



FINAL

MINUTES –REGULAR MEETING

Wednesday, July 28, 2004

1. Call to Order, Establish Quorum, Public Comment

Acting Commission Chair Julie Bear opened the meeting at 9:10 am. A legal quorum was present with Commissioners Jean Dickinson, Jeff Griffiths, and Margaret Peterson in attendance. Also present were Kathy Peterson and Jackie Randall (First 5 Inyo County staff), and Jessica Klemencic (Inyo Co HHS-Dental Case Manager); Pamela Murphy (Director, Inyo Mono Advocates for Community Action-IMACA, Child Development and Family Services) arrived shortly after the meeting was opened.

Commissioner Bear opened the meeting for Public Comment.
There was no Public Comment.

Commissioner Bear opened the regular meeting.

2. Mini Grants & Sponsorship Request Program

a. Staff reported that one application had been received for the Sponsorship Program from Inyo County Probation, Independence. The Commissioners were given a copy of the application.

Inyo County Probation is requesting \$500 for the Violence Prevention Symposium to be held at the Tri-County Fairgrounds on September 24, 2004.

The Commission reviewed the application and discussed the proposal.

Event specific discussion:

- The requested \$500 will be used to fund Spanish language interpretation/translation services and to offset food and refreshment costs. In the event of that interpreter services being available in-kind, the funds would be used solely to offset food and refreshment costs.

Commissioner Peterson made a motion to approve the Inyo County Probation Sponsorship Request for the Violence Prevention Symposium scheduled for September 24, 2004 in the amount of \$500 with funds to be used for interpretation/translation services. In the event that these services are available as in-kind, then the \$500 may be used to offset any expenditures falling within the Non-Personnel section of the Proposed Budget provided. Commissioner Dickinson seconded the motion. Motion approved unanimously.

3. IMACA REACH Project – SE Inyo County Updates & Decision Making

Pamela Murphy of IMACA reported that ongoing services are being provided by their Lone Pine staff to the Death Valley area. No services have been charged by IMACA for the Tecopa/Shoshone area from July 1, 2003 to present. Extensive recruitment efforts are in place to find a potential service provider to serve those areas. IMACA is continuing negotiations with a potential contractor for services for the Tecopa/Shoshone area. Negotiations look promising and IMACA expects to again have services in those communities by October 2004. The REACH partners are also doing needs assessments throughout the County. They are considering changing the structure to more social and group activities and less in-home services, based on community preferences.

IMACA is busy with Head Start trainings, planning Parent As Teacher training later in the fall, and are again fully staffed except for the recent departure of the Parent Involvement Coordinator. They expect that position will be re-established as management position as Family Education Manager.

Commissioner Dickinson reported that the next Community Advisory Meeting with Tecopa residents is scheduled for August 4, 2004 at 3 p.m. in the Tecopa Community Center, and all interested parties are invited to attend. If Daniel Steinhagen is unable to attend, Commissioner Dickinson offered take information to the meeting from IMACA.

Staff reported the August agenda would have an item for discussion and possible action relating to exercising the option on the Countywide Home Visiting contract with IMACA.

4. Fiscal Issues

- a. The Commission discussed the GASB 34 requirement regarding Management 's Discussion & Analysis Report. Staff reported receiving correspondence from Bartig, Basler, and Ray, CPAs (Independent Auditing firm for Inyo County, including First 5 Inyo County) stating that a Management's Discussion & Analysis Report is required along with the annual fiscal audit. Bartig, Basler & Ray, CPAs has submitted a proposal to assist with the preparation of this report for \$1,000.

Staff contacted Leslie Chapman, Inyo County Auditor, regarding preparation of this report. It can be done either in-house with a coordination of effort from First 5 Inyo staff, Health & Human Services Fiscal Staff, and the Auditor's office, or by the Independent Auditor. The Commission discussed the shortage of staffing in the fiscal office and time constraints, and discussed having Bartig, Basler, and Ray CPAs prepare a report for Fiscal Year 2003-2004, with input from First 5 Inyo County (Children & Families Commission), based on their bid, then using their report as a boilerplate for preparing future reports.

Commissioner Griffiths made a motion to have Bartig, Basler, and Ray, CPAs prepare the Management's Discussion & Analysis Report for fiscal year 2003-2004 for the amount of \$1,000.00. Commissioner Jean Dickinson seconded the motion. Motion approved unanimously.

- b. Staff presented the Commission with updated copies of the Five Year Fiscal Forecast, and reviewed with the Commission the First 5 Association's Small County Augmentation Trigger Framework and Definitions of Committed and Uncommitted Funds.
 - The definition guidelines were prepared by Mike Smith through a contract with the Associations, and are uniform for all California counties.
 - The Augmentation Trigger will only apply to the small counties receiving Administrative Augmentations.
 - The Annual Report due October 15, 2004 incorporating the new definition of committed and uncommitted funds.
 - Inyo County Children & Families Commission is allowed \$317,990 (\$200,000 monthly allotments, \$114,203 Administrative Augmentation, and \$3,787 Travel Augmentation) without triggering the trigger. Uncommitted funds over that limit would be subject to a dollar-for-dollar reduction from the Administrative Augmentation in the next fiscal year.
 - The Commission office will hear from the State on any decision on funding level by December 2004.

Staff asked the Commission to discuss and approve the updated First 5 Inyo County Five Year Fiscal Forecast. Commissioner Griffiths, as a new Commissioner, had questions on how to read the Five Year Fiscal Forecast. Commissioner Dickinson reported that Consultant Mike Smith (Social Entrepreneur's Inc) prepared this tool for the Commission in 2003; staff has modified and updated it as changes were identified. The Commission directed Staff to set up an appointment with Commissioner Griffiths and any other Commissioners, to review how to use this fiscal tool. This item will be placed on the August agenda for Commission consideration and action.

