



MINUTES –REGULAR MEETING

Thursday November 17, 2005 – HHS Conference Rm. Bishop Plaza

1. Call to Order, Establish Quorum, Public Comment

Commission Vice-Chair Peterson opened the meeting at 8:40 am. A legal quorum was present with Commissioners Karen Harrison, Susan Cash, Lara Andersen and Michele Dossey in attendance. Also present were Jackie Randall (First 5 Inyo County staff), Jara Halfen (First 5 Inyo County Staff), and Margaret Bruce (CCC Office Manager).

2. Approval of Minutes

The Commission reviewed the minutes from July 21, 2005.

Commissioner Cash made a motion to approve the minutes of July 21, 2005. Commissioner Peterson seconded the motion. Motion approved unanimously.

The Commission deferred approval of the March 16, 2005 minutes until the next Commission meeting on December 15, 2005.

3. Inyo County Superintendent of Schools – School Readiness

Margaret Bruce from Inyo County Office of Education reported on the status of the Terrific Tuesday and Wonderful Wednesday meetings held twice a month in Big Pine and Olancha respectively. Terrific Tuesdays held in Big Pine with Lone Pine and Bishop residents in attendance have been very successful with consistent attendance by families with children ages 0 – 5. However, Wonderful Wednesdays, which are held in Olancha, have had very little attendance with only one family attending sporadically. Margaret proposed that the meetings in Olancha be discontinued as the community doesn't have enough families available to support the program. The funding used for the Olancha Wonderful Wednesday program could be used to enhance the Terrific Tuesday program, and there is no action necessary to amend or change the contract as both programs are funded from the same budget unit.

4. Mini Grants 2005/2006

Mini Grant Program Applicant Awards

The Commission reviewed the 12 Mini Grants submitted for 2005/2006.

- The Commission awarded a total of \$10,985 in mini grants. The budget was \$10,463, but the Commission unanimously approved funding the extra \$522.
- The Commission did not fund any consumable items
- Commission also determined that a Commissioner should attend the next Mini Grant training session for applicants

Lily Brooks: Lily Brooks Day Care. Request for \$1,999 to replace front entryway and walkway with non-slip, non-splinter material for the safety of children and their parents. Commission granted a partial award to assist in funding **a portion of the material costs for** this project pending review from Inyo County Risk Management Department.

Total award = \$1,000

Nancy Cumming: Grammy Bear Cares Day Care. Request for \$933.63 to purchase third row seat in vehicle to transport children to activities. An alternate proposal was submitted in the amount of \$1,094.55 to purchase a Bye-Bye Buggy multi-child stroller. Commission granted an award of \$934 to purchase the car seat pending review from the Inyo County Risk Management Department.

Total award = \$934

Barbara Dadd: Barbara Dadd Day Care: Request for \$1,887.68 for storage bins and age-appropriate as well as multi-cultural toys to enhance child care operation. Commission granted partial funding for the request with the stipulation that Barbara Dadd work with Margaret Bruce from Office of Education in identifying and prioritizing items to be purchased that are non-consumable and most appropriate for her day care setting.

Total award = \$1,500

Dawn Draves: Dawn Draves Day Care: Request for \$1,999 to partially fund the materials and installation for a security gate for the entrance to the child care facility. Commission agreed on partial funding **a portion of the material costs for** this project pending review from Inyo County Risk Management Department.

Total award = \$1,000

Sheri Foster: Sheri's Day Care: Request for \$1,374.30 for various non-consumable items to enhance day care. She has moved from a small apartment to a larger home and would like to expand her supply of toys and activities. Commission agreed to fund full request with the stipulation that Sheri Foster work with Margaret Bruce from Office of Education in purchasing items that are non-consumable and most appropriate for her day care setting.

Total award = \$1,374

IMACA Connections: Genevieve Collignon requested funding toward the purchase of books and resource material for the Connections Resource Library to be used by the Connections Program kids and families as well as the home visiting staff with IMACA. The Commission approved partial funding for the children's books, parent education material and anger management materials. Funding was not approved for the books for the Christmas program but did encourage IMACA to request a sponsorship for the books for this program.

Total award = \$780

Inyo County Health Department: Tamara Cohn, Director requested \$750 for purchasing pre-natal vitamins. These vitamins would be given to approximately 75 women annually from the underserved or uninsured population during the first trimester of pregnancy. The Commission denied funding for this project because the vitamins are consumable goods.

Total award = \$0

Inyo County Health Department: Tamara Cohn, Director requested \$1,000 for purchasing age-appropriate books and book marks in Spanish for Hispanic children ages 0-5 to be provided at the time the children are seen at the Health Department for services. Commission approved funding of this project.

Total award = \$1,000

Kate's Kids Family Child Care: Request for \$1,450 to purchase puzzles, play ground accessories (balls, bean bags, etc), costumes and other supplies in order to complete the FDCR Rating through ICOE/Baby Care Network program. The Commission approved partial funding for the items listed on the budget application form but denied funding for the Trampoline.

Total award = \$1,450

Bishop State Preschool: Vicki Pauley, Director requested \$1,999 to fund outdoor play area improvements such as dirt removal, installation of a retaining wall and adding dirt. The Commission denied this request for funding as it was a maintenance issue rather than funding for a one-time project or event.

