



MINUTES –REGULAR MEETING

Thursday July 21, 2005 – HHS Conference Rm. Bishop Plaza

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

Commission Chair Griffiths opened the meeting at 8:30 am. A legal quorum was present with Commissioners Susan Cash, Karen Harrison, and Margaret Peterson in attendance. Also present were Jackie Randall (First 5 Inyo County staff), and Margaret Bruce, (Office Manager, Inyo County Office of Education-Child Care Connection), and Ida Adkins and her son Benjamin (La Leche League of the Eastern Sierra). Commissioner Dossey arrived after the meeting started.

Commissioner Griffiths opened the meeting for Public Comment.

- Margaret Bruce updated the Commission on the Terrific Tuesdays program in Big Pine and the Wonderful Wednesdays program in Olancho. The Olancho program continues having low attendance based on community participation in activities in Lone Pine (Summer Enrichment, Twilight, etc). Wonderful Wednesdays will be suspended until after their September outreach campaign. Margaret requested the October agenda include an item for discussion/action on the Wonderful Wednesday strategy.

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

2. **Approval of Minutes**

The Commission reviewed the minutes from June 30, 2005. Commissioner Cash clarified that she had made the motion for item 8.B. regarding splitting cost up to \$250 for ECE Provider Workshop, and Commissioner Peterson had seconded the motion.

Commissioner Cash made a motion to approve the minutes of June 30, 2005 with the above correction. Commissioner Harrison seconded the motion. Motion approved unanimously.

The Commission reviewed the minutes from May 25, 2005.

Commissioner Peterson made a motion to approve the minutes of May 25, 2005 with the above correction. Commissioner Dossey seconded the motion. Motion approved on a four-to-zero vote, with Commissioners, Dossey, Griffiths, Harrison, and Peterson voting yes, and with Commissioner Cash abstaining.

The Commission deferred approval of the minutes from March 16, 2005, April 13, 2005, and June 7, 2005 until the next Commission meeting August 18, 2005.

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

Jackie passed out the Draft Scope of Work and Schedule of Fees for the proposed contract with Social Entrepreneurs, Inc. for consultant services regarding the Legal Status Workshop that Mike Smith will present to the Commission October 20, 2005. After review, the Commission directed staff to proceed with County Counsel review and contract document preparation. The Commission is also interested in having a Synopsis report prepared at the end of the Workshop.

4. **Presentation by Ida Adkins, Leader of the La Leche League of the Eastern Sierra**

Ida Adkins, LLL Leader, gave a detailed report to the Commission on the library books purchased and activities funded by the FY04/05 Mini Grants program that the La Leche League received. Commissioner Griffiths reminded Ida that the Commission offers the Sponsorship Program to help fund events.

5. **CLOSED SESSION**

At 9:45 am, Commissioner Griffiths closed the regular meeting and opened a closed session to discuss the PERSONNEL-Administrative Analyst II vacancy. Jackie was temporarily excused from the meeting.

REPORT ON CLOSED SESSION

At 10:30 am, Jackie returned to the meeting. Commissioner Griffiths opened the regular meeting and reported that the Commission formed a subcommittee to come up with interview questions for the Administrative Analyst II position vacancy. The subcommittee consists of Commissioners Peterson, Griffiths, and Harrison.

6. Mini Grant Program FY 05/06

The Commission reviewed current mini grant guidelines and application forms. Staff was directed to change wording regarding supplies being non-consumables (re: sustainability) and will add that priority MAY BE GIVEN to new applicants; all applications will be received and reviewed regardless of whether the applicant had received mini-grant funding in either of the previous two rounds. Staff will also check into the history of the Assets policy regarding follow-up reporting by the Grantees until the Commission classifies an asset obsolete.

The Fiscal Department and the Auditor's office have requested a meeting to discuss procedures before the next mini grant funding is offered. Commissioner Cash offered to meet with Lita Shepard and Leslie Chapman to discuss procedures.

Margaret Bruce offered to hold a workshop for applicants to assist them with the application process to improve the quality of applications submitted. She also reported on a new licensed ECE provider in Bishop (Michael Ross). Tentatively, applications will be available for the public September 1, 2005 with an October 31, 2005 deadline at 5:00 PM (in the Commission office).

7. Lone Pine Unified School District request to reallocate funds in School Readiness Contract C03-220

The Commission reviewed a letter from Lone Pine Unified School District requesting a reallocation of funding set aside for Mt. Whitney Preschool to allow the School Readiness Coordinator to attend two days of the First 5 Association Staff Development Summit in Long Beach in August 2005. Jackie reported that the SR Coordinator would not request attendance at the 2006 Annual Conference if she attends the Association Summit.

Commissioner Cash made a motion to approve the request from Lone Pine Unified School District to reallocate up to \$250 from Mt. Whitney Preschool A.1.c. Curriculum/Materials to A.1.e Administrative Support/Supervision, to allow the School Readiness Coordinator to attend two days of the First 5 Association Staff Development Summit in Long Beach in August 2005. Commissioner Harrison seconded the motion. Motion approved unanimously.

8. Sponsorship Request Program

Staff reported that NO requests have come in on the Sponsorship program since the June 30, 2005 meeting.

9. First 5 Inyo Meeting structure issues - Agendas and Timing

The Commission discussed the current structure of the agendas, meeting length, and frequency. Staff was directed to try to restructure future agendas, placing routine action items under Consent Agenda. Items requiring further discussion can be moved for further discussion. No other changes at this time.

10. Review of the First 5 Inyo County Children and Families Commission Strategic Plan (Revised Feb. 2003)

Nothing to discuss at this time.

11. Staff Report

See handouts from Commission packets (attached).

Staff updated the Commission on grantee activities. See handout pages. Jackie passed out a memo outlining dates she would be out of the Commission office on Commission business during the end of July and in August 2005.

12. Commissioner Updates

Commissioner Griffiths noted, for the record, that the Proposed Budgets for FY05/06 contained wording that was added after the Commission approved them in form at the last meeting, specifically Budget Unit 643000, Page 4, regarding the HHS Administrative spread of costs and County administrative costs to Commission budgets, and that the wording is confusing, not clearly defining how calculations were done. Commissioner Peterson stated there is time to make corrections or clarifications before the Board of Supervisors reviews and approves budgets in September 2005.

13. Items to be considered at future Commission meeting

The Commissioners will bring the draft copies of the previous meeting minutes not yet approved to the next meeting.

Meeting adjourned at 11:13 a.m.

NOTICE: The next Commission Meeting is scheduled for August 18,2005, at 8:30 am. The meeting location held in the Health and Human Services Conference Room, 1351 Rocking W Drive, Bishop, CA