



FINAL

MINUTES –REGULAR MEETING

Wednesday, August 25, 2004

1. Call to Order, Establish Quorum, Public Comment

Commission Chair Michele Dossey opened the meeting at 9:15 am. A legal quorum was present with Commissioners Lara Andersen, Jeff Griffiths, and Margaret Peterson 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); Margaret Bruce (ICOE-Child Care Connection Office Manager), Ida Adkins and son Benjamin (La Leche League of the Eastern Sierra).

Commissioner Dossey opened the meeting for Public Comment.

- Verna Sisk reported on her meeting held Tuesday August 24, 2004 with the Big Pine School administration and teachers regarding the Oral Health Initiative and the School-based Sealant Program, and provided them with a copy of their community Oral Health Initiative” handout. The teachers and administration had no negative concerns or feedback. Dates for the School-based Sealant Program at Lo Inyo Elementary School have not been set.
- Margaret Bruce is in attendance representing absent child care provider applicants to field any questions regarding mini grant applications. Margaret explained the Environmental Rating Skills workshops to educate providers on potential new requirements by the State of California. Center-based providers currently must meet specific rating criteria to remain licensed and affect funding levels.
- No other Public Comment.

Commissioner Dossey closed the Public Comment period.

Commissioner Dossey opened the regular meeting.

2. Sponsorship Request Program

- a. Staff reported that no applications were received for the Sponsorship Program since the last Commission meeting held July 28, 2004. No action required.
- b. The Commission reviewed Hummingbird Family Resource Center’s Sponsorship Request Final Report. The Commission was pleased with the participation ratios of families, children age 0-5, and other community members. The survey summary showed that both the participants and Hummingbird FRC felt the program was a success.

3. IMACA REACH Project – SE Inyo County Updates & Decision Making

- a. Representatives from IMACA were not present due to the starting day of their Preschool Program. Pamela Murphy, Director of Child Development and Family Services with IMACA, provided the Commission with a Memo (dated August 24, 2004) stating IMACA has entered into a contract with Medica Sierra Visita to provide services in Death Valley and Tecopa/Shoshone area. Services will begin September 1, 2004.
- b. The Commission considered exercising an option on the current contract to extend services as outlined in the Scope of Work for the Countywide Home Visiting contract for a period of one or two years.

- Commissioner Peterson reported that Commissioner Dickinson stated the Tecopa Coalition Meeting held August 4, 2004 was well represented (Daniel Steinhagen, IMACA; a representative from Medica Sierra Vista; Jean Dickinson, Commissioner/Inyo HHS Director; Jennifer Viereck, Director, Hummingbird Family Resource Center; Anita Wiswell-Inyo Co HHS/Tecopa; other Tecopa community members).
- Staff reported that when the Inyo County Board of Supervisors approved the existing Countywide Home Visiting contract, a clause was incorporated to allow the Commission to exercise the option to renew either for one or two years without further Board of Supervisor approval.
- The Commission will review services being provided by IMACA and Medica Sierra Vista in the next few months. The current home visiting contract specifies IMACA will provide one part-time staff person to provide services in Tecopa/Shoshone and Death Valley areas. Any deviations could require a change in the Scope of Work, Work Plan, and Schedule of Fees and change the total contract option amount.

Commissioner Griffiths made a motion to exercise the option to renew the contract between the County of Inyo and Inyo Mono Advocates for Community Action (IMACA) for one additional year, April 1, 2005 through March 31, 2006, in the amount of \$107,755. The current service credit of \$50,000 for FY 2004/2005 owed by IMACA to the Commission will roll over into FY 2005/2006. Commissioner Margaret Peterson seconded the motion. Motion approved unanimously.

Staff will forward copy of HHS Director Jean Dickinson's Tecopa Coalition Meeting email report to the Commissioners. Staff will also revise the Five Year Fiscal Forecast to include the additional contract year option exercised and to transfer the Service Credit of \$50,000 to FY 2005/2006.

4. Fiscal Issues

- a. The Commission reviewed the updated First 5 Inyo County Five Year Fiscal Forecast to show staffing the Commission office at status quo for the remaining Fiscal Years 2005/2006 through FY 2007/2008.

Commissioner Peterson made a motion to alter the fiscal five-year forecast to reflect the continuation of two full-time Commission staff (as shown in FY 2004/2005) for FY 2005/2006 through FY 2007/2008. Commissioner Griffiths seconded the motion. Motion approved unanimously.

- b. The Commission briefly reviewed the outcome of the Bureau of State Audits audit of the State Commission and five County Children and Families Commissions. Staff provided information on the State Association's draft response to the State Commission regarding the audit findings.

