

**FIRST 5 COLUSA
CHILDREN AND FAMILIES COMMISSION**

Minutes of Public Meeting

Tuesday, August 12, 2008

The meeting of the First 5 Colusa Children and Families Commission was called to order at 3:17 p.m. at the First 5 Conference Room, 320 5th Street, Suite A, Colusa, California. Commissioners Nancy Parriott, *Barbara Hankins, Ginger Harlow and Dolores Gomez were present constituting a quorum to begin the meeting led by Commissioner Nancy Parriott, Chair.

**Commissioner Hankins joined the meeting at 4:10 pm*

Absent: Kim Vann

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

Public in attendance: Gayle Ulshafer, Healthy Living Inc.

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

2. Approval of Minutes: June 18, 2008 Meeting Minutes

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

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

A total of 20 (twenty) claims were presented for payment for a total of \$114,971.38. No balance sheet was available due to the transition from using County services to Umpqua Bank. Commissioner Gomez moved to approve and pay claims with noted correction to Colusa County Partnership invoice; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (3/0).

4. Public Comment and unscheduled matters

Gayle Ulshafer from Healthy Living Inc. provided a written information sheet on Healthy Living Inc. and also gave a brief oral overview if the Non-Profit Public Benefit Corporation.

5. Rescind Contract for Bookkeeping Services with Chipman & Renfrow

Commissioner Gomez moved to rescind the Contract with Chipman & Refrow as presented; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (3/0).

6. Approval of Contract with Matson & Isom for Bookkeeping Services

Commissioner Gomez moved to approve the Contract with Matson & Isom as presented; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (3/0).

7. Approval of Non-Childcare Mini-Grants for FY 2008/09

No action being taken on MG #35 due to conflict of interest and lack of quorum. MG#35 will be agendized at the next meeting.

Commissioner Harlow moved to approve MG#'s 33, 34, 38 & 39 at the Commission Advisory's recommendations; motion seconded by Commissioner Gomez. The motion passed unanimously by voice vote (3/0).

(4:10 pm Commissioner Hankins present) Chair Parriott recuses herself and turns the meeting over to Vice-Chair Gomez. Ms. Long recommends combining MG #'s 36 & 37 to one MG #36. Commissioner Hankins moved to approve combining MG#'s 36 & 37 to MG#36 and approve MG #36 at the Commission Advisory's recommendation; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (3/0).

8. Funding for Colusa County Smiles – Mobil Dental Van

Ms. Long informed the Commissioners that Peach Tree Clinic and Sutter Children & Families Commission have offered First 5 Colusa ten days of service for FY 08/09. Ms. Long recommended funding Colusa County Smiles at an amount of \$25,000.00 for FY 08/09. Brief discussion held.

Commissioner Gomez moved to approve funding for Colusa County Smiles in the amount of \$25,000.00 for FY 08/09; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (3/0).

9. Relocation of Commission Office (*Commissioner Hankins joined the meeting 4:10 pm*)

Ms. Long informed the Commissioners of issues that have occurred in the present building where the First 5 Colusa office is located. Ms. Long also informed the Commissioners that First 5 Colusa staff has been approached to relocate into a comparable office space located in the adjacent building.

Discussion held. Direction given for Ms. Long to continue possible relocation negotiations with building owners.

10. Executive Director Report

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

Ms. Long also provided the Commissioners with an oral update on:

- HKHF Regional Fundraiser – was very successful and Colusa County played an important role in making this happen.
- Ms. Long will be out of the office next week due to family concerns.

11. Adjournment

The meeting was adjourned at 4:45 p.m.

The next scheduled meeting will be held on Tuesday September 9, 2008 3:00 p.m.-5:00 p.m. at the First 5 Colusa Conference Room.

Minutes prepared by Denise Erickson, Administrative Assistant / Program Coordinator

Attachment A: Financial Report

Attachment B: Healthy Living Inc. information

Attachment C: Agreement for Professional Services with Chipman & Renfrow

Attachment D: Agreement for Professional Services with Matson & Isom

Attachment E: Mini-Grant Application Executive Summary

Attachment F: Executive Director's Report

Attachment G: Prop 10 Briefings