



## MINUTES –REGULAR MEETING

Wednesday, May 25, 2005 – LPUSD Conf. Rm., Lone Pine

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

Commission Chair Dossey opened the meeting at 5:46 pm. A legal quorum was present with Commissioners Lara Andersen, Jean Dickinson, Jeff Griffiths, Karen Harrison, and Margaret Peterson in attendance. Also present were Jacqueline Randall (First 5 Inyo County staff), Lita Shepard (Fiscal Manager Administrative Services, Inyo HHS), Genevieve Collignon, (Family Education Manager, Inyo Mono Advocates for Community Action) and Julie Lambdin (School Readiness Coordinator, Lone Pine Unified School District).

Absent: Commissioner Cash

Commissioner Dossey opened the meeting for Public Comment.

No Public Comment

Commission Chair Dossey closed the Public Comment period and opened the regular meeting.

### 2. Commission Chair and Vice Chair

The Commission discussed the role of the Chair and considered appointment of a Chair and Vice Chair to fill the one-year term from May 2005 through April 2006. Commissioner Dossey thanked everyone for his or her support this past year and expressed how much holding the Chair position has taught her.

*Commissioner Andersen made a motion to nominate Commissioner Jeff Griffiths as Chair for a one-year term (May 2005 through April 2006). Commissioner Dickinson seconded the motion. Motion approved unanimously.*

*Commissioner Dickinson made a motion to nominate Commissioner Margaret Peterson as Vice Chair for a one-year term (May 2005 through April 2006). Commissioner Andersen seconded the motion. Motion approved unanimously.*

Commissioner Griffiths took over as chair for the remainder of this evenings meeting.

### 3. Inyo Mono Advocates for Community Actions (IMACA)

The Commission considered taking action on EACH of the following items:

#### A. Home Visiting Contract No. C03225

1. The Commission considered a request from IMACA dated April 28, 2005 to amend the existing contract to add wording to allow them to roll unspent funds from Contract Year 1 into Contract Year 2 (the second year option was exercised by the Commission August 25, 2004), noting that this change would require formal approval by the Board of Supervisors.

Staff stated that this had been the original intent of the Contract but the specific wording had been omitted at contract preparation time, possibly because the contract was for a one year term, with the Commission building in Options to be exercised to allow the program to continue for Year 2 and possibly Year 3., AND with the \$50,000 advance/service credit to be deducted from the final invoice period(s) at the end of the term of the contract and option(s) if exercised. All other contracts that the Commission has in effect that are more than a one-year term allow for rollover of funds.

Lita Shepard suggested the Commission consider using the wording "year to year" so that if the Commission later decides to exercise Option 2 to extend the program into Year 3 of the Contract, no further Board Action would be required.

Commissioner Griffiths asked how difficult it was to amend contracts. Commissioners Dickinson and Peterson reviewed the timeline for him and the other newer Commissioners. (Development of the documents; review draft documents with County Counsel and Risk Management as applicable; correct as necessary and re-review if required; signatures from both parties/agencies; prepare County approvals documents and begin routing through various departments according to the content of the contract/amendment-County Counsel and Risk Management again HIPPA, Fiscal, Department Head, Auditor, and Personnel, then to the Board Clerk to place on the Board of Supervisor's Agenda; normal timeframe is 3 weeks within the County departments.

*Commissioner Peterson made a motion to amend the IMACA Countywide Home Visiting Program Contract No. C03225 to add wording to allow rollover of unspent funds from year to year, contingent upon approval of the Inyo County Board of Supervisors. Commissioner Dossey seconded the motion. Motion approved unanimously.*

2. The Commission considered a request from IMACA dated April 28, 2005 to roll \$7,662.32 of unspent funds from Year 1 into Year 2 of Contract.

Staff reminded the Commission that this request could not go into effect until the contract has been amended to add wording to the existing contract to allow rollover (see item 3.A.1 above) and executed by IMACA and the Board of Supervisors.

*Commissioner Dickinson made a motion to allow IMACA to roll \$7,662.32 of unspent funds from Year 1 into Year 2 in the Countywide Home Visiting Program Contract No. C03225, contingent upon approval of the Inyo County Board of Supervisors approval of the contract amendment. Commissioner Harrison seconded the motion. Motion approved unanimously.*

3. The Commission considered a request from IMACA dated April 28, 2005 to transfer \$7,662.32 (funds rolled in above item 3.A.2) *between* line items within major categories.

