

**FIRST 5 COLUSA
CHILDREN AND FAMILIES COMMISSION**

**Minutes of Public Meeting
Tuesday, August 9, 2010**

Closed Session: Annual Evaluation of Commission Assigned Executive Director

Announcement of closed session: Evaluation of Executive Director finalized with a positive evaluation.

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 Dolores Gomez, Nancy Dickson, Ginger Harlow, Kim Vann and Caroline Roady were present constituting a quorum to begin the meeting led by Commissioner Dolores Gomez, Chair.

Absent: None

Staff in attendance: Jennifer Long, Executive Director, Denise Erickson, Early Learning Program Coordinator/Admin Asst, Jesana Boza, Bi-lingual Program Assistant/Early Steps to School Success Coordinator.

Public in attendance: None

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

2. Approval of Minutes: June 8, 2010 Meeting Minutes

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

Abstain: Commissioners Harlow and Vann

3. Review of the Financial Report

A total of thirty-six (36) claims were presented as paid or outstanding invoices for a total of \$128,930.07. Commissioner Vann moved to approve and pay claims as presented; motion seconded by Commissioner Dickson. The motion passed by voice vote (5/0).

4. Public Comment and Unscheduled Matters

No public comment.

5. Fiscal Year 2009/10 External Programs Report

Ms. Long provided an overview of the written information provided prior to the meeting. Discussion held regarding the success of the programs.

6. Healthy Kids, Healthy Future Update

Ms. Long informed the Commissioner of the following;

- The Health Net contract will expire December of 2011
- There have been some complications with the dynamics between HKHF and First 5 Sacramento
- The Sacramento Local Plan Administrator, Cover the Kids (CTK), performs Outreach, Enrollment, Retention & Utilization (OERU) for Sacramento County. There are issues regarding Sacramento City layoffs, which employ the staff of CTK. CTK asked the HKHF board to take on CTK staff as employees. HKHF asked the staff to look into other options and another meeting is scheduled for Aug 18th for a final decision on this matter involving HKHF.

7. Healthy Kids, Healthy Future (HKHF) Commission Designee

Commissioner Dickson is the current Commission designee for the regional HKHF board. With the possibility of Commissioner Dickson retiring, a new designee needs to be appointed. Commissioner Dickson recommends Jennifer Long as the Commission designee and Commissioner Roady as the alternative. Commissioner Harlow moved to approve the recommendations; motion seconded by Commissioner Dickson. The motion passed unanimously by voice vote (5/0)

8. Early Steps to School Success (ESSS) Semi-Annual Update

A written update was provided prior to the Commission meeting. Ms. Boza reviewed the written update and provided an oral update on the progress of the program. Ms. Boza shared some of the impacts the program is having on families. Ms. Boza stated the training for Vanessa Mendoza, the new ESSS Home Visitor is coming along and that Ms. Mendoza has completed her first home visit.

9. Purchase of Used Automobile for Early Steps Program

Ms. Long shared information about a car held my county transit that would require a new engine, the cost of the engine is more than the vehicle is valued at. Brief discussion held. Direction given for Ms. Long and Commissioner Roady to look into the possibility of obtaining a new or slightly used car through local in-kind donation or purchasing at a discounted price. Staff to bring back findings to the next Commission meeting.

10. Executive Director Report

Ms. Long provided the Commissioners with a written report prior to the meeting. Discussion held regarding FAC staff. Commissioners believe that all staff, except the ESSS Home Visitors, should receive a 3% raise retroactive July 1, 2010.

Ms. Long also discussed the need to implement Policies & Procedures for Home Visitors.

11. Adjournment

The meeting was adjourned at 5:02 p.m.

The next scheduled meeting will be held on Tuesday October 12, 2010, 3:00-5:00p.m. at the First 5 Colusa Conference Room.

Minutes prepared by Denise Erickson, Administrative Assistant

Attachment A: Financial Report and Balance Sheet

Attachment B: Fiscal Year 2009/10 External Program Updates

Attachment C: Early Steps Program Annual Report for 2009/10

Attachment D: Executive Director's Report