

**FIRST 5 COLUSA
CHILDREN AND FAMILIES COMMISSION**

Minutes of Public Meeting
Tuesday, October 13, 2008

The meeting of the First 5 Colusa Children and Families Commission was called to order at 3:08 p.m. at the First 5 Conference Room, 320 5th Street, Suite A, Colusa, California. Commissioners Nancy Parriott, *Barbara Hankins, Ginger Harlow, Dolores Gomez and *Kim Vann were present to begin the meeting led by Commissioner Nancy Parriott, Chair.

**Commissioners Barbara Hankins and Kim Vann removed themselves from meeting at 4:28 p.m. due to another commitment.*

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

Public in attendance: Bonnie Davis and Crystal Vessels, Colusa County Department Health and Human Services, Colusa County Supervisor Mark Marshall, Roger Pearson and Michelle Johnson, Colusa County Library and Susan Rawlins.

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

2. Approval of Minutes: September 9, 2008 Meeting Minutes

Minutes were reviewed. Commissioner Vann moved to approve the minutes as presented, motion second by Commissioner Hankins. The motion passed unanimously by voice vote (5/0)

3. Review of the Financial Report

A total of 21 (twenty-one) claims were presented for payment with a total of \$42,211.96. A balance sheet was presented to the Commission. Ms. Long reported that there is still a small amount of funds in the County which staff will transfer to Umpqua Bank. Commissioner Hankins moved to approve and pay claims as presented, motion second by Commissioner Gomez. The motion passed unanimously by voice vote (5/0).

4. Public Comment and Unscheduled Matters

No public comments.

5. Oral Report from Welcome Home Program (DHHS)

Bonnie Davis, Colusa County Department of Health and Human Services, introduced Crystal Vessels with the Welcome Home Program; both gave a brief oral overview of the Welcome Home Program; including different marketing strategies for the program, trainings that will be taken by program staff. Ms. Vessel distributed an informational sheet to the Commission.

Direction given by Commissioner Parriott for staff to agendize possible partnership and funding for Lamaze classes at the hospital for the November Commission meeting.

6. Out-of-County Medical Transit

Barbara Salazar was unable to attend to meeting and item will be placed on the November Commission meeting agenda

7. Public Hearing

Commissioner Parriott opened the public hearing at 4:30 p.m., no comments were made; Commissioner Parriott closed at 4:31 p.m.

8. Approval of Fiscal Year 2007/08 Annual Audit & Annual Report

The Commission was presented with the Annual Audit and Annual Report for Fiscal Year 2007/2008. Brief discussion held. Commissioner Gomez moved to approved; motion second by Commissioner Harlow. The motion passed unanimously by voice vote (3/0).

9. Five Year Financial Plan Fiscal Years 2008/09-2012/13

The Commission was presented with a five year financial plan. Ms. Long explained that it is anticipated that First 5 Colusa will take a very large hit in Revenue in Fiscal Year 2010/11. This Revenue reduction is anticipated due to School Readiness & Health Access Match monies ending in FY2009/10. Ms. Long reported that the State Commission has no plans to release any matching program applications until approximately FY 2012/13 and there is no bridge or gap funding planned for the counties. In addition, the Augmentation funds the Commission currently receives and due to end FY2009/10. The estimated loss of Revenue is \$235,000. Ms. Long stated funding to programs will need to cut or adjusted as the loss of revenue is equal to half of the overall revenue. The Commission requested Ms. Long present the Commission with different options for a long range financial plan. Commissioner Harlow requested that some thought be given regarding the Mini-Grant Program to possibly allow for supplementary ways to reach out to providers to assist in increasing their rating scale that does not involve the Commission purchasing toys, furniture, etc. Item will be placed on November agenda.

10. Approval to Re-contract with Colusa County Library for Imagi Bus Services

Ms. Long recommended the Commission re-contract with the County Library for Imagi Bus services with additional requirement to be placed in the contract. Ms. Long stated that multiple meetings have been held with Roger Pearson, Interim County Librarian to discuss this possibility. Ms. Long stated she feels under new leadership, the Library should be able to provide the services and comply with all contract requirements. Colusa County Supervisor Mark Marshall was present at the meeting as the liaison for the County Library. Supervisor Marshall stated he understood the decision that was taken by the Commission at the meeting held in April 2008 that cancelled the contract with the County's Library. Supervisor Marshall expressed his apologies and stated he too felt confident that the Library could meet the requirement of the contract under new leadership. Mr. Pearson explained to the Commission that the grant is matched with other State funds which affect the entire Literacy Program. Mr. Pearson expressed that he has a clear understanding of the new requirements asked by Ms. Long and is confident they can meet them additional requirements such as monthly meetings, prior approval for bus repairs, books purchased and site schedule. Ms. Long reported that the Commission

has \$25,000 approved for this fiscal year for funding to the Imagi Bus. Commissioner Hankins moved to approve to re-contract with Colusa County Library for Imagi Bus services with noted additional requirement in the amount not to exceed \$25,000; contract is to begin November 1, 2008, motion second by Commissioner Harlow. The motion passed unanimously by voice vote (4/0)

Commissioner Vann abstained.

11. Executive Director Report

Ms. Long provided the Commission an oral report on:

- Hiring of new staff Teresa Luna, for 16 hours a week.
- Status of relocating to a new building. Due to funding Ms. Long, has temporarily postponed further negotiations for relocating offices.
- Current status of staff Denise Erickson, as she is currently on maternity leave.
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12. Adjournment:

The meeting was adjourned at 5:10 p.m.

The next schedule meeting will be held on Tuesday November 18, 2008, 3:00-5:00 p.m. at the First 5 Colusa Conference Room.

Minutes prepared by Jesana Boza, Bilingual Program Assistant

Attachment A: Financial Report

Attachment B: Welcome Home Program information

Attachment C: Fiscal Year 2007/08 Annual Audit & Annual Report

Attachment D: Five Year Financial Plan Fiscal Years 2008/09-2012/13