5. Statewide Evaluation

- a. Update on Statewide Evaluation requirements and activities. Staff reported that Evaluation services through the Evaluation Collaborative with Kern County and CSU-Bakersfield Applied Research Center ended June 30, 2004. Work with Deborah Leyh, Research Associate, also ended. Much of the required needed information was identified and a basic Access database program was designed, but it needs additional work before it is fully functional.
- b. Request from staff for Commission approval of a Purchase Order in the amount of \$1,999 to purchase contract services from Lee Doran Consulting, for database development for the collection of Statewide Evaluation data and flat file export of data to the State First 5 Evaluators.

Staff reported that Mr. Doran has an extensive background in Access Database software and has worked with various State and other entities on developing Access databases for use in Human Services. He will be working on Evaluation through a contract with First 5 Mono County for their Home Visiting Program. He can include Inyo County in that work with a shared cost through the Inyo County Purchase Order process.

Commissioner Peterson made a motion to set aside \$1,999 for Contract Services for Database Development and Training for the collection of Statewide Evaluation data and flat file export of data to the State First 5 Evaluators. Commissioner Griffiths seconded the motion. Motion approved unanimously.

6. Mini Grants

FY 04/05 Mini Grant Program Applicant Awards

The Commission reviewed and approved applications for Mini Grant funding.

- The Commission limited awards to the \$10,000 previously approved and specified in the County Budget.
- The Commission will not be funding consumable items (i.e. paint, paper, crayons, etc) during this funding round for ANY applicant. Funding will be directed more specifically for sustainability items requested.
- Neither new applications nor application changes were accepted after the cut-off date and time of August 12, 2005 at 5:00 p.m.

In addition, the Commission directed staff to bring to back for their consideration the issue of funding home improvements prior to the next round of mini grant funding. The Commission may consider the following policy: Requests for home improvements will be considered only if they are necessary to maintain or obtain child care or foster care licensure, or to accommodate special needs children.

Monica Allen: Monica Allen Child Care. Request for \$996.74 for project supplies, equipment, and other items to enhance child care operation. Awarded *request* for equipment to enhance child care operation, including Read and Count Carpet; eight chairs; low Rainbow Table; and Book Storage Center; and taxes. In addition, the Commission will provide four dolls and doll clothing returned from a previous mini-grant award.

Total award = \$850

Joyce Walker, Director: Big Pine State Preschool and Kindergarten. Request for \$1,315.94 for two identical sets of project supplies (one set for preschool class and one for kindergarten class) plus taxes/shipping. Commission must stick to funding projects benefiting children age 0-5. Awarded *half of amount requested* for one set of project supplies for preschool class, and taxes and shipping.

Total award = \$660

Linda Bigham, Linda Bigham Foster Family (applicant). Request for \$1,255.36 for foster care items (furniture, supplies, safety equipment, etc) to become a licensed Foster Family Home for children ages 0-5 years. Awarded *partial request* for furniture and items listed on application budget form, contingent upon clearing all regulatory/background checks necessary for foster home licensing. In addition, the Commission will direct the applicant to coordinate with Commissioner and foster parent, Jeff Griffiths, to identify and prioritize items to be purchased with the grant funds.

Total award pending all clearances = \$800

Irene Cameron: Irene Cameron Child Care. Request for \$673.85 for play equipment to enhance childcare operation. *Not awarded.* Commission discussed that they had many worthy applications, and not enough dollars to fund all. Part of the prioritization discussion included the Commission's hesitancy with funding play equipment for grantees that did not have liability insurance for their child care business, especially outdoor equipment that presents a relatively higher risk than normal that children might injure themselves.

Total award = \$0

Sheri Foster: Sheri Foster Child Care. Request for \$834.15 for dramatic play area, block play, learning activities, and cultural awareness items to enhance child care operation. Award *full request* for items as listed on either of the two budget pages submitted. Funds CANNOT be used to purchase consumables (e.g. crayons, paints, collage box, construction paper) or the laminating machine. Margaret Bruce of Child Care Connection will assist Ms. Foster in determining which non-consumable items to purchase with the grant money.

Total award = \$835

Tabitha Womack: Helping Hands Daycare. Request for \$1,700.00 for fencing and gate (required for licensure), furniture, dynamic play equipment, and supplies to enhance child care operation. Award *partial request* for 12' length of fencing and gate (\$500), short table and chairs, dry erase board, playpen, changing table, and child locks (up to \$200). Approved pending Tabitha Womack's application for licensure clearing all regulatory/background checks.

Total award pending all clearances = \$700

Jennifer Viereck, Director: Hummingbird Family Resource Center. Request for \$1,999.00 for 6 months of playgroup activities, 4 large community activities, outreach & educational material creation and distribution items (\$724), water filtration system (\$150) and travel expenses and significant portion of liability insurance (\$1125) to enhance child care operation. Award *partial request* for children's non-consumable educational supplies (\$150) and water filtration (\$175).