5. **Technical Assistance/Training**

Staff presented to the Commission a quote from HealthReach Associates for MAA Time Survey Training in September 2004, in the estimated amount of \$1,600, along with possible alternatives (local training, other out of area consultants).

- The State requires annual Time Survey Training in the first quarter of each fiscal year. HealthReach Associates is available and can hold September 3, 2004.
- Training can be provided either by in-house staff or through a consultant. The advantage of utilizing a Consultant is obtaining feedback on current requirements and legislative issues, along with the expertise.

Commissioner Dickinson made a motion to accept the HealthReach Associates, Inc. proposal to provide MAA Time Survey Training in September 2004 for Inyo County, in an amount up to \$1,600, and to have staff prepare the necessary contract amendment documentation to increase the current contract from \$10,000 to \$11,600 (from Commission Budget Unit 643000) for Inyo County Board of Supervisor approval. Commissioner Peterson seconded the motion. Motion approved unanimously.

Staff will contact The California Endowment (TCE) to see if they will approve directing funding set aside for Fiscal Sustainability in year 2 of the contract (December 1, 2004-November 30, 2005) approved budget item of \$7,500.00 reimburse back into the Commission Budget Unit 643000, for up to \$1,600.

6. Staff Report & Discussion Items

- a. Staff updated the Commission on Grantee contracts:
 - **PDP** – Inyo County Superintendent of Schools (ICOE) is proceeding with processing the first round of stipend payments. Final reports are due to the State by October 15, 2004.
 - **Oral Health** – Staff introduced Jessica Klemencic, Inyo Co. HHS-Case Manager, who has been hired to provide Dental Case Management services under the Oral Health Initiative. Jessica is currently working on developing a child-referral protocol.
 - ~~Staff showed a short PowerPoint presentation on the Oral Health Paraprofessional Training provided in June by UCLA, Dr. Nancy Reifel.~~ Jessica reported that the IMACA Community Partners seem excited about initiating the program in their Countywide Home Visiting contract.
 - Laura Smith will be leaving her position as Project Coordinator with ICOE. It is likely Sue Kinney will assume those duties relating to the Oral Health Initiative. Sue did attend the full session of the UCLA Paraprofessional Training
 - Staff reported that Dr. Talbot, DDS and Dr. Ron Borin, DDS, and their Oral Hygienists, both indicated an interest in providing Sealant services in Big Pine and Lone Pine respectively.
 - **School Readiness** – Strategy activities are in progress in Big Pine, Lone Pine, and Olancho and have been successful to date. Julie Lambdin has taken an active role as the School Readiness Coordinator (employed by Lone Pine Unified School District, with First 5 Inyo & First 5 California funding). This afternoon both Kathy Peterson and Jackie Randall will attend a Pre-K Summer Program at Lo Inyo Elementary School, held in the Kindergarten Room. Attendees will include summer preschool children, their parents, School Readiness Coordinator, LPUSD Superintendent, Lo Inyo Kindergarten Teacher, and a guest speaker from ICOE.
 - **REACH Project** – Countywide Home Visiting contract activities are underway. Staff continues to work with IMACA staff on evaluation and data collection activities.
 - **Applied Research Center (ARC)** – The Collaborative, which First 5 Inyo was a part of has dissolved and First 5 Kern County can no longer support First 5 Inyo in their Evaluation Services with ARC. The First 5 Inyo contract with First 5 Kern expired on June 30, 2004, and all payments have been made. Staff is looking into changes needed to the Access Database software provided by ARC.
 - **General Media** – Staff provided the Commissioners with a copy of an At A Glance announcement about current Mini Grant Program and Sponsorship Program available funding.
- b. Staff reported they would be out of the Commission office August 3-6, 2004, attending the First 5 Association Staff Development Summit in Ventura, California.

7. Commissioner Updates

Commissioner Jeff Griffiths invited each of the Commission to on the Foster Family Picnic scheduled for August 7, 2004, at the Bishop City Park. This will be a recruitment effort to identify and provide information to potential foster home applicants. It will be advertised on local television Channel 12, local radio stations, and an article will appear in the local newspaper, The Inyo Register. Commissioner Dickinson offered to make an announcement

about the activity at the next Inyo County Board of Supervisors meeting, inviting both Board members and the Public.

The Commission directed Staff create an informational handout regarding the current Mini Grant Program as it could be adapted to potential foster home applicants.

8. Commission Meeting Dates

Staff requested approval from the Commission to cancel the September meeting to allow Staff time to work on various annual reports (Inyo County FY 2003/2004 Annual Report to the State Commission, School Readiness FY 2003/2004 Annual Report, Retention Incentive Matching Funds – Professional Development Program) which all are due to the State by October 15, 2004. The Commission agreed to this request, pending the outcome of the Mini Grant application process at the August 25, 2004 meeting.

Staff requested the October Commission meeting be rescheduled from October 27, 2004 to an evening meeting on Wednesday, October 13, 2004. This meeting will also be a Public Hearing on the Fiscal Audit from Bartig, Basler, and Ray, CPAs, Inc. and the Annual Reports. Commissioner Dickinson indicated she is tentatively scheduled to be out of the area at that time. Other Commissioners present indicated their availability and a quorum could be expected.

9. Approval of Minutes

No action was taken to approve the Minutes for March 5, 2004, April 28, May 26, 2004, and June 23, 2004. Action will be deferred until a quorum of Commissioner present at each of those meetings is present for voting. Approval of these minutes will be scheduled at the August 25th meeting.

Meeting adjourned

NOTICE: The next Regular Commission Meeting will be Wednesday, August 25, 2004 at 9:00 a.m. Location to be announced.