



FINAL

MINUTES –REGULAR MEETING
Wednesday, October 13, 2004

1. Call to Order, Establish Quorum, Public Comment

Commission Chair Michele Dossey opened the meeting at 5:40 P.M. A legal quorum was present with Commissioners Julie Bear, Jean Dickinson, and Jeff Griffiths in attendance. Also present were Kathy Peterson and Jackie Randall (First 5 Inyo County staff), Verna Sisk (Inyo County Office of Education-ICOE, Child Development, Program Administrator); Catherine Hiatt (ICOE-Assistant Superintendent of Curriculum/Student Services) and Genevieve Collignon (Inyo Mono Advocates for Community Action-IMACA, Family Education Manager). Carole Chamberlain, Program Officer-Fresno, arrived later in the meeting.

Commissioner Dickinson announced that she needs to leave by 6PM. Commission Chair Dossey placed agenda action items first to ensure a quorum for needed voting.

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

Commissioner Dossey closed the Public Comment period.

2. Public Hearing

Commissioner Dossey opened the Public Hearing on the FY 2003/2004 Annual Report and Financial Audit at 5:45 pm.

Staff gave a brief overview of the annual report, and provided copies of the Annual Report and the Fiscal Audit to the Commission and members of the Public. This year the Fiscal Audit includes the Management Discussion and Analysis (MD&A). It is quite a useful report. These reports are due to First 5 California on Friday, October 15, 2004. There was no Public input regarding either the Annual Report or the Fiscal Audit.

Commissioner Dossey closed the Public Hearing on the FY 2003/2004 Annual Report and Fiscal Audit at 5:52 pm, and reconvened the regular Commission meeting.

3. Fiscal Year 2003/2004 DRAFT Annual Report and DRAFT Fiscal Audit Approval

The Commission requested that Staff invite a representative from Inyo Health & Human Services, Children's Social Services, to present information to the Commission on Child Abuse in Inyo County. Genevieve Collignon (IMACA) reported to the Commission that as Manager over IMACA's Connections (high-risk) program, she can report that referrals are being made to Connection by the Home Visitor Partners when those needs are identified. Staff reported that additional historical information on Child Abuse within Inyo County is available in the Community Needs Assessment prepared by First 5 Inyo, and that staff can provide copies of that report to anyone interested in the information.

Commissioner Julie Bear made a motion to approve the FY2003/2004 Annual Report and FY2003/2004 Fiscal Audit report. Commissioner Dickinson seconded the motion. Motion approved unanimously.

4. Lone Pine Unified School District Budget Modification Request

The Commission considered a request from Lone Pine Unified School District to make several budget line item shifts within the School Readiness Budget for contract year 1

- to reduce A.1.a (Mt. Whitney classroom preparation) by \$2,048.00;
- to reduce A.1.b (Curriculum materials/equipment) by \$1,560.00;
- and, to increase A.1.c (Additional Curriculum/Equipment for Mt. Whitney Preschool) by those respective amounts for a total of \$3,608.00).

Commissioner Dickinson made a motion to approve the request to reduce the SR Budget on the Lone Pine Unified School District Contract for Year 1: reduce A.1.a by \$2,048.00; reduce A.1.b by \$1,560.00, and increase A.1.c by \$3,608.00. Commissioner Bear seconded the motion. Motion approved unanimously.

5. Sponsorship Request Program

- a. Staff reported that no new applications have been received for the Sponsorship program since the last Commission meeting on August 25, 2004.
- b. The Commission was given a copy of a letter from Heart To Hand stating their planned "Annual Pool Party" was cancelled due to inclement weather, and that funds have been returned to the Inyo County Fiscal Department.

6. Mini Grants

The Commission discussed disposition of the Dramatic Play Equipment returned by Shooting Star Preschool when they ceased operations. Staff reported that Irene Cameron took one item and Cindy Little was not interested in any of the remaining equipment. The Commission opened discussion to identify possible recipients. Genevieve Collignon (IMACA) reported that the Health Clinic in Shoshone, now partnering with the REACH project, has no equipment for children ages 0-5 while waiting for appointments, and that they may be interested in receiving the equipment.

