

**FIRST 5 COLUSA
CHILDREN AND FAMILIES COMMISSION**

Minutes of Public Meeting

Tuesday, December 4, 2007

The meeting of the First 5 Colusa Children and Families Commission was called to order at 3:39 p.m. at the First 5 Conference Room, 320 5th Street, Suite A, Colusa, California. Commissioners Nancy Parriott, Barbara Hankins, and Dolores Gomez were present constituting a quorum to begin the meeting led by Commissioner Nancy Parriott, Chair.

Absent: Kim Vann and Ginger Hansen

Staff in attendance: Jennifer Long, Executive Director, Denise Erickson, Administrative Assistant/Program Coordinator

Public in attendance: Bonnie Davies, DHHS, Kim Trueblood, AFAC

Items discussed in accordance with the publicly posted agenda were as follows:

2. Approval of Minutes: October 9, 2007 Meeting Minutes

Minutes were reviewed. Commissioner Hankins moved to approve the minutes as presented; motion seconded by Commissioner Parriott. The motion passed unanimously by voice vote (3/0).

3. Review of outstanding invoices and approval of payment for expenses

A total of 22 (twenty-two) claims were presented for payment for a total of \$115,439.76. Commissioner Hankins moved to approve and pay claims with noted change; motion seconded by Commissioner Gomez. The motion passed unanimously by voice vote (3/0).

4. Public Comment and unscheduled matters

Ms. Long provided copies of the letters that were faxed to Senator's Aanestad and Keuhl in opposition to SBX 15 bill.

Ms. Davies announced that the new Family & Maternal Nurse from DHHS will be meeting with FAC staff to begin a partnership for services.

5. Oral Report from Kim Trueblood, AFAC & Colusa County Smiles

Ms. Trueblood provided samples of the goodie bags that were recently provided to all children that utilized services through the Mobile Dental Van. Ms. Trueblood stated that the most challenging part of this service is the outreach, but despite that there were 111 visits in Arbuckle and 54 in Williams. The remaining Dental Van visits will be scheduled in the spring.

Ms. Trueblood gave an oral overview of the services being provided at the AFAC along with a handout containing all information.

6. Election of Commission Chair for calendar year 2008

Commissioner Parriott opened the nominations. Commissioner Hankins nominated Commissioner Parriott as Chair for calendar year 2008. Commissioner Parriott closed the nominations as no others were made, and discussion was held. No objections made. Commissioner Parriott elected as new Chair for 2008.

Commissioner Parriott opened the nominations for Vice-Chair. Commissioner Hankins nominated Commissioner Gomez as Vice-Chair for calendar year 2008. Commissioner Parriott closed the nominations as no others were made, and discussion was held. No objections made. Commissioner Gomez elected as new Vice-Chair for 2008.

7. Appointment of Representative to the Family Action Centers of Colusa County Board (FACCC)

Ms. Long recommends that the Commission appoint Denise Erickson to the FACCC Board, as she has been participating on both FAC's Advisory Committees. Commissioner Hankins moved to appoint Denise Erickson as the Commission representative to the FACCC Board; motion seconded by Commissioner Gomez. The motion passed unanimously by voice vote (3/0).

8. Approval of Fiscal Year 2007/08 Non-Childcare Mini-Grant Applications

MG #'s 39 & 42 were discussed only due to no quorum once those Commissioners with a conflict of interest abstained from discussion. MG #'s 39 & 42 will be continued to the next Commission meeting. Commission staff will try to establish quorum for a special meeting to be held December 7, 2007 at noon.

Commissioner Hankins moved to approve FY 07/08 Non-Childcare Mini-Grant #'s 38, 40 and 41 recommended by Commission Staff, with the following direction given: MG #38: have grantee include a "Funded by First 5 Colusa" sign in the vicinity of the area where items will be placed; MG# 41: direction given to provide assistance in finding a lower fee for the service; motion seconded by Commissioner Gomez. The motion passed unanimously by voice vote (3/0)

9. Summer 2007 Kinder Camp Results

Ms. Erickson provided written and oral updates on all compiled data for both Kinder Camp Summer 2007 and Backpack giveaway Spring 2006.

10. Request for Additional funding for Capital Purchase known as Arbutle Family Action Center (AFAC)

Ms. Long informed the Commissioners that site plans and approval are still in the works before the building can be installed.

Due to unforeseen fees, Ms. Long requested an additional \$30,000.00, to bring the total to no more than \$200,000.00, for the purchase of the AFAC. Commissioner Gomez moved to approve the \$30,000.00 increase, to bring the total to no more than \$200,000.00 for the Capital purchase known as the AFAC; motion seconded by Commissioner Hankins. The motion passed unanimously by voice vote (3/0).

11. Approval of Revised Job Description for Executive Director

Discussion held. Direction given by Commissioner Parriott to bring the following back to the January Commission meeting: have Lora Ceccon attend as Director for employer of record; provide job descriptions and salary for all First 5 Colusa staff in comparison to One-Stop staffing.

12. Executive Director Report

Ms. Long provided the Commission with a written report prior to the meeting.

Ms. Long informed the Commissioners on the following:

- Department of Behavioral Health monies have not been received as of noon today. Discussion held and Ms. Long stated she would inform Commissioner Vann as she was working with DBH on this matter.

13. Adjournment

The meeting was adjourned at 5:40 p.m.

The next scheduled meeting will be held on Tuesday January 8, 2007 3:30 p.m.-5:30 p.m. at the First 5 Colusa Conference Room.

Minutes prepared by Denise Erickson, Administrative Assistant / Program Coordinator

Attachment A: Financial Report

Attachment B: Letters to Senator's Aanestad and Kuehl

Attachment C: AFAC handout

Attachment D: Fiscal Year 2007/08 Non-Childcare Mini Grant Executive Summary

Attachment E: Fiscal Year 2007/08 Non-Childcare Mini Grant #'s 38-42

Attachment F: Summer 2007 Kinder Camp compiled data

Attachment G: Spring 2006 Backpack compiled data

Attachment H: Draft Revised Executive Director job description and salary comparison

Attachment I: Executive Director's Report

Attachment J: Form 700 directions and forms

Attachment K: First Quarter Grantee Reports