

**FIRST 5 COLUSA
CHILDREN AND FAMILIES COMMISSION**

Minutes of Public Meeting
Tuesday, April 14, 2009

The meeting of the First 5 Colusa Children and Families Commission was called to order at 3:37 p.m. at the First 5 Conference Room, 320 5th Street, Suite A, Colusa, California. Commissioners Ginger Harlow, Dolores Gomez, *Nancy Parriott and *Barbara Hankins were present constituting a quorum to begin the meeting led by Commissioner Dolores Gomez, Chair.

**Commissioner Parriott joined the meeting at 3:52 pm and Commissioner Hankins departed the meeting at 4:32 pm.*

Absent: Kim Vann

Staff in attendance: Jennifer Long, Executive Director, Jesana Boza-Hodsdon, Bilingual Program Assistant

Public in attendance: Barbara Salazar, Colusa County Transit, Bonnie Davies, Colusa County Department of Health and Human Services, Cyndee Engrahm, Williams Elementary, Michelle Johnson, Colusa County Library, and Denise Carter, Colusa County Board of Supervisor.

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

2. Approval of Minutes: March 3, 2009 Meeting Minutes

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

3. Review of the Financial Report

A total of 19 (nineteen) claims were presented for payment with a total of \$16,532.39. Commissioner Hankins moved to approve and pay claims as presented; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (3/0)

The Commission moved to item 8 on the Agenda.

4. Public Comment and Unscheduled Matters

Ms. Bonnie Davies presented to the Commission the new Huggie Bear costume that was purchased with Mini-Grant funding. She also presented to the commission the tooth fairy costume that is being used for the dental fluoride program and gave an update of recent events.

Ms. Long clarified to the Commission any confusion by the presence of Board of Supervisor Denise Carter. Ms. Carter believed she had replaced Commissioner Kim Vann. Ms. Long also presented the Commission the new Spring School Readiness Newsletter.

Barbara Hankins provided information on the relay on May 2nd and 3rd that will take place at the Colusa High School.

5. Oral Report from Colusa County Library-Imagibus

Ms. Johnson gave her apologies to the Commission for not being present in last month's meeting. Ms. Johnson gave an oral report beginning with a request that the Commissioners take a tour of the Imagibus (which was located outside the premises). The Commissioners accepted and toured the bus. Ms. Johnson informed the Commissioners that the Library is working on finding new personnel to hire and mentioned how time consuming is to train new personnel. Ms. Johnson spoke about the surveys regarding Colusa County Adult Literacy being the 2nd lowest in the state at 34% and provided the Commission handouts with informational chart data. She presented to the Commission her new system of cards that will be used to report services.

6. Oral Report Colusa County Transit

Ms. Salazar gave an oral report that the usage of the program has increased. In addition, she sees a lot of the vouchers being used. She stated there are 6 new passengers using the program. Ms. Salazar and Ms. Long spoke about the question in the survey that asks if the parent had another source to get to their destinations and many had answered "yes". Ms. Long stated that she will have staff Ms. Boza follow up with families to clarify that the families understood and answered correctly or to have families clarify their answers.

7. Oral Report from Colusa Department of Health & Human Services-Newborn Home visiting

Ms. Davies gave an oral report stating that 60% of the grant funding paid for staff salary. She informed the Commission that the program is having great success; in the first three quarters they have served 35 unduplicated families. Staff has participated in trainings such as Car Seat Technician and Breastfeeding. Staff is working on educating prenatal moms to prepare them for breastfeeding; conducting car seat checks at home visits, follow-up with parents, working with parents and their babies using baby sign language, and the continuance of anticipatory guidance. Ms. Long stated she was impressed with programs as it has exceeded her expectations.