Total award = \$325

Joan Huff, Director: Inyo Child Care Services. Request for \$962.19 for project supplies (Lego sets, draw board, magnetic designer, pattern cards, learning games, magnet set and extra wand), and equipment purchases (brick table, doll house, baby corral, busy baby garden mats). Approved request for project supplies (\$191) and equipment purchases (\$646), as listed on Budget Form.

Total award = \$836

Tamara Cohn, Director: Inyo County Health & Human Services. Request for \$1,225 for project supplies for the **Read to Me** program. Approved *full request* for project supplies (books, film, printing costs for bookmarks) for **Read to Me** program (in combination with Inyo County Immunization program). Commission requested that Ms. Cohn work with Commissioner Mendez in the selection of Spanish-language books for the program.

Total award = \$1,225

Alice Johnson: Alice Johnson Child Care. Request for \$1,987.41 for project supplies, equipment, and other (bathroom sink and handles) to enhance child care operation. Approved request for project supplies (tape recorder, play food, rainstick, magnetic alphabet game, community block people, tax/shipping) only.

Total award = \$262

Ida Adkins, LLL Leader, La Leche League of the Eastern Sierra. Request for \$1,230.67 for library supplies, books and outreach materials. Approved *full request* for protective covers and identification labels (\$55), books and outreach materials (\$1175.67).

Total award = \$1,231

Cindy Little: Cindy Little Child Care. Request for \$1,999.99 for kitchen flooring materials and labor and other charges. *Not awarded.* Commission had many requests for funding and needed to prioritize their funding decisions based upon what they felt were the greatest needs, and strongest applications. This application was not rated as highly. In addition, Commission had concern about funding a home improvement project where it would be difficult for the grantee to return the asset if he/she decided to, or had need to, go out of business within five years of receiving the grant. In this case, the asset must be returned to the Commission. Returning a "home improvement" is difficult, if not impossible. The Commission will address this policy concern directly, prior to the next round of mini grant funding.

Total award = \$0

Cassie Martinez: Cassie Martinez Child Care. Request for \$1,246.14 for miscellaneous project supplies and a playground shade canopy. Approved request for canopy) only.

Total award = \$248

Kathy Peterson, Director: Rainbow Connection Preschool. Request for \$490.87 for playground equipment. Approved *full request* for playground equipment (8-in-1 Adjustable Playground, shipping/handling) contingent upon applicant furnishing copy of general liability insurance.

Total award contingent upon proof of general liability insurance = \$491

Karen Aguliera, Director: Round Valley State Preschool. Request for \$1,999 for outdoor musical equipment to enhance their musical enhancement program. Award funding for purchase of Kalimba Giant Thumb Drum plus 2/3 estimated shipping and tax.

Total award = \$1,399

Lily Brooks: Lily Brooks Day Care. Request for \$1,999.00 for walkway safety improvements at day care home. Application received August 13, 2004 AFTER DEADLINE. Application not considered for award.

Barbara Dadd: Barbara Dadd Day Care. Request for \$1803.20 for project supplies and furniture items to enhance child care operation. Application received August 17, 2004 AFTER DEADLINE. Application not considered for award.

Staff was directed to contact Irene Cameron and Cindy Little to ask if they are interested in receiving any of the dramatic play equipment returned from Shooting Star Preschool when they ceased operation. If Ms. Cameron and Ms. Little are not interested in receiving any of the items, staff is to place an action item on the next commission agenda regarding distribution of these items.

7. Staff Report & Discussion Items

- a. Update on Grantee contracts:
 - **PDP –Oral Health** – Update on stipend payment to providers, and evaluation results.
 - **Oral Health** – Update on activities.
 - **School Readiness –REACH Project** – Update on activities.
- c. General Media
- d. Report on First 5 Association Staff Development Summit in Ventura.

Due to time constraints, this item was not discussed and will be placed on an upcoming Commission meeting agenda.

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.

Due to time constraints, this item was not discussed and will be placed on an upcoming Commission meeting agenda.

8. Commission Meeting Dates

Staff confirmed with the Commission there would be no September meeting to allow Staff time to work on various annual reports (Inyo County FY 2003/2004 Annual Report to the State Commission, School Readiness FY 2003/2004 Annual Report, Retention Incentive Matching Funds – Professional Development Program) which all are due to the State by October 15, 2004. .

9. Approval of Minutes

No action was taken to approve the Minutes *due to time constraints*. Approval of minutes will be scheduled at the October 13, 2004 meeting.

Meeting adjourned

NOTICE: There will not be a Commission meeting in September.

The next Regular Commission Meeting and Public Hearing will be Wednesday, October 13, 2004 at 5:30 p.m. Location to be announced.