Staff reminded the Commission that this request could not go into effect until the contract has been amended to add wording to the existing contract to allow rollover (see item 3.A.1 above) and executed by IMACA and the Board of Supervisors.

Genevieve provided details for each line change request:

- \$1,662.32 to be used in Line D, Telephone/Communications to cover costs of mobile phones for *Home Visitors*. *Home Visitors* duties require them to travel extensively and go into client residences. Most of the time this puts them out of communication should they need to be contracted or should they need to contact the office.

Commissioner Dickinson stated that this is a safety issue and is a reasonable request for this line of work.

- \$1,500.00 to be used in line F/G Program Supplies & Materials and Printing/Copying to cover costs of professionally printing REACH pamphlets. Genevieve reported that the program is in good standing for supplies thanks to Dr. Nancy Reifel of UCLA School of Dentistry providing large quantities of toothpaste, toothbrushes, etc, added to the supplies that REACH has purchased. With an emphasis on increased Outreach, the program would benefit from professional printing of REACH pamphlets.

- \$1,500.00 to be used in Line H. Travel to cover costs of increased trips to the Death Valley and Shoshone/Tecopa area, and increased reimbursement costs (due to rising gas prices IMACA has raised its reimbursement rate from \$0.31 *per mile* to \$0.37). Genevieve stated that until recently, the IMACA Head Start program was allowing REACH the use of their cars, in addition to covering most of the motor vehicle costs. Due to decreases of revenue to the Head Start program, they can no longer provide the same level of vehicle usage, so the *Home Visitors* are increasingly using their personal vehicles
- \$1,000.00 to be used in line I. Training/Recertification to cover the June recertification costs and to cover training for the ACCESS database. Genevieve reported that in FY04/05 the Commission funded Doran Consulting to work with IMACA and SRI (State Evaluators) to provide creation of an ACCESS database program for data collection required by the State for the annual reports. The recertification is required in the Parents as Teachers model being utilized in the Home Visiting Program.
- \$2,000.00 to be used in line N. Evaluation to cover contractor costs to assist IMACA in using the ACCESS database. Additional training on ACCESS would allow REACH staff to acquire improved expertise and understanding in the ACCESS software.

Commissioner Peterson asked Genevieve about a potential IMACA *REACH* office relocation and whether that was included in the above fund changes. Genevieve reported that it was not; not enough information has been gathered as to alternate locations and their costs yet.

*Commissioner Dickinson made a motion to allow IMACA to transfer the rolled \$7,662.32 of unspent funds between line items within major categories on the Schedule of Fees in the Countywide Home Visiting Program Contract No. C03225, subject to approval of Items 3A1 and 3A2 above. Commissioner Harrison seconded the motion. Motion approved unanimously.*

**B. School Readiness Contract No. C03-227**

1. The Commission considered a request from IMACA dated April 28, 2005 to roll unspent funds from Year 1 into Year 2, and to allow IMACA to transfer funds between line items within major categories in Contract No. C03227.

Staff reported that the contract allows the Commission to approve this request without requiring a contract amendment approved by the Board of Supervisors.

However, all requests in the School Readiness Initiative require State School Readiness staff approval. When the SR annual report was prepared based on year 1 ending June 30, 2004, the State directed the Commission office to place unspent funds into Year 5, to ensure a full operation of full four-year programs. Changes can be requested by writing or emailing and must contain specific reasons that funds should be used in year 2 rather than in the year 5.

2. The Commission considered a request from IMACA dated April 28, 2005 to transfer \$914.63 unspent Personnel funds and \$11,162.92 of unspent Operating funds between line items within major categories in Contract No. C03227.

Genevieve provided details for each line change request:

- \$914.63 to be used in Total Benefits to cover increased health care costs and an increase of 11% in workers compensation costs.