Commissioner Bear made a motion to dispose of the Dramatic Play Equipment by offering it to the new Health Clinic operating in Shoshone. Commissioner Griffiths seconded the motion. Motion approved unanimously.

Commissioner Dickinson stated she will be traveling to Shoshone in November and could deliver the equipment at that time if other arrangements haven't been made before then.

7. Staff Report & Discussion Items

- a. Update on Grantee contracts:
 - **PDP** – Staff has completed the Progress Report for FY 2003/2004 and will be submitting the report in time to meet the October 15, 2004 deadline.
 - **Oral Health**
 1. Dental Health Fairs/School-based Sealant Programs have been scheduled. Year 1 The program will be providing these services in Big Pine, as described under activities in the grant narrative and Lone Pine. Big Pine will be on November 3, 2004 with Dr. Talbot will be providing screenings and sealants on the same day. If an additional day for sealants is needed, it will be scheduled. Lo-Inyo Elementary Fair will be on November 16 (Dental Fair) with Dr. Borin providing the screenings. Sealants are scheduled for November 22,23, 29, and 30. Sealants will be provided to children needing those services who are in grades 2, 5 and 6. These services will be offered to schools in the other Inyo communities in years 2 and 3 of the contract with The California Endowment.
 2. The California Endowment is offering a Funders Workshop on October 14th, 1:30pm – 4:00 pm at Whiskey Creek in Bishop. All Commissioners are invited to attend. Staff, along with ICOE and HHS-Public Health staff will hold a luncheon meeting with

Carole Chamberlain, TCE, at Whiskey Creek from 11:45 am to 1:00 pm to report on Oral Health Program activities and the status of overall programs.

- **Mini Grants** – Checks have been disbursed to the recipients, and receipts for purchases have started coming into the Commission office.
- **MAA Time Survey Training** – HealthReach Associates provided the required annual Time Survey Training for FY2004/2005 in September, and time surveys were completed September 30th.
- **School Readiness**
 1. A newsletter is being prepared, coordinated by Julie Lambdin, SR Coordinator, and Kathy Peterson, Commission Staff.
 2. The School Readiness FY2003/2004 Annual Report is complete and will be submitted to meet the October 15, 2004 deadline.
 3. Lo-Inyo was selected as one of 8 sites to participate in the (Modified Desired Results Development Profile (MDRDP) and will be prepared by the Kindergarten teacher and parents. This will be done bi-annually and is funded by the state. If annual reports are desired to track progress in greater detail, those services could be contracted.
- b. **First 5 Association Protocol for Taking a Position process** – Staff provided copies of the State Associations written protocol for Taking a Position on legislation, state ballot initiatives, and State Commission issues and initiatives, for Commission review. This is just their written formal policy on a protocol they have already been following.
- c. **General Media** – see Inyo Register article on “Incentives Given to Childcare Providers” through the First 5 Inyo Professional Development Program contract with Inyo County Superintendent of Schools.

Staff showed several short PowerPoint presentations to the Commission and the Public showing program activities for the School Readiness and the Oral Health Programs.

8. **Commissioner Updates**

This agenda item is to allow Commissioners to share information on projects and conferences attended, etc. that are relevant to the Commission’s work.

There were no discussion items for this meeting.

8. **Commission Meeting Dates**

The Commission discussed moving the November 24th and December 22nd meetings due to Holidays and other conflicts in schedules. Potential dates of November 17th and December 15th were offered as alternatives. Staff will review possible dates and poll all the Commissioners to schedule alternate meeting date(s).

9. **Approval of Minutes**

Commissioner Dickinson made a motion to approve the Minutes of April 28, 2004, May 26, 2004, June 23, 2004 and July 28, 2004. Commissioner Dossey seconded the motion. Motion approved unanimously.

The minutes for March 2, 2004 and August 25, 2004 will be brought to the next Commission meeting for approval.

Meeting adjourned at 7:20 pm

NOTICE: The next Regular Commission Meeting date to be announced after Staff polls the Commissioners. The location will also be announced.