



MINUTES –REGULAR MEETING

Thursday December 15, 2005 – HHS Conference Rm. Bishop Plaza

1. Call to Order, Establish Quorum, Public Comment

Commission Chair Griffiths opened the meeting at 8:40 a.m. for Public Comment. No Public Comment was received, and Commissioner Griffiths closed the Public Comment period and opened the regular meeting.

A legal quorum was present with Commissioners Jeff Griffiths, Jean Dickinson, Susan Cash, and Margaret Peterson in attendance. Also present was Jara Halfen (First 5 Inyo County Staff).

2. Approval of Minutes

The Commission deferred approval of the March 16, November 17 and December 5, 2005 minutes until the next Commission meeting on January 12, 2006.

3. Sponsorship Request Program

There were no sponsorship requests for review at this time.

4. Mini Grants 2005/2006

Jara Halfen presented the recommendations given by Risk Management for the 4 mini-grants reviewed by that Department. Marlena Baker, Risk Management, provided two recommendations. The first was that the Commission consider requesting grantees to carry liability insurance for both auto and child care liability insurance in the amount of \$500,000. In addition, she recommended that County Counsel draft a hold harmless clause to be added to the Commission's "Policy Concerning Assets Purchased With Grant Funds".

Jara reported that a hold harmless clause was drafted by County Counsel and that she could send out a revised "Policy Concerning Assets Purchased With Grant Funds" to grantees and ask that they sign and return it to the Commission office. In addition, Jara reported to the Commission that only the Preschools carry the higher levels of child care liability insurance in the \$500,000 range. Most private child care providers only carry home owners insurance at the \$100,000 or \$300,000 level. In addition, Susanne Parsons, Inyo County Deputy County Council, made other recommended changes to the Mini grant application and Policy. These were mostly syntax changes.

The Commission gave staff direction indicating that a new Policy with the added hold harmless language should be sent out. The Commission also agreed to review the *possibility* of requiring providers who receive grant funds to carry the \$500,000 minimum liability insurance level for the 2006/2007 Mini Grant cycle. However, that may not be feasible. In addition, the Commission asked staff to facilitate a meeting between Susanne Parsons, Randy Keller, and Marlena Baker to insure all necessary changes are made to the application and policy prior to next year's Mini Grant funding process. It was determined that these three parties should be involved because all have reviewed the information at one time or another, yet they come back with varying degrees of changes.

5. Inyo Mono Advocates for Community Action – County Wide Home Visiting Contract C03-225

Genevieve Collignon, Family Education Manager for IMACA, presented a summary of service provider contract changes for the Commission to review. Genevieve requested a change in the IMACA Contract in the number of children served in Bishop/Round Valley from 80 families served to 57 children served, which is the actual number of children currently being served in this area; doing this would allow for REACH Partners to continue to be involved in community events and activities. In addition, she requested that the number of children served in Death Valley be changed from 10 families served to 5 children served as this reflects the actual number of children under 5 living in the Death Valley area.

IMACA also requested financial changes to the contract. Because the cost of worker's compensation and health benefits have increased significantly, IMACA's overall benefit plan has become more expensive.

In addition, it has become increasingly difficult to recruit home visitors due to their salary requirements. Currently, IMACA pays \$10/hour; this is not a competitive rate in which to recruit and retain home visitors. IMACA is proposing increasing this hourly rate to \$11.50/hour. Finally, IMACA is requesting a change in the funding for the project coordinator who is actually spending 80% of her time on the project as opposed to the original projected amount of 10% of her time.

IMACA proposed that rather than shifting funds from operating costs to personnel and rather than asking First 5 Inyo County for additional funds, they would rather fund these changes by not filling a position that has been vacated. A Bishop home visitor position is open, and if this job vacancy is not filled, \$16,292 would be saved leaving 1.75 FTEs to serve 57 children in the Bishop/Round Valley service area. This would be a goal-reduction of 23 children served; however, to date, there have not been requests to serve any additional children. If requests come in for service, a waiting list would be generated.

There are only 3 months left for the tenure of the current county-wide contract as the termination date is March 31, 2006; Commissioner Dickinson made note that the next set of contracts should be written with some flexibility to change rather as opposed to confining language that prohibits change.

Commissioner Peterson made a motion to approve the service provider change requests as presented by IMACA as well as to approve the reduction in staffing (not fill the vacant position) as proposed by IMACA with the understanding that these changes will be reconsidered when the new contract term begins.

Commissioner Cash seconded the motion. Motion approved unanimously.

6. Inyo Mono Advocates for Community Action – School Readiness Contract C03-222

As with the home visiting program, IMACA proposed that there would be a reduction in families served in Lone Pine/Olancha from 45 families served to 38 children served. This reduction would be realized through attrition of children leaving the program. Also, IMACA proposed that Big Pine numbers change from 15 families served to 13 children served.

IMACA also requested the same financial changes as requested under the home visiting contract. IMACA requested that \$6,405 be transferred from the operating budget (consultants and parent incentives) to personnel budget with a additional \$6,334 increase to cover the remaining increase in costs for home visitor reimbursement, project coordinator increased hours allocated to the program and benefits cost increases.

Commissioner Peterson made a motion to approve the changes in numbers of children served as presented by IMACA with the requested financial changes to be considered for the new contract year.

Commissioner Cash seconded the motion. Motion approved unanimously.

7. Statewide Evaluation Requirements Presentation

This power point presentation will be presented at the January Commission meeting.

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

Commissioner Peterson announced that the Inyo County Board of Supervisors approved recruitment for the Health and Human Specialist position.

Commission directed Jara Halfen to create a work plan to present at the February Commission meeting that will outline the process for reviewing and investigating alternative organizational structures.

9. MAA Time Study

Commissioner Peterson informed the Commission that the first of the MAA reimbursement was received in the amount of \$2,385 and was added to the Oral Health budget.

Commissioner Peterson distributed and discussed the attached notes re: MAA Claiming considerations as they relate to IMACA. Commissioner Dickinson emphasized the need to have funds set aside for audit purposes and suggested the Commission may want to solicit help from Paradigm in doing this. The Commission did not arrive at an immediate solution about how to handle CBOs such as IMACA but agreed to address the MAA Claiming issue when the new IMACA Contract is negotiated.

10. Staff Report

Jara announced that in January, the Commission will need to review the new research and evaluation framework for SR Programs which will need to be implemented by July, 2006.

The effective date for the PPD contract will be March 1, 2006.

Jara discussed the State and Association meeting which she plans to attend January 25 and January 26 in Burbank.

11. Commissioner Updates

Commissioner Griffiths has sent in his letter of interest for reappointment to the Commission in February, 2006, and Commissioner Dossey is in the process of doing this also.

Commissioner Cash announced that new Board of Supervisor appointments will occur in January, 2006, but she does not foresee a change in her Commission appointment.

12. Items to be considered at future meetings

Role of the Health and Human Services Specialist for January agenda to be discussed after Commission reviews the new research and evaluation criteria for SR.

February, 2006 agenda item shall include a work plan for researching governance structure as well as inclusion of the policy time line distributed by Mike Smith.

Meeting adjourned

Meeting adjourned at 11:03 a.m.

NOTICE: The next Commission Meeting date is scheduled for Thursday, January 12, 2006 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