- \$500.00 to be used in line A Office Supplies to cover the purchase of cell phones for REACH partners (presently use land lines). Genevieve reported that the School Readiness Communities are remotely located and landline use frequently is impossible. This is a **safety issue** for *Partners* doing home visits in the field.
- \$1,250.00 to be used in line D Telephone/Communications to cover *Partner's* cell phone use.
- \$1,000 to be used in line F/G Program Supplies & Materials and Printing/Copying to cover costs of professionally printing REACH pamphlets. Pamphlets will be used to promote the School Readiness Initiative early in the program, incorporating information gathered during the first year of the program.
- \$1,412.92 to be used in line H. Travel to cover travel and increased reimbursement costs (due to rising gas prices IMACA has raised it's reimbursement rate from \$0.31 a mile to \$0.37).
- \$1,000.00 to be used in line I. Training & Recertification to cover July's recertification costs and ACCESS training. The recertification is required in the Parents as Teachers model being utilized in the School Readiness Initiative. Data collection is utilizing ACCESS software.
- \$3,000.00 to be used in line k. Consultants to cover increased use of the licensed MFT to provide monthly trainings to Partners.
- \$1,500.00 to be used in line N. Evaluation to cover contractor costs to assist IMACA in using the ACCESS database. Additional training on ACCESS would allow *Partners* to acquire improved expertise and understanding in the ACCESS software.
- \$1,500.00 to be used in line N. Parent Incentives to allow Parent Team members' funds to control program improvement.

Genevieve reported that she felt these are substantiated requests, and stated that she anticipates having unspent funding again at the end of year 2, which could then be rolled into year 5.

*Commissioner Dickinson made a motion to allow IMACA to roll \$914.63 of unspent Personnel funds AND \$11,162.92 of unspent Operating Expenses from Year 1 into Year 2 and to transfer the rolled \$914.63 AND \$11,162.92 respectively of unspent funds between line items within major categories on the Schedule of Fees in Contract No. C03225, contingent upon First 5 California School Readiness Staff approval. Commissioner Dossey seconded the motion. Motion approved unanimously.*

### **C. Ad Hoc committee report on proposed Scopes of Work change considerations**

The Ad Hoc committee presented information on the request from IMACA for changes to the School Readiness contract C03-227 and the Countywide Home Visiting contract C03-225.

When the original scopes of work were developed, they were innovative new programs with focus on services based on the needs identified in the Needs Assessment. Much learning has taken place along the way. Genevieve reported that families in the Parents as Teachers (PAT) program love the curriculum (see responses in the last submitted quarterly report), especially the child development and educational information. Most families that leave the program are doing so because they are leaving the area. The families like the Raising a Reader book bags, and she wishes more were available. They are currently experiencing an extras available in Big

Pine and a shortage in Lone Pine. Staff referred her to Margaret Bruce with Inyo County Office of Education (ICOE) who's coordinating the program. Current funding in the SR contract with does not allow for additional bag purchases, only refreshing bags when they get damaged.

The PAT program bases it's curriculum on a "children count" while the Scopes of Work are based on "family counts". Preparation time takes more time than anticipated when there are multiple children in the family; preparation for the visit is geared for and tailored to each child's developmental stage. In the Home Visiting Program, home visits are monthly. Prep time for three children in the home takes about two hours. Preparation still takes between one and a half to two hours. Visits when only two children are in the home. Curriculums are fairly rigid but do allow for flexibility for family needs, and in some instances the *Partners* are not covering all topics in the curriculum. The curriculums are fairly rigid up to the age of three.

Commissioner Griffiths reported that some of the Scope of Works changes are more a need for clarification and guidance rather than actual changes to the contracts, and might be addressed through clarifying documentation from the Commissioners through the Commission office. The potential Scope of Work changes requiring contract amendments would appropriately be tied to the Commission's plan to review the Strategic Plan to be scheduled in the near future.

Commissioner Griffiths reported that concerns about changes being made and impact on program evaluation were discussed and IMACA is working closely with Alex Zepeda, SRI Evaluation Team Coach for Inyo County. To change from family objectives to children counts would NOT affect evaluation as information is gathered that way anyway during data collection activities. Genevieve did report that about 50% have signed waivers to allow release of data to First 5 Inyo (Evaluation). It is more that the families do not want to do additional paperwork rather than concerns about data release. *Staff will include this information in the Narrative portion when the annual report is prepared.*

IMACA would like to reduce objective counts. Bishop is not being impacted at this time as they have not reached the objective numbers, but the concern is that to the numbers are high based on staff capacity and program needs. Big Pine numbers are low due to community participation, and Lone Pine has already exceeded the objectives and staff is finding it difficult to keep up with the demands. As families drop out of the program those slots may not be filled. With the distance between communities, it is difficult to have *Partners* from one community help in the other. The programs have more impact when IMACA has *local* residents as staff for each community. Use of Big Pine *Partner* in Lone Pine would also increase travel time and expenditures.

