to costs charged to the Commission. Commissioner Cash reminded the others that all County departments incur internal charges (A87) which may be more, comparable or less than remaining under Health & Human Services.
4. Commissioner Dossey offered to assist with research assuming she can get some guidance on what questions to ask.
5. Request Mike Smith (SEI) present a Legal Status Issues workshop to the Commission, where he can bring in facts and experiences from across the State with an unbiased and unemotional perspective. This workshop would include: how to implement a plan, and the financial advantages/disadvantages of such a change. This could either be scheduled during the week or as a Saturday workshop, whatever works for Mike.
6. The Commission would like to have as much information gathered as possible by June or July (if an August workshop).
7. The Mono County Office of Education can also be polled regarding any interest in a possible dual-governance role over First 5 Inyo and First 5 Mono, request quotes for costs/charges.
8. The Commission may want to set a ceiling percentage for allowable indirect charges to the Commission, regardless of what organizational structure they use. This would allow for fiscal forecasting.

The Commission directed Kathy to check with Mike Smith (SEI) to see his availability to come to Inyo County and re-address legal status issues, possibly as an all-day workshop, tentatively for early fall 2005. It is hoped that some of the information and cost gathering can be completed and provided to Mike to tailor an Inyo County-specific workshop.

Commissioner Griffiths stated that this would be a good time to do some research because the Commission is not presently pursuing new projects. Staff pointed out that the major annual reports are coming due (Oral Health Interim report due June 30th; Professional Development Program-CARES, School Readiness, and Children & Families Fiscal Year-end Annual and Financial Reports all due by October 15th).

Commissioner Cash reminded the others that any changes will cause ripple effect upheavals with Staff, bargaining issues with ICEA, hiring to fill vacant positions, discipline, costs and benefits for staff with a new entity as compared to current standards, etc.

The Commission directed staff to place this item on the May and future agendas as a standing agenda item until resolved.

4. Recruitment and Hiring of Commission Staff Position

The Commission considered recruitment and hiring to fill the vacancy resulting from the resignation of Kathy Peterson. Until the position is filled, Linda Benson, Assistant Director of Inyo County Health and Human Services, will be "filling in" as her time permits to provide continued Commission, staff, and grantee support. Her phone number and email address are included in the Staff Report section of this meetings handouts.

Commissioner Dickinson reviewed the process to fill the vacancy:

- Request the Board of Supervisors lift the hiring freeze (for this position)
 - The Equity Study prepared in 2003 for the County by Casey & Associates identified this position to more appropriately be a management Executive Director position.
- Anticipating this pending Commission recommended change, HHS already started preparation of the required paperwork to request a reclassification for this position (from Administrative Analyst to Executive Director or other management position) with a significant salary increase. Commissioner Dickinson has a meeting scheduled later this month with the Chief Administrative Officer, Ron Juliff, to open discussions for this change.
 - Several factors will come into play if this position is reclassified to a higher management level position (loss of ability to earn overtime, loss of representation by ICEA).
 - The budget *would change* for FY05/06 (currently being based on an Administrative Analyst salary, not on the proposed reclassification of position), and would require Board of Supervisor and County approvals.
- Once Commission approval/recommendation is given the go ahead, then the documentation can move forward for Board of Supervisor approval.
- Personnel prepares a vacancy announcement, publicize the position, accept applications, set up and conduct interviews, determine the best candidate, offer the position, hire a replacement employee.

Timeline: If started today, the Board of Supervisors could schedule this for early May review/approval (a *minimum* of two or three weeks). The ideal process would be to make include all requests in one Board of Supervisors Agenda Request (lift freeze, reclassification, approval to open position for hiring). The process can be stopped or put on hold at any point along the way.

Commissioner Cash cautioned the Commission against moving ahead too quickly to fill the position while questions about Commission structure still exist. The position would best be filled once those issued have been clarified.

Commissioner Dickinson informed the newer Commissioners that when the Commission was established as an agency of the County under Ordinance No. 1034 Section IV 2.50.050, the Board of Supervisors gave the County governance over Commission structure, liability issues and personnel support, but the Commission itself oversees and approves budgets and funding decisions. The Children and Families Commission is a division of the Health and Human Services department, and HHS is responsible with oversight and to act as a go-between with the Departments and the Board of Supervisors. As part of the County structure, the Personnel Department reserves the right to write Job Descriptions. Generally the County consolidates job descriptions for similar positions, however, it might be a reasonable request to have a unique description for this position.

