



**D R A F T**

## **MINUTES –REGULAR MEETING**

**Wednesday, April 28, 2004**

### **1. Call to Order, Establish Quorum, Public Comment**

Commissioner Jean Dickinson called the meeting to order at 9:35 am. in Bishop. A legal quorum was NOT present with Commissioners Lara Andersen, and Jean Dickinson in attendance. Also present were Kathy Peterson and Jackie Randall (First 5 Inyo County Commission staff), Lori Robles (Inyo County Office of Education-ICOE-Child Care Planning Council), Jessica Klemencic, Norman Allred and Melanie Bridges (Inyo Mono Advocates for Community Action-IMACA), Joanne Parsons (Inyo County Office of Education-ICOE), and Danette Pugh-Patton (Riverside County Office of Education). Commissioner Dossey arrived at 9:45 am.

Commissioner Dickinson opened the meeting for Public Comment.

Joanne Parsons introduced Danette Pugh-Patton from Riverside Office of Education who is involved with the Riverside After-School Programs and Foster Care Program.

### **4. Update on the Professional Development Program (PDP) Recruitment**

Lori Robles reported on program recruitment outreach to informal care providers (4 mailings with little or no responses), the newspaper article just published (late due to project delays), and the difficulties faced in identifying exempt providers for recruitment. 80 applications were sent out; only 11 responses have been received to date (Fri 4/30 is application deadline; traditionally many are received at the last minute). If fewer applications are received than in the past, full stipends may be paid out instead of reduced as in the past. The Lone Pine staff is aggressively pursuing identifying potential applicants. They are also working with Jennifer Viereck in the Tecopa/Shoshone area, and IMACA REACH partners going to Death Valley may be able to identify additional potential applicants in that area.

More proactive media recruitment is planned for the next funding cycle. The Planning Council continues discussions on program improvements. A newspaper article is planned for a late summer release after the current round of stipends is issued.

Planning council anticipates receiving new applications from:

- ➔ Owens Valley Career Development Center staff
- ➔ Mt. Whitney Preschool staff
- ➔ New local child care providers
- ➔ New Big Pine Child Care Center staff

Melanie Bridges noted that Inyo and Mono agencies are working on a combined events/training calendar to include Inyo and Mono Offices of Education, Head Start programs, First 5 events, etc.

Kathy Peterson reaffirmed that the REACH Community Partners could possibly identify childcare providers from clients when at home visits, then relay that information to the PDP coordinator, or have the families or providers directly contact the PDP Coordinator.

### **3. Presentation on IMACA REACH Project *Parents as Teachers* Program**

Norman Allred, Parent Involvement Coordinator, reported that Parent Kit distribution continues.

REACH staff is transitioning to Parents As Teachers (PAT) program activities. Currently 34 families are in the program (17 Lone Pine/Olancho/Independence; 17 in Big Pine/Bishop). School Readiness community participants (BP, LP/O/C) receive home visits twice monthly while other communities receive monthly home visits. Collaborative activities continue with IMACA, local medical providers, Inyo Health Department, CPS, Great Steps Ahead, ICOE, and more.

Upcoming trainings:

- PAT Training covering ages 3-5 is scheduled this Fall
- Oral Health Dental Paraprofessional training (through First 5 Inyo and UCLA School of Dentistry) is scheduled for June 2004.

Norm showed the new OTO (auditory) test equipment to the Commission and explained the equipment, citing its importance in helping document problems so paraprofessionals can make appropriate referrals to professionals for services.

Jessica Klemencic provided an overview of the Parents As Teachers program (see handout) and showed the Commission an excerpt from one of the parent videos. IMACA REACH is looking to incorporate a Pregnant and Parenting Teens component to the curriculum, to fill an identified need in the community for those services.

### **5. Commission Membership**

Staff reported that the Board of Supervisors appointed Mr. Jeff Griffiths to the Commission vacancy. He plans to attend the May meeting, but was unable to attend today's meeting due to short notice after the appointment.

Staff reported that the Commission Chair and Vice Chair positions are expiring in May. Staff briefly reviewed the responsibilities of each position. Staff was directed to place this item on the May agenda for action. Commissioner Dossey indicated an interest in the Chair position, and Commissioner Andersen indicated an interest in the Vice Chair position.

### **6. Technical Assistance / Training**

Staff provided an overview on HealthReach Associates activities.

- Contract approved by the Board of Supervisors May 27<sup>th</sup> for Time Survey & Invoice Training
- Time Survey training scheduled for May 3<sup>rd</sup>; possibly 60 to attend between the two sessions

Regional Technical Assistance *Group Training* topics and events – nothing to report at this time.

Commissioner Bear arrived, quorum established. Commissioner Bear opened meeting for Public Hearing on the State Annual Report FY 2002/2003.