IMACA has requested guidance on interpretation of involvement in community events and how/if those activities can be counted. They spent a large amount of time preparing and assisting with the Dental Health Fair and School-based Sealant program. The intent of monthly parent group meetings is to help families empower parents and to build informal community support systems versus always relying on referrals to agencies.

Parent meetings solely based on lectures do NOT attract families. When a social theme is offered, with educational information provided, there is more participation and interaction among the attendees. The Commission would consider allowing IMACA to count one or two community activities as long as they include a parent-focused component in them.

At present, the Commission will work with IMACA to clarify wording and interpretation. The Commission would prefer revisions to contract wording in more broad language. The Commission does not want to "micro-manage" agencies and programs.

IMACA is also hoping to add a bi-lingual Family Advocate position to take some of the non-First 5 service needs responsibilities off the *Home Visitor Partners* (families basic needs not being met – food, housing, etc) to allow the *Partners* more time for Scope of Work objectives. The

Commissioners stated that this is a Countywide need currently under evaluation. Julie Lambdin reminded IMACA that Vicki Porras is the new Even Start Coordinator in Lone Pine (through the Lone Pine Indian Education Center program) and could possibly assist with bi-lingual needs in south county areas. Genevieve reported that the real need is in the Bishop area where there is only one Spanish-speaking *Partner*.

Commissioner Peterson reminded the Commission that IMACA is in year two of a potential three year contract, and additional funding in year 2 could lead to requests for additional funding in year three. The same applies to School Readiness (year two of four-year contract).

Commissioner Dickinson stated that dynamics of the Commission differs from the former Commission with the newer Commissioners. All the Commissioners agreed that the sooner the Strategic Plan review can be scheduled, the better. The review will include reviewing the proposed IMACA Scopes of Work changes. The Commission might consider inviting Julie Bear to the workshop for her input, as Julie continues to be involved with First 5 at the state level on legislative committees.

Commissioner Dickinson thanked both IMACA and the Ad Hoc committee for their hard work on these requests and for the services provided to Inyo County children and families through various programs.

#### **4. Inyo County Superintendent of Schools (ICOE)**

The Commission considered taking action on EACH of the following items:

##### **A. School Readiness Contract No C03-222**

Julie Lambdin reported, at the request of Verna Sisk, reported that the Summer Enrichment programs are in the final planning stages. They believe that there are funds to cover the program and are not requesting any changes in funding at this time. The Lone Pine program will have approximately 24 students. Julie will be the teacher and ICOE will hire from within to provide two aides. The Lone Pine session will run from June 20<sup>th</sup>-July 29<sup>th</sup>. The Big Pine program is scheduled for July 5<sup>th</sup>-Aug 12<sup>th</sup>. ICOE continues to work on licensure approval for the new Preschool room on the Big Pine Elementary campus.

The Lone Pine Kindergarten Roundup had 18 of 28 parents in attendance, and Big Pine had 5 of 7 parents in attendance. Both programs ran smoothly and the children and families enjoyed the various stations format. Both the Lone Pine and Big Pine Indian Education Centers participated by providing the Take Home Goodie Boxes for the children. Lone Langdon with IMACA did hearing screenings, and other IMACA School Readiness *Partners* assisted with activities.

Lone Pine parents had identified a real need in the community for dental care, and when the Kindergarten Entry Profile is taken next time, there should be a marked improvement thanks to the Oral Health Program.

##### **B. Oral Health Contract No. C03-247**

The Commission considered a request from ICOE to transfer (within the Year 2 budget) \$556 from III.C Outreach/Education/Sealants-Outreach/Education Materials, to III.B Outreach /Education/ Sealants-Professional Supplies & Equipment to cover a shortage in that line item. Staff reported that the contract allows for this line item transfer requests within major categories with Commission approval. This request would not require approval from The California Endowment.

*Commissioner Dickinson made a motion to approve the transfer of \$556 in the Oral Health Contract No. C03-247 from III.C to III.B to cover an over expenditure within that line item. Commissioner Peterson seconded the motion. Motion approved unanimously.*

**C. Comprehensive Approaches to Raising Educational Standards (CARES) - Professional Development Program Round 4 (July 2005 – June 2008)**

Staff read highlights of the request from Verna Sisk, Program Administrator, ICOE, requesting the Commission's interest in continuing the CARES-Professional Development Program, with the new requirements set forth by the State for Round 4 funding. Each Commissioner was provided with a copy of the letter for their review. ICOE would need an immediate response from the Commission in order to make the June 30, 2005 deadline for the application. There are major changes in the program and it would need to be completely rewritten. Guidelines are much more stringent, and the additional cost to fully run the program would be approximately \$71,500 Operation Costs and an adjustable amount up to \$120,000 (more or less) for Direct Compensation to the Providers participating in the program, based on stipends issued. Commissioner Dickinson had some question as to the makeup of providers included in the "100 potential participants"

Staff reported that the Commission funded this project for the past several years, and the program has been successful and popular in the past. Commissioner Griffiths reminded the Commission that the State would match \$1 for every \$2 paid by local First 5 Commission funds. Commissioner Dossey reported that several of the Commissioners have already received calls from the Public about extending the program.

