

**FIRST 5 COLUSA
CHILDREN AND FAMILIES COMMISSION**

Minutes of Public Meeting
Thursday, December 2, 2010

The meeting of the First 5 Colusa Children and Families Commission was called to order at 11:10 a.m. at the First 5 Conference Room, 320 5th Street, Suite A, Colusa, California. Commissioners Dolores Gomez, Bonnie Davies, Caroline Roady and *Ginger Harlow were present constituting a quorum to begin the meeting led by Commissioner Dolores Gomez, Chair.

**Commissioner Harlow joined the meeting at 11:12 am and excused herself at Noon*

Absent: Kim Vann

Staff in attendance: Jennifer Long, Executive Director, Denise Erickson, Early Learning Program Coordinator/Admin Asst.

Public in attendance: None

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

2. Announcement of Recusals

None

3. Approval of Minutes: October 14 and November 1, 2010 Meeting Minutes

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

4. Review of the Financial Report

**Commissioner Harlow joined the meeting*

A total of eighteen (18) claims were presented as paid or outstanding invoices for a total of \$107,278.61. Commissioner Davies moved to approve and pay claims as presented; motion seconded by Commissioner Roady. The motion passed by voice vote (4/0).

5. Public Comment and Unscheduled Matters

No public comment.

6. Update Commission Standing Rules

Updated Commission Standing Rules were discussed to include the new meeting day and time. Commissioner Davies moved to approve the Commission Standing Rules as presented; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (4/0).

7. Revised Fiscal Year 2010/11 Budget

Ms. Long informed the Commissioners that the Audit has been completed and gave a brief overview. Commissioner Roady moved to approve the revised Fiscal Year 2010/11 budget as presented; motion seconded by Commissioner Davies. The motion passed unanimously by voice vote (4/0).

8. Long Range Financial Plan

**Commissioner Harlow excused herself from the meeting.*

Ms. Long reviewed the Long Range Financial Plan. Discussion held regarding Family Action Center sustainability, a possible new Williams location and ESL services at the centers. Commissioner Roady moved to approve the Long Range Financial Plan with noted changes; motion seconded by Commissioner Davies. The motion passed unanimously by voice vote (3/0).

9. CARES Plus Request for Applications

Ms. Long discussed the requirements for participants and program description. Ms. Long recommends submitting a Letter of Interest and application to participate in the CARES Plus Program. Commissioner Davies moved to approve submission of Letter of Interest and application for CARES Plus; motion seconded by Commissioner Roady. The motion passed unanimously by voice vote (3/0).

10. Election of Commission Chair & Vice Chair for 2011

Commissioner Davies moved to approve Commissioner Gomez as Chair and Commissioner Harlow as Vice Chair for continued terms through 2011; motion seconded by Commissioner Roady. The motion passed unanimously by voice vote (3/0).

11. Executive Director Report

Ms. Long provided the Commissioners with a written report prior to the meeting. Discussion held regarding changing the Commission meeting time due to the fact that Commissioner Harlow now has a conflict. Meeting time changed to 10:00am – noon.

12. Seated as the Family Action Centers of Colusa County Board

Ms. Erickson reviewed each item on the agenda and brief discussion held. Commissioner Davies moved to approve action items on the agenda as presented; motion seconded by Commissioner Roady. The motion passed unanimously by voice vote (3/0).

13. Adjournment

The meeting was adjourned at 12:40 p.m.
The next scheduled meeting will be held on Thursday February 3, 2010, 10:00-noon at the First 5 Colusa Conference Room.

Minutes prepared by Denise Erickson, Administrative Assistant

Attachment A: Financial Report and Balance Sheet
Attachment B: First 5 Colusa Standing Rules
Attachment C: Revised Fiscal Year 10/11 Budget
Attachment D: Long Range Financial Plan
Attachment E: Executive Director's Report
Attachment F: FACCC Board Meeting Agenda Packet