The Commission discussed how accurately responsibilities required for this position align with the current job description. The Commission discussed their having input in identifying accurately the job functions the position is responsible for and ensuring those are well defined in the job description. Staff provided the Commissioners with a copy of the most recent Inyo County job *announcement* for that position (highlights position requirements but does not contain all detailed responsibilities), and a copy of the current job description for the Executive Director position being

used in Mono County, Nevada County, and others throughout the state. Commissioners Dossey and Griffiths both liked the detail, ease of reading, and format of the job description used by Mono County.

Commissioner Dickinson pointed out that from the County Liability perspective, the County is responsible and charged with completing performance evaluations for this position. Commissioner Griffiths stated that Commission members would be interested in involvement in the interviewing process and the decision making of who is hired, as well as performance evaluations of the Program Manager/Executive or Program Director position. Commissioner Cash stated that performance evaluations must fit into the structure in which the position is housed (HHS department) and Commission involvement should be done during a closed session meeting. First 5 Inyo has done evaluations have been done in closed session in the past.

Commissioner Cash made a motion to form an ad hoc committee to develop a recommended job description for the lead position (Administrative Analyst or Executive Director) and to empower the ad hoc committee with the authority to make a final decision, coordinate with the HHS Department and Personnel on job reclassification approval and processing, and give the go-ahead for filling the vacancy. Commissioner Harrison seconded the motion. Motion approved unanimously. Ad Hoc Committee members shall be Commissioners Griffiths, Cash and Dickinson.

5. Approval of Minutes

The Commissioners didn't take action on approving the Minutes of the March 16, 2005 meeting, as a representative quorum from the March 16th meeting was not present.

This item will be placed on the May 2005 agenda for approval.

6. Fiscal

Staff presented the Commission with a Preliminary Draft of the FY05/06 budgets (643000-Children and Families Commission, 643002-School Readiness, 643004-Professional Development Program, and 643006-Oral Health) for review and discussion, along with a DRAFT update to the Five-Year Fiscal Forecast.

Commissioner Dickinson directed the Commissioners to specifically look at Budget Unit Preliminary Draft 643000-Object Codes 5315 County Cost Plan and 2001-5001, Salaries and Benefits. In FY04/05, ALL departments and divisions experienced huge increases in A87 Cost Plan charges due to economic changes on State and County budgets. FY04/05 was the first year that .25 FTE (full-time employee) equivalent was charged back to the Commission by the Inyo County Health and Human Services Department for Administrative & Fiscal staff support for indirect work done for the Commission. In FY 03/04, the Commission was charged 5% for Fiscal support, which increased in FY 04/05 to 15% of Fiscal Supervisor, and 10% of Director of Program and Fiscal Evaluation; these rates were deemed reasonable by HHS and the prior slate of Commissioners, and were lower than charge-backs to other divisions in the HHS department.

These preliminary budget pages *do not yet contain* accurate charges for various County services (Internal, County Cost Plan, Salaries and Benefits, Workers Compensation, Liability Insurance, etc), as the CAO, Fiscal, and the Auditor's office have not calculated those amounts. Traditionally, those amounts have been released just prior to the Board of Supervisors Budget approval process. Commission Staff has a meeting scheduled with Fiscal regarding the proposed budget set for the first week in May.

The Commission directed staff to place the proposed budgets on the May agenda for further discussion and possible action.

Commissioner Cash expressed concern that 10% of the Director of Program and Fiscal Evaluation salary (Margaret Peterson) was being charged to the budget could be viewed as a conflict with *Proposition 10 Children and Families Commission Act, Section 130140 A.1.B* "provided that members of the county commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county commission." Commissioner Dickinson stated Commissioner Peterson was appointed after the determination was made to charge a percentage of that position to the Commission. The charge is for indirect time charged, not the time she acts as a Commissioner. HHS Fiscal staff will investigate identifying alternate staff position(s) that supports the Commission for charge-back other than Commissioner Peterson's position.

Commissioner Griffiths asked for clarification about how the County Cost Plan charges were determined, and whether the Commission has been involved in negotiating the amounts. Commissioner Dickinson reported that determination of the amount was done within the County structure as part of the County's governance and the Health and Human Services oversight of the Commission office. All Departments were notified there would be increase in these charges in FY 004/05 as soon as they were determined, but determination of those amounts was completed just before the Board approval process. The Commission can anticipate another increase from last years charges, based on the economics this past year and expected in FY05/06. Commissioner Dickinson provided the Commission with the *HHS Non-Program-Specific Administrative Personnel Spread*. HHS is currently doing calculation and base charges for FY 05/06. While HHS would be willing to hear the Commission's input, it's possible that for FY 05/06 the current .25 may not be able to be reduced, and may even need to be increased

Commissioner Dickinson explained that the Commission could take the stand that they cannot approve a budget with these charges, but it could also be that Inyo County Health & Human Services could not provide the same services for any lower amounts.