Total award = \$0

Grace Lutheran Preschool: Karen Inderbieten, Director, requested \$1,426.05 to fund the purchase of sandbox timbers to surround the play area and make it safer for children playing in the area. The labor would be covered through church and community volunteers who would volunteer their time and service for the installation of the timbers. The Commission approved partial funding for **a**

portion of the material costs for this project pending review by the Inyo County Risk Management Department.

Total award = \$1,000

Rainbow Connection Preschool: Kathy Peterson, Director, requested \$946.79 to fund a cubby unit for storage of rest time bedding and two tricycle replacements to enhance the preschool. Commission granted the award request.

Total award = \$947.00

Commissioner Cash made a motion to approved 2005/2006 Mini Grant awards to: Barbara Dadd (\$1,500), Sheri Foster (\$1,374), IMACA Connections (\$780), Inyo Co Public Health-Spanish books (\$1,000), Rainbow Connection (\$947), and Katy Waasdorp (\$1,450). Additional awards for: Lily Brooks (\$1,000), Nancy Cummings (\$934), Dawn Draves (\$1,000), and Grace Lutheran Preschool (\$1,000) are approved contingent upon review and recommendation from Inyo County Risk Management personnel. Commissioner Andersen seconded the motion. Motion approved unanimously.

5. Inyo County Child Care Planning Council - Local Professional Development Program (Stipends for early child care providers)

- a. Commission discussed the difference between the administrative costs and the indirect costs built into the contract submitted by ICOE. The proposal submitted by ICOE would be a two-year contract with a financial commitment of \$50,000 (\$25,000/year) by First 5 Inyo County. The administrative costs account for 15% of the funding, and they include things such as personnel costs, postage, etc. The indirect costs account for 8% of the funding and this a standard percentage that comes directly out of all ICOE contracts.
- b. The Commission had a discussion about the original proposal of First 5 Inyo County funding \$22,500/year rather than \$25,000/year.

Commissioner Andersen made a motion to approve the contract based on the original discussion of funding the program for \$22,500/year; Commissioner Dossey seconded the motion. The Contract financial terms were approved unanimously.

6. Child Care Retention Incentive (Professional Development Program) for FY 2004/2005

Commission reviewed and approved the report.

7. Closed Session

At 11:40 a.m. Commissioner Peterson closed the regular meeting and opened a closed session to discuss the personnel Health and Human Services Specialist Vacancy. Jackie was temporarily excused from the meeting.

Report on Closed Session:

At 11:55 a.m. Jackie returned to the meeting. Commissioner Peterson opened the regular meeting and reported that the Commission will pursue starting the recruitment process to fill the vacancy that will occur by November 30, 2005. Actual interviewing and hiring will occur pending the results of the Governance Workshop to be held in December.

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

The Commission reviewed a draft agenda submitted by Mike Smith from Social Entrepreneurs, Inc. The Commissioners had nothing more to add to the agenda for the meeting scheduled on December 5, 2005.

9. Sponsorship Requests

Staff reported that no sponsorship requests have come in since the September 22 meeting.

10. MAA Update

Commissioner Peterson gave some background of the MAA billing for Inyo County. The Commission originally sponsored the training and initiation of MAA, bringing consultant Jim De Alba to the area. MAA billing was the primary sustainability strategy for the Dental Case Manager component of the First Five Inyo Oral Health Project. This new revenue source allowed Health and Human Services, an Oral Health Project Partner to hire a part time Dental Case Manger.

The state requires that all MAA claiming be the responsibility of a locally designated public agency: either through the **Local county Government Agency (LGA)** or **Local Education Agency (LEA)**. Prior to the First Five involvement in MAA claiming, the responsible designee was Charlie Broten of IMAAA who was the only claiming unit. Since the initiation of MAA for Oral Health, several other claiming units were identified, including REACH, Public Health, and First Five. These additional claiming units increased the workload beyond the staffing capacity of IMAAA and Lita Shepard from HHS was designated the LGA representative. One advantage of this arrangement is that HHS has a variety of other funding streams it receives that may be used to leverage MAA revenue to expand or sustain programs for children and families.

A concern arose at a recent Commission meeting that IMACA REACH may not be participating in the MAA claiming. Commissioner Peterson contacted IMACA and confirmed that they did not attend the September training and did not time study. Commissioner Peterson discussed with them the Commission's interest in sustainability of First Five funded programs and emphasized the importance of participating in programs such as MAA. IMACA expressed a willingness to get back on board with the MAA claiming. Jim De Alba, the MAA consultant was contacted to determine how this could occur and to obtain a recommendation. In the course of this conversation, Jim noted that the State is scrutinizing more closely claiming units that are not public agencies (ie: IMACA who is a private, non-profit agency). He recommended considering the IMACA claiming for REACH become part of the First Five claiming unit which is under HHS, a public agency. Further, he indicated that IMACA's participation in MAA claiming should be included in their REACH contract. The timing for considering the change in claiming unit and contractual agreement is good because IMACA's next years contract is up for renewal soon.

Before making a decision, Commissioner Cash raised some questions about County and/or Commission liability should IMACA become part of the First Five claiming unit. The concern about what would happen in the event of audit exceptions was also raised. Commissioner Peterson agreed to get more information and clarification for the next meeting.

11. Staff Report

There were no items to report

12. Commissioner Updates

There were no updates to report

13. Items to be considered at future meetings

The MAA topic should be added back into the agenda for discussion at the December 15th meeting.

Meeting adjourned

NOTICE: The next Commission Meeting date is scheduled for Thursday, December 15 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