The Commission discussed uncertainty of the current proposed budgets and unknowns about the Commission's governance structure. The Commission stated they liked the program and would like to see a local incentive program proposed. Staff will contact Verna at ICOE and notify her of the decision. A proposal the same or similar to the existing program could be considered. The Commission stated that this would not be considered a supplanting issue because the funding is not being cut; it is the Commission's decision to fully fund a local program rather than obtain match dollars from the State Commission.

*Commissioner Dickinson made a motion to deny the request from ICOE to pursue submitting an application for Round 4 of the State Commission's CARES-Professional Development Program based on current unknowns with the Commissions budget status and governance structure. Commissioner Andersen seconded the motion. Motion approved unanimously.*

NOTE: The Commission office already received approval from The California Endowment on March 28, 2005 to roll Year One unexpended funds totaling \$49,250 [ICOE=\$27,164, IC Health (DMC)=\$9,011, UCLA=\$10,000, Fiscal Consultant=\$75, and Evaluation=\$3,000] to Year Two of Contract No. C03-222 between The County of Inyo and The California Endowment.

**5. The Regents of the University of California Los Angeles (UCLA) – School of Dentistry – Oral Health Contract No. C03-246**

- A.** The Commission considered a request from UCLA dated May 10, 2005 to roll an estimated \$3,000 unspent funds from Year One to Year Two in the Oral Health contract. Staff reported that change requests for the Oral Health Project have to be approved by The California Endowment (TCE). We may submit a budget modification request at the end of June with our third Interim Report due the 30<sup>th</sup>. This request would not require Board of Supervisor approval as the contract wording on the Schedule of Fees allows for rollover from year to year.

*Commissioner Peterson made a motion to approve UCLA's request to roll over unexpended funds approximately \$3,000 from Year One to Year Two of Contract No. C03-246 for Oral Health Services, contingent upon authorization from The California Endowment. Commissioner Harrison seconded the motion. Motion approved unanimously.*

- B.** Based on approval of the above item, the Commission considered a request from UCLA dated May 10, 2005, to amend the existing contract to move an estimated \$3,000 Year One unexpended and rolled funds from Category A –Dental Health Fair and Sealant Days into Category B-Paraprofessional Training. Staff reported that in Year two of the contract, no funding was projected for Basic Oral Health and Paraprofessional Training. UCLA would like to use the unexpended portion of funding from the School-based Dental Health Fair and Sealant Program in Year 1 and move it to Year 2 for Paraprofessional training. Dr. Reifel has offered to come to Inyo County and provide an Informational Workshop for the local dental professionals, similar to the two given in May to the medical professionals. If this request is not approved, Dr. Reifel will use the unexpended funding to purchase additional supplies for Inyo County and there would be no funding for paraprofessional training until year three.

*Commissioner Dossey made a motion to approve UCLA's request to move unexpended funds of approximately \$3,000 from Year One A. School-based Dental Health Fair and Sealant Program to Year Two B. Basic Oral Health and Paraprofessional Training, contingent upon authorization from The California Endowment. Commissioner Peterson seconded the motion. Motion approved unanimously.*

## **6. Fiscal**

The Commission considered taking action on EACH of the following items:

- A.** Review and approval of Draft Commission budgets for FY 2005/2006 for Budget Units 643000-Children and Families Commission Operating; 643002-School Readiness, 643004-Professional Development Program, and 643006-Oral Health.