8. Williams Elementary School-Kinder Camp

(Commissioner Parriott joined the meeting at 3:52)

Principal Cyndee Engrahm completed an agenda request to have Williams Elementary Kinder Camp reconsidered due to Williams having no representation at the mandatory Kinder Transition planning meeting. Ms. Engrahm stated she did not receive the letter for the mandatory meeting. In addition, she expressed her opinion to the importance Kinder Camp has in the community and shared parent's concerns. Ms. Engrahm is willing to do all that is necessary to have the Kinder Camp reinstated. Ms. Engrahm shared with the Commission that the cafeteria has offered to serve meals to the Kindergartens at Kinder Camp, as well to give meals to the community if Kinder Camp goes on as planned. Commissioner Hankins moved to approve the reinstatement of Williams Kinder Camp; motion seconded by Commissioner Parriott. The motion passed unanimously by voice vote (4/0)

Commission returned to item IV and followed agenda items.

9. Fiscal Year 2009/10 Budget

The Commission was presented with three different budgets for approval due to the possible impact of Proposition 1D. The Commission had extended the CARES program for two years; however, Ms. Long recommended to the Commission to end funding for the program CARES at the end of current fiscal year. In addition to place a cap on Healthy Kids, Healthy Future slots 0 to 5 to 25. Ms. Long brought to the Commission's attention that under the budget presented there were expenditures for Professional and Consultant Services as the time to update their Strategic Plan is near. Ms. Long stated that in the next meeting, or following, she will bring to the Commission a modification extending the three year strategic plan to two more years equaling five years. Ms. Long stated that option 2a is most likely to happen if Prop 1D passes. Commissioner Parriott moved to approve all three Fiscal Year 2009/10 budgets in concept pending the outcome of the May 19th which includes Prop 1D; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (4/0)

10. Fiscal Year 2009/10 Mini-Grant Process

**Commissioner Hankins removed herself during discussion due to another commitment.*

Ms. Long presented to the Commission a packet summarizing the changes to the program for approval. It was presented and discussed that there will be funding for 20 Childcare providers. If a childcare provider was funded last year they will have an educational site visit by one of the staff and will be presented with a \$150 Lakeshore gift card. Four new childcare applications will be accepted and staff will conduct a FCCERS on site and providers will be given \$500 in Lakeshore items to enhance the quality of the childcare sites. There will be funding for 12 State and Federal classrooms and each will be given each a \$250 Lakeshore gift card if they have maintained a score of 5 or above in their ECCERS. For non-childcare applicants there is a pool of funding up to \$15,000 but no more than \$4,000 per agency. Commissioner Harlow moved to approve the Fiscal Year 2009/10 Mini-grant process with noted changes; motion seconded by Commissioner Parriott. The motion passed unanimously by voice vote (3/0)

11. Healthy Kids, Healthy Future Amendment

Ms. Long informed the Commission that the HKHF current contract is due to expire on June 30, 2009. HKHF staff requested an amendment instead of a new contract since the funding amount in the contract has not been exhausted. Staff believes there are sufficient funds remaining in the current contract dollar amount to allow for an extension in the date of the contract. Ms. Long recommended to the Commission to extend the contract to June 30, 2010. Commissioner Parriott

moved to approve the future amendment with HKHF; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (3/0)

12. Executive Director Report

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

13. Adjournment

The meeting was adjourned at 5:28 p.m.

The next schedule meeting will be held on Tuesday May 12, 2009, 3:30-5:30 p.m. at the First 5 Colusa Conference Room.

Minutes prepared by Jesana Boza-Hodsdon, Bilingual Program Assistant

Attachment A: Financial Report and Balance Sheet

Attachment B: Agenda Request form from Williams Elementary

Attachment C: First 5 Colusa Operating Budget Fiscal Year 2009/10

Attachment D: First 5 Colusa Mini-Grant Program FY 2009/10 changes to current program.

Attachment E: Amendment No. 2 to the Agreement between First 5 Colusa Children & Families Commission and Healthy Kids, Healthy Future.

Attachment F: Executive Director's Report

Attachment G: Handouts from Ms. Johnson