Commissioner Griffiths stated he's not rejecting the reasonableness of the charges, but would like to see these as a negotiable discussion item between the Commission, HHS, and the Board of Supervisors.

Commissioner Cash stressed the difficulty of the County to identify specific detailed Administrative costs because of their nature. The structure of the four Commission budgets (Operating, School Readiness, Professional Development Program, and Oral Health) is not a separate of the County's budget structure, although the funds are separated by Budget Units. The Auditor's office has asked that all contacts with their department go through the HHS Fiscal staff.

7. Commission Meeting Dates

Commissioner Griffiths requested input regarding rescheduling meetings from the current third Wednesday of the month to alternate dates as several Commissioners have conflicts and would be unable to attend meetings as currently scheduled. After a short discussion, tentative dates were approved through December 2005 as follows:

May 25	5:30 pm	Lone Pine	(firm)
June 30	8:30 am	HHS-Bishop	
July 21	8:30am		
Aug 18			
Sept 15			
Oct 13		Public Hearing on Annual Report and Financial Report (due to Sacramento by October 15, 2005)	
Nov 17			
Dec 15			

Commissioner Cash made a motion to accept the tentative meeting dates as noted, subject to change if required. Commissioner Harrison seconded the motion. Motion approved unanimously.

8. Ad Hoc Committee

The Commission office received a request from IMACA on April 1, 2005 for changes to the Countywide Home Visiting and School Readiness contracts - Scopes of Work. After discussion, the Commission delegated discussions to the Ad Hoc committee, which will report their recommendation back to the Commission at a future meeting.

Commissioner Cash made a motion to refer this item to the Ad Hoc Committee currently working with IMACA regarding First 5 Inyo County funded programs Commissioner Dickinson seconded the motion. Motion approved unanimously.

9. Program Update by the Inyo County Office of Education

The Commission considered a request presented by Verna Sisk, Inyo County Office of Education, Child Development Department, to transfer funds between line items *within* major categories, and to roll unspent funds into Contract Year 2, for Contract No C03-222-School Readiness. This request does not change total program costs or contract amounts.

A.4 - Raising a Reader Start-up book purchase \$20,000 and Coordination \$2,798 to roll into Year 2 of the project. Books for Big Pine and Lone Pine libraries would be purchased by end of Dec 2005.

B.2 and B.3 – Parenting and family support Programs:

Increase Parent & Child Olancha and Big Pine by \$1,021 to \$9,554;
and reduce Other Family Programs-Lone Pine by \$1,021 to \$3,979.

Commissioner Dickinson made a motion to approve the request to roll over \$22,798 from Contract Year 1 into Contract Year 2 for School Readiness contract no. C03-222 with Inyo County Superintendent of Schools; AND to approve a transfer of funds between line items within major categories. Commissioner Cash seconded the motion. Motion approved unanimously.

Staff reminded the Commission that this would need to still be approved by First 5 California School Readiness staff.

Commissioner Cash made a motion change the above motion to add the wording “, contingent upon the approval of the First 5 California School Readiness Initiative Staff” for the rollover portion of the above motion. Seconded by Commissioner Harrison. Motion approved unanimously.

Julie Lambdin reported about the success of the Raising a Reader program at the Mt. Whitney Preschool in Lone Pine.

Verna also reported an issue arising regarding the School Readiness Summer Enrichment Pre-K Transition Program in Lone Pine that may need technical assistance or direction from the Commission on how to proceed. Currently 30 children are expected to enter kindergarten in Lone Pine, and a small number is expected to enter Big Pine in the fall. This School Readiness strategy was designed for one Lone Pine and one Big Pine session (smaller participant counts). If all the Lone Pine children intent to participate in the summer enrichment program, there is a possibility that two classes or sessions would be required to serve everyone. She will continue to evaluate this and may bring back options for Commission review and direction/approval. Julie Lambdin, School Readiness Coordinate, offered to poll parents who attending the Lone Pine Kindergarten Roundup scheduled for April 19, 2005 (4:30pm – 6:30 pm) to identify how many are planning to register their

child(ren) for the Summer Enrichment program, and she will get that information to Verna. Verna will bring this item back to the Commission once more information has been gathered and brainstorming has been completed.

With the passage of Measure B, the Big Pine Unified School District has the funding necessary to complete needed renovations to the classrooms and also to proceed with building the new combination School and Public Library. Currently the Preschool is housed in one of the buildings scheduled to be demolished this summer. ICOE is working on identifying an alternate location for the Preschool and is hopeful that it has its licensures completed and be ready for the Preschool Summer Enrichment session.