Commissioner Dickinson explained that Budget Narratives are a required piece of the proposed Budget Requests to capture the accomplishments of the previous year and set goals for the upcoming year. They are submitted to the Board of Supervisors along with the revenue and expenditure summaries for review and approval. Jackie worked on the Narratives this year, and is requesting a review by the Commission for feedback, so changes can be made before the final submission by the end of June. Final budget adoption would probably happen some time in August. Commissioner Dickinson just received notification that various charges (County Cost Plan A87, salary and benefits, Workers Compensation, Internal Charges, Public Liability, etc) figures should be coming out around June 13<sup>th</sup> and will need to be blended into the current Draft Preliminary Budget pages previously prepared by Staff. Once that is completed, the Commission will again meet to review and the approve the proposed budgets, with enough time to submit them to the Board by June 30<sup>th</sup>.

Lita provided the Commission with an overview of her function giving support to the Commission as go between with the Auditor's office, County Counsel and other departments, her fiscal support and her staffs' responsibilities providing work on the Commission's complex fiscal activities, including advances on contracts for service credit, fund transfers between budget units, etc. When Departments or Divisions are a part of the County, they follow County practices and procedures. The Commission is different in that all of the contracts have fiscal year crossover in terms (effective dates), not standard within the County structure, and therefore requiring special handling. Also, the Commission is required by Statute to have separate audits from the annual County audit. Commissioner Dickinson thanked Lita for all the advocating she does on behalf of the Commission to make operations run as smoothly as they do. Lita, Jackie and Kathy worked together to get a better understanding of Commission and County requirements and how to streamline procedures when possible.

Commissioner Dickinson reported that the Health and Human Services (HHS) Department worked up final proposed Administrative cost spreads and will be submitting a request for .45 FTE equivalent to provide support to the Commission. This breaks down to 20% for Assistant Director of HHS supervisory support, 20% for Fiscal Manager services, and 5% for Administrative Secretary support. Commissioner Dickinson reminded everyone that she is open

to questions and concerns when they arise, but that after analysis this was determined to be the lowest charge that HHS could provide support services to the Commission for. These calculations are based on total budget units (643000, 643002, 643004, and 643006), not on revenues.

Commissioner Peterson stated she feels very secure under the County structure and recommended that the Commission carefully consider what effect a governance structure change could have on the Commissioner's liability for decisions and actions.

Commissioner Dickinson reminded the Commission that any change from the current structure could have an adverse affect on Commission staff.

- B. Payment of First 5 Association of California dues for FY 2005/2006 in the amount of \$1,000 (no change from last year), to be paid from the 2005/2006 budget unit 643000 – after July 1<sup>st</sup>.

The Commission stated that no action is required on this item other than to submit the invoice for payment approval and processing after July 1, 2005. Commissioner Griffiths reported that Association dues are charged in a sliding scale, with \$1,000 being the lowest charge to the Counties.

- C. Evaluate the need to purchase a replacement laptop computer for the Commission office during FY 2005/2006/

Staff reported that Inyo County Information Services was able to obtain a replacement hard drive for the one that failed in the Toshiba laptop purchased in 2003. Installation was completed in about 1 week and the office is back up and running. Jackie thanked the Partners who were able to provide many of the current financial progress reporting form files so they didn't need to be recreated. Former director Kathy Peterson was also able to supply many files and PowerPoint presentations. Some files will need to be recreated. The Purchasing Dept. has placed the order for the Director's laptop and funds have been encumbered to cover that purchase, the approximate cost was around \$2,000. The Commission felt a replacement laptop should be purchased in FY 2005/2006. Staff has already sufficient funding identified in the proposed budget request to cover the cost of a replacement laptop.

- D. The Commission considered a request from Staff to transfer \$447.19 [expended in FY04/05 for School Readiness books from Budget Unit 643000 Children & Families Commission Operating Budget] from FY05/06 School Readiness Unit 643002 back to Budget Unit 643000 to repay the Commission for the purchase of *Getting Ready for Kindergarten* books. The purchase was originally approved by the Commission February 23, 2005, to be paid with School Readiness funds from interest earned, and second from the Commission's operating budget. There was no budget mechanism in place to make the purchase from School Readiness Budget 643002 during FY04/05 without going to the Board of Supervisors for approval.

The Commission decided it would not be necessary to move funding from School Readiness Budget 643002 to Operating Budget 643000. Staff has already built into the Proposed Draft Budget 643002 for FY 05/06 the mechanism to recognize fund balance and included Object Code 5311 to allow for additional purchases if required in the upcoming year.