### **2. Public Hearing on the First 5 California Annual Report FY 202/2003**

Commissioner Bear closed the regular meeting and opened the Public Hearing. There was no Public Comment.

Commissioner Bear closed the Public Hearing and reopened the regular meeting.

### **7. Fiscal**

Fiscal has prepared tentative budgets for all four of the Commission budget units (Commission, School Readiness, Professional Development program, and Oral Health).

Commissioner Dickinson gave an update on the status of the HHS department:

- ➔ The Commission will see increases in HHS umbrella charges (internal operating costs). The County has been generous to the Commission in the past regarding supporting the Commission with overall infrastructure costs. However, the County can no longer afford to do this.
- ➔ Salaries reflected in the FY 04/05 budget include a significant increase for county fiscal staff (\$19,195). 15% of the HHS Fiscal Manager salary and 10% of the Director of Fiscal Evaluation salary will be charged to the Commission budget.
- ➔ Increased charges are expected in Information Services (copying), infrastructure, rent, etc.
- ➔ HHS is considering building closures to avoid possible layoffs as a contingency plan. This means that the Commission office would move along with the other Bishop Plaza offices.

Commissioner Bear expressed her gratitude to the HHS Department supporting the Commission's infrastructure needs in the past, and stated that all Departments, Commissions, and Counties are faced with these same issues.

The Commission discussed technology needs for Staff (replacement computer, peripheral equipment-color printer; digital camera). Staff was directed to identify equipment, contact Information Services to clarify estimates, and contact Fiscal to have these estimates incorporated into the draft Budget for FY 04/05. The Commission also discussed increases to the Travel object code. Commissioners Dickinson and Bear clarified that it would be easier to make budget modifications to include these amounts now; changes after the Budgets have been approved would require Board of Supervisor approval.

The Commission discussed increasing Professional Services object code 5265 by \$10,000 for possible new projects (represents the \$10k from FY 2003/2004 not expended for Mini Grants).

*Commissioner Dossey made a motion to accept the proposed budgets (643000, 643002, 643004, 643006), with the above modification increases to Budget Unit 643000 once determined and incorporated. Commissioner Andersen seconded the motion. Motion approved unanimously.*

## **8. Funding for Community Sponsorships**

- a. The Ad Hoc committee presented the Draft Sponsorship documents for Commission review and approval.
- b. The Commission discussed setting policy regarding request from County departments. As long as the purpose fulfills the Strategic Results of the Commission, as outlined in the Guidelines and Application Packet and the Revised Strategic Plan, as adopted by the Commission February 2003, request will be considered for funding. Commissioner Dickinson would like to see more joint development between the Commission and Sponsorship applicants to ensure maximum collaboration and planning.
- c. The Commission adopted the Plan as proposed and implemented the new program.

*Commissioner Dickinson made a motion to adopt the Policy and accompanying documentation, and to begin implementation of the program. Commissioner Dossey seconded the motion. Motion approved unanimously.*

Staff will proceed with media advertisement of the program and update the website to include the Sponsorship program information and application.

## **9. Mini Grant Program**

- a. The Commission reviewed funding allocation for the upcoming round of Mini Grants. No additional funding will be designated at this time other than the previously proposed \$10k currently shown in the forecast. Staff will continue to proceed with review of documents and policy and bring this item back to the Commission for action in May or June.
- b. The Commission discussed policy regarding applications for Mini Grant funding by County Departments. The same policy will apply to Mini Grants as with Sponsorships (see item 8 above).

## **10. Approval of Minutes**

Staff reported that approval of the minutes of March 5, 2004 – Special Meeting should be deferred until the four Commissioners present at that meeting are present for a voting quorum.

*Commissioner Dickinson made a motion to approve the minutes of March 24, 2004 – Special Meeting. Commissioner Andersen seconded the motion. Motion approved unanimously.*

Commissioner Dickinson left the meeting. With no quorum present, no further action items were discussed.

## **7. Commissioner Updates**

No updates at this time.

## **12. Staff Report & Discussion Items**

- a. Update on Contracts:
  1. School Readiness PowerPoint presentation - will be shown a future meeting.
- b. Applied Research Center activities - will be reported at a future meeting.
- c. Upcoming staff trainings and meetings – will be reported at a future meeting.

## **13. Commission Meeting Dates**

The next Commission meeting is scheduled for May 26<sup>th</sup> and staff polled the Commissioners present regarding availability should that meeting be scheduled as one of the evening meetings. Staff will send out notices and will confirm the meeting time when scheduled.

No discussion at this time regarding alternate meeting locations.

No discussion at this time regarding planning a Commission Retreat for 04/05.

Meeting adjourned

**NOTICE:** The next Regular Commission Meeting will be an evening meeting on Wednesday, May 26, 2004 at in the HHS Conference Room, 1351 Rocking W Drive, Bishop. Starting time TBA.