10. Commission Chair and Vice Chair

The Commission discussed the upcoming term expirations for the Chair and Vice Chair positions. No decision was made at this time and Staff will place this item on the May agenda for discussion and action.

11. Discuss Oral Health Service Appreciation for Dr. Nancy Reifel

The Commission discussed ways to recognize and honor Dr. Nancy Reifel, UCLA School of Dentistry, for her donation of time, materials, and expertise on behalf of the children and families of Inyo County, to promote good oral health and provide services to Inyo County communities.

Jackie will coordinate with Commissioner Cash for possible Board of Supervisor recognition options. *Staff will bring this item back to the Commission at the May meeting.*

Another option could be a letter drafted by the Commission and addressed to both Dr. Reifel and Mr. Ivey.

Dr. Reifel will be in Inyo County on April 25, 2005 to make two presentations to the medical community: one will be at lunchtime at the Partridge Building, Northern Inyo Hospital. (open to the Public as well as hospital staff & other medical providers); and one at Whiskey Creek, an evening dinner meeting for members of the Medical Society.

12. Sponsorship Request Program

Staff reported that no requests have been received since the last Commission meeting March 16, 2005.

13. Staff Report & Discussion Items

▪ **Dependent Care Expense**

Staff passed out forms for the Commissioners use, and requested all submissions to be sent to the Commission office for coordination and processing through Fiscal. The Auditor's office did respond and will require written receipts attached to substantiate expenses being requested.

▪ **Community Partner Appreciation Workshop Planning**

Staff is gathering information on locations, pricing, etc and will bring that back to the Commission at a later date.

▪ **School Readiness**

⌘ ICOE held their first Preschool to Kindergarten Teacher Transition "A Great Safari" meeting in Lone Pine March 22nd and it was well attended. Participants shared various assessment tools used at the different locations. The next meeting is scheduled in May.

⌘ The last SR Coordinating Council meeting was April 6, 2005 and had good partner turnout. The next SR Quarterly Coordinating Council meeting is scheduled for **JULY 26th** at the Big Pine School Band Room.

- ✂ Julie Lambdin will be attending the Statewide Conference to participate in the School Readiness sessions.
- ✂ Julie has been working on Kindergarten Roundup programs for Lone Pine (April 19) and Big Pine (May 5). The Lone Pine Indian Education Center donated funds for the box of information, supplies and educational materials for the program in Lone Pine. Julie brought one of the boxes with her and showed the Commission its contents.
- ✂ Loralee Mairs, Literacy Coordinator, will be working with the Big Pine Indian Education Center to see if they intend to donate the boxes like they did last year.
- ✂ The Summer Enrichment programs are scheduled: Lone Pine (June 20-July 29) and Big Pine (July 5 – August 12)
- ✂ Staff asked Verna if Karen Aguilera, Round Valley Preschool Director/Teacher, will be again presenting the end of session program during the Summer Enrichment Program (like she did last year in Lone Pine). Verna will have to check for funding available for this and also Karen's availability/interest in doing the presentation again.
- ✂ Staff shared a "Thank You" card from the Mt. Whitney Preschool children (for funding to purchase window shades) for their room at Lo Inyo Elementary.

- **Mini Grants**

The Commission briefly reviewed the April 2005 status report on FY04/05 mini grant awards. Staff will place this item on the May agenda for end-of-year wrap-up and to discuss potential changes to the FY05/06 program, along with it's scheduling.

- **Oral Health Initiative**

Staff shared the Thank You card prepared by the Death Valley Schools children for Dr. Nancy Reifel for her participation at the Dental Fair, Screening and Sealant in March.

- **Regional Technical Assistance Activities**

Staff reported on progress toward providing the Capacity Building Workshop through State Technical Assistance funding. A proposal has been received from Mike Smith, SEI, which looks very good. Logistics, contracts, and dates are yet to be determined.

- **Outreach to Diverse Populations**

This Workshop (part of the Regional Technical Assistance funding) was held at the Crowley Lake Community Center on April 11th and was very well attended. Approximately 60 people were in attendance from various Inyo and Mono county agencies. First 5 Alpine County representatives also participated.

- **General Media**

Staff reported the Inyo Register published a nice article on the Death Valley/Tecopa/Shoshone Dental Health Fair and School-based Program.

11. **Commissioner Updates**

None to report.

Meeting adjourned at 12:25 P.M.

NOTICE: The next Regular Commission Meeting is tentatively scheduled for May 25, 2005 at 5:30 pm. The meeting location will be at the Lone Pine Unified School District Conference Room, 301 S Hay St, Lone Pine CA 93545.