- E. Staff reported that under current contract with Inyo County, Bartig, Basler and Ray, CPAs will be providing independent audit services to the Inyo County Children and Families Commission for an audit of FY 2004/2005 financial records for a cost of \$2,500, and that this is the final year of the contract with them. To remain in compliance with the State, a Management Discussion and Analysis will again be required per GASB-34. Last year the Commission approved \$1,000 for Bartig, Basler and Ray, CPA's to assist Inyo County in preparation of the document, with the intent that the Commission Office Program Director would prepare that document for FY

2004/2005. With that position vacant, Staff asked if the Commission would be interested in finding out if Bartig, Basler and Ray CPAs would again prepare the document and at what cost.

The Commission stated they would be interested in having Bartig, Basler and Ray CPAs complete the document with the assistance of the Commission office, and directed Staff to contact them for a cost and bring that information back to the Commission for approval.

- F. The Commission considered a request to split the cost of lunch to be provided at the "Capacity Building Leading to Sustainability Workshop" scheduled for August 10, 2005, presented by Mike Smith, Social Entrepreneurs Inc. and funded by the Northeast Region Technical Assistance utilizing state funding for the program. The Workshop will be held at the Crowley Lake Community Center. Staff reported that this is the Capacity Building program that Kathy Peterson had been working on in the NE Region committee, and that Inyo County had originally agreed to host. Mono County is asking for \$250.00 from First 5 Inyo to share the cost of providing lunch at the workshop to alleviate charging participants a fee to attend. Staff will disburse information about the workshop as it becomes available.

*Commissioner Dickinson made a motion to approve payment of \$250 to First 5 Mono County to split the cost of providing a lunch at the Capacity Building Leading to Sustainability Workshop scheduled for August 10, 2005 at Crowley Lake. Commissioner Andersen seconded the motion. Motion approved unanimously.*

- G. The Commission considered reviewing the Five Year Fiscal Forecast revisions. With there still being unknown about the administrative, salaries, benefits, and other various costs at this time, the Commission deferred review of the forecast at this meeting. This item will be placed on a future agenda for review.

Commissioner Dickinson reported that Inyo County anticipated the calculations of FY05/06 charges will be available to the Departments around June 13<sup>th</sup>. These changes would need to be incorporated into the Five Year Fiscal Forecast and Proposed Budgets and then this item would come back to the Commission for review and approval. A meeting will need to be held in late June to approve the proposed budgets in order to meet the deadline to submit them to Independence by June 30<sup>th</sup>.

Commissioner Griffiths asked who sits in discussions about administrative cost calculations on behalf of the Commission. Commissioner Dickinson reported that previously Kathy Peterson was included in the monthly Management meetings and discussions. At present, Linda Benson represents the Commission.

**7. Closed Session – PERSONNEL (pursuant to Government Code Section 54957)**

At 9:18 PM, Commissioner Griffiths closed the regular meeting and opened a Closed Session to discuss Out-Of-Classification pay for the Health and Human Services Specialist position. Jacqueline Randall, HHS Specialist with First 5 Inyo County, was temporarily excused from the meeting.

At 9:32 PM, Commissioner Griffiths ended the closed session, opened the regular meeting and Jacqueline Randall returned to the meeting.

**Report on the closed session:** A outlined in the current MOU between the County of Inyo and the Inyo County Employees Association (Union), any employee assigned work in a higher classification pay will have his/her salary increased by minimum of 5% or be increased to the higher classification for the time worked, whichever is greater, after five (5) working days, effective the first day worked. The Administrative Analyst II position has been vacant since April 18, 2005, and Jacqueline has assumed some of those responsibilities. The Commission gave approval to Jean Dickinson, HHS Director, to write a memo to request/authorize Out of Classification pay for Jacqueline Randall,

effective retroactive from May 1, 2005, at the Administrative Analyst II position rate, to continue until the position is filled. Administration will outline what job duties will be expected during this timeframe.

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

Based on questions brought up by the Commission at the last meeting regarding their a governance structure that would allow for lower administrative costs and more control over personnel issues, Commissioner Dickinson has set aside June 7, 2005 for a proposed Board of Supervisors Workshop at the recommendation of Commissioner Cash. At the Workshop Commissioners and the Board of Supervisors can discuss concerns and various options, and how those impact the Commission and their programs. The Commissioners agreed that this would be a good forum for discussions. Workshops are normally a timed item; this would be scheduled for 1:30pm per the Board Clerk. Timeline is approximately 30 minutes total, 15 minutes for a presentation, then 15 minutes for a question and answer period. Commissioner Dickinson urged all Commissioners who could make the Workshop to be in attendance. Commissioner Dickinson will put together an Agenda and handouts based on input from the other Commissioners, asking that feedback (either phone calls or emails) get to her no later than June 1<sup>st</sup>. Board packets must be assembled and to Independence no later than Thursday June 2<sup>nd</sup> to meet the required deadline. Commissioner Dickinson asked if the Commission would like to have a Board Action item the same or another day, for the Board to give direction to the Commission on Legal Status, if necessary. The Commission felt the same day would be better since it would entail another trip to Independence.

