



## MINUTES- REGULAR MEETING AND PUBLIC HEARING

Thursday, June 29, 2006 at 8:30 am  
Health & Human Services Conference Room  
1351 Rocking W. Dr Bishop, Ca 93514

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

Commission Chair Griffiths called meeting to order at 8:40 a.m.

A legal quorum was present with Commissioners Lita Shepard, Lara Andersen, Susan Cash, and Michele Dossey. Also in attendance: IMACA Representative, Stephanie Simpson and First 5 Inyo staff, Jara Halfen.

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

Due to time constraints with Commissioner schedules, the order of the agenda was changed to meet the constraints. Commission Chair Griffiths closed the public comment period and opened the public hearing at 8:47 a.m. in order to review and adopt the revised strategic plan, the five year financial plan and the policies created so that the Inyo County First 5 Commission will be in compliance with requirements of AB 109 and SB 35.

### 2. Review draft of updated ordinance

A new ordinance was created to support the policies created to meet AB 109 and SB 35 requirements. The new ordinance will be reviewed in a Public Hearing by the Inyo County BOS on July 18, 2006. If there are no problems, the BOS will adopt the ordinance on July 25, 2006. The Commission reviewed the ordinance and had no suggested changes or concerns.

### 3. State SB 35 and AB 109 Compliance

In order to be in compliance with the new statutory requirements, the Commission reviewed the following new policies:

- Salaries and Benefits policy
- Administrative Cost Allocation Policy
- Conflict of Interest Policy
- Contracting and Procurement Policy

In addition, to support the new policies, the Commission updated its Strategic Plan and Bylaws and also reviewed its 5-year fiscal plan and current financial condition.

Administrative cost allocation is set at 25% and several Commissioners expressed concern about maintaining and if possible, improving that percentage.

There were no questions or concerns about the Strategic Plan revisions. and discussed during the public hearing. Commissioner Griffiths asked for public comment. All material was reviewed, and no public comment was offered.

Public Hearing closed at 9:45 a.m.

*Commissioner Cash made a motion to adopt policies bylaws and 5-year fiscal plan format as presented during the public hearing. Commissioner Andersen seconded the motion. Motion approved unanimously.*

*Commissioner Andersen made a motion to adopt the updated strategic plan as presented during the public hearing. Commissioner Dossey seconded the motion. Motion approved unanimously.*

### 4. Staff Report – IMACA line item change – County Wide Contract C03-225

Commission reviewed the Apr 05 – Mar 06 year end financial report for the IMACA County Wide contract. Under the Personnel budget, IMACA has a fund balance; however, they had over expended in the benefits and the Program Coordinator categories. This is due to the Program Coordinator performing

more staff duties due to staff shortages. Stephanie Simpson of IMACA asked that the Commission approve a line item transfer of funds from Program Staffing to Program Coordinator and benefits.

In addition, between personnel and operating expenses, IMACA had a balance of \$27,755.96 of unspent funds. Stephanie requested that the Commission approve rolling those funds to the FY 06/07 budget. The rollover funding will be utilized for hiring and training of new staff due to recent resignations.

Commissioner Cash made a motion to approve the line item changes as requested and to approve a rollover of funds. Commissioner Andersen *seconded the motion. Motion approved unanimously.*

#### **5. Approval of Minutes**

The Commission reviewed the minutes from May 18, 2006 and from May 22, 2006. Commissioner Cash noted a spelling error on page 2, last paragraph and requested "Council" be changed to "Counsel".

*Commissioner Cash made a motion to approve both sets of minutes with the one correction noted. Commissioner Dossey seconded the motion. Motion approved unanimously.*

#### **6. Sponsorship Request Program**

The Commission reviewed a Sponsorship Application made by Heart to Hand Family Resource Center. The Resource Center requested a sponsorship in the amount of \$258.50 to pay for the cost of the pool and lifeguards for a swim party at the public pool for families with children who have disabilities. The Commission was reminded that they approved the funding last year, but the pool party was cancelled due to weather. The Commission felt that they could not approve funding to be used for Lifeguards as the Sponsorship application specifically states that "personnel" costs will not be paid by Sponsorship funds. However, the Commission did propose to pay for Incentives for people to attend the event but also said that they wouldn't be able to approve funding every year for this event as it would be classified as an ongoing and recurring activity.

*Commissioner Dossey made the motion to provide \$301.23 in sponsorship funding to pay for incentives for the families to attend the event. Commissioner Andersen seconded the motion. Motion approved unanimously.*

Commissioner Griffiths provided staff direction to add review of Sponsorship Applications and Mini Grant Applications to the next meeting agenda.

#### **7. Commissioner Updates.**

Commissioner Dossey said that Library Story hour in Big Pine has been very successful and they have added a half hour of craft activities for the kids.

Commissioner Griffiths is working on assisting children with disabilities and their families in obtaining legal representation via telephonic assistance from a legal group outside of Inyo County.

Commissioner Griffiths is also working toward developing the Reach out and Read program in Inyo County. He has agreement from a Primary Care Physician locally to participate. The program is designed for Family Practitioners and Pediatricians to provide age appropriate books to children during well child visits. At the same time, the physician talks with caregivers about the benefits of reading to children. This would average out to a cost for approximately 6 books per child per physician. The program also helps physicians to make their waiting rooms reader friendly. Commissioner Griffiths thought that funding could come from various sources. Reach out and Read pays 50% of the costs for the first year and 25% each year thereafter. In addition, there is a possibility that funding could be obtained from grants via Target and other local grant makers. Rather than provide funding, Commissioner Griffiths suggested the First 5 look at helping to recruit physicians, identify storage space for books and coordinate distribution and inventory of the books.

Meeting adjourned 10:45 a.m.

**NOTICE: The next Commission Meeting date is scheduled for Thursday, July 20 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**