



MINUTES- REGULAR MEETING

Thursday May 18, 2006 8:30 am
Health & Human Services Conference Room
1351 Rocking W. Dr Bishop, Ca 93514

1. Call to order, Establish Quorum, Public Comment

Commissioner Anderson called meeting to order at 8:50am

A quorum was present with Commissioners Harrison, Shepard, Anderson and Dossey. Also in attendance IMACA Representatives, Stephanie Simpson, Inyo HHS Evaluations Director, Mike Finney, Community Service Solutions, Carolyn Williams and First 5 Inyo staff, Jara Halfen and Karey Poole.

Table opened to public comment. No public comment was received.

2. Approval of Meeting Minutes - April 27, 2006

Request made for the Commission to review meeting minutes for approval.

Jara Halfen provided the Commission with information about discussion in the last Commission meeting regarding approval of minutes and content of minutes. According to the Commission bylaws, content must include documentation of all action taken. The Brown Act does not specifically define how minutes should be presented or how they should be approved, but if minutes are taken and documents are distributed in an open session of the meeting, those documents are public record. The Commission provided staff direction that future approval of minutes can be made by any quorum of Commissioners reviewing those minutes and that minutes do not have to be approved strictly by the Commissioners who were in attendance at the meeting in question. Nothing in the Brown Act prohibits approval of minutes utilizing this process.

Commissioner Cash requested confirmation that no decision was made as to whether or not a Commissioner would attend the Grant Writing Class in June hosted by IMACA. At that time Commissioner Griffiths was considering attending; however, no final decision was made.

Commissioner Dossey made a Motion to Approve the April 27th Minutes.

Commissioner Harrison seconded the Motion.

Motion approved unanimously.

3. Policies and Procedures (*Request made by Jara Halfen to move forward to item #6 due to Commissioner Dossey having a time restraint*)

Jara Halfen requested that the Commission review changes to Contracting and Procurement Policy and to review the newly drafted Conflict of Interest policy. The two policies were reviewed for legal form and content by County Counsel. *Jara advised County Contract and Procurement standards are followed and all grants and contracts are consistent with First 5 Strategic Plan.*

Commissioner Shepard advised that the County Regulations do not affect our Mini Grant allocations because our grants are under \$2,000 per grantee, and grantees are required to fill out an application that has been approved by COCO.

Commissioner Shepard made a motion to approve Contracts and Procurement Policy; however, Commissioner Dossey advised the agenda only shows this item as a discussion; therefore, no action will be made. Approval of policies will be places on the May 22 agenda.

Jara requested that review be made to Conflict of Interest Policy.

Question raised by Commissioner Dossey about participating in activities sponsored by First 5. It was confirmed this is not part of Conflict of Interest Policy on the basis that it is free to all participants. Jara advised that if a Commissioner is employed by an entity requesting grant funding, a Conflict of Interest could arise. In that case, the Commissioner would recuse himself or herself from discussions and decisions made about that grant.

4. Strategic Plan Revision Review (Agenda item #4)

Jara discussed changes made to current Strategic Plan. Some feedback is still yet to come back. Fiscal piece still needs to be updated. Jara believes the best thing to do is to leave the fiscal forecast as it is. Resource allocation piece will be rewritten updating the current information, aspects and concerns of our First 5 Commission. Commissioners requested to review for finalization the second week of June for final feedback, public comment, and then final approval. Jara requests questions or comments be put in writing and sent to her.

5. Sponsorship Request Program (Agenda item#3)

No requests at this time.

6. Review of Legal Status Options for First 5 County Commission (Agenda item # 5)

Agenda for May 22nd Governance meeting discussed. Approval of today's policies that were reviewed was added as an action item to the May 22nd agenda.

7. Staff Report

Karey updated Commission on Mini grant report. The process has been finalized with all pictures and receipts received by grantees.

As part of the Strategic Plan update process, Karey is working on updating The Resource Page along with pulling together a gift basket to be donated to the Silent Auction for the State Conference. Funds raised will go to support the State First 5 Association.

Karey is working with the Grantees and is updating financial reports with Jara. There have been some mistakes found in grantee's invoices and some invoices are still outstanding. Staff is trying to get all fiscal invoicing up to date for close of FY 05/06.

8. Commissioner Updates.

None to report.

Meeting adjourned 10:00 a.m.

NOTICE: The next Commission Meeting date is scheduled for Monday, May 22 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