General discussion included: no other obvious County departments were identified to become a part of, a move to another County department would likely carry the same cost issues, Commissioner liability security being under the County with Risk Management oversight, the legality of Measure A passed by the Inyo County voters as it relates to reorganization of County departments and voter approval requirements, does the Commission what to be the entity to test Measure A's legality and possibly have to take the issue to Court for a decision, identification of what control over staff and administrative costs the Commission would want or accept, understanding of practices and procedures in place on personnel reviews and disciplinary action, and labor union issues and standards.

Commissioner Griffiths would like to include in the discussion the possibility of the Commission placing a ceiling on administrative charges, understanding that charges could float due to changes each year. Commissioner Dickinson would like the other Commissioners to have feedback from the other Commissioners regarding issues that may be added to the Workshop agenda no later than June 1<sup>st</sup>.

## **9. Sponsorship Request Program**

Staff reported that no requests have been received since the last Commission meeting April 13, 2005. The Commission packet contains the Final Report from the ICOE Event for their Provider Recognition Event.

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

### **A. Update on grantee activities:**

**School Readiness, Countywide Home Visiting, Oral Health, Mini Grants** - No discussion, see staff Report – May 2005.

**Professional Development Program** – Staff reported on status email from Lori Robles, Inyo Child Care Planning Council, dated May 24, 2005 that approximately 16-20 providers would be paid stipends with First 5 Inyo PDP-CARES funding, and another eight providers will be paid stipends from AB212 funding. The providers being paid from First 5 Inyo funds were eligible to receive \$32,475 in stipends, but with only approximately \$19,200 available, stipends would be cut by approximately 43% across the board..

- B. **Regional Technical Assistance Activities – upcoming Capacity Building Workshop, Mike Smith, SEI, Crowley Lake-** scheduled for August 10, 2005. Staff will distribute updated information and flyer as soon as it becomes available.
- C. **Service Appreciation, Nancy Reifel, DDS (UCLA) and Steve Ivey (private pilot)**  
Julie Lambdin provided Commissioner Griffiths with a customized canvas tote bag with Mt. Whitney Preschool children handprints for Dr. Reifel. Staff reported that plaques for both Dr. Reifel and Steve Ivey have been ordered from High Sierra Awards.
- D. **Community Partner Appreciation Workshop –** nothing to report.
- E. **General Media –** nothing to report.
- F. **Statewide Annual Conference in Hollywood (April 27-29) –** Commissioner Griffiths reported that it was very informative. Commissioner Dickinson asked that he give a report on the conference at a future Commission meeting.
- G. **Timeline for re-application process for School Readiness funds -** No discussion, see staff Report – May 2005.

#### **11. Approval of Minutes**

The Commissioners delayed taking action on approving the Minutes of the March 16, 2005 and April 13, 2005 meeting until the next regular meeting.

This item will be placed on the June 2005 Regular Meeting Agenda for approval.

#### **12. Commissioner Updates**

Commissioner Griffiths reported that he had attended several informative sessions at the Annual Conference in Hollywood around fiscal and governance issues. He was also able to meet many other Commissioners from around the state and gather information. Commissioner Dickinson asked that feedback about the Conference be placed on a future agenda and shared with those who were unable to attend.

Commissioner Harrison will be on vacation and unavailable June 10<sup>th</sup> through June 23<sup>rd</sup>. Jackie (staff) will be on vacation and unavailable June 18<sup>th</sup> through June 26<sup>th</sup> or 27<sup>th</sup>. Linda Benson will be available for a Commission meeting if scheduled for June 22<sup>nd</sup> or 23<sup>rd</sup>. Please confirm time with her.

#### **13. Items to be considered at future Commission meetings –** none discussed.

#### **Meeting adjourned at 9:50 P.M.**

**NOTICE: The next Commission Meeting is scheduled for June 7, 2005 at 6:00 pm. The meeting location will be at the Health and Human Services Conference Room, 1351 Rocking W Drive, Bishop, CA**