

**FINAL**

## **MINUTES –REGULAR MEETING**

**Wednesday, May 26, 2004**

### **1. Call to Order, Establish Quorum, Public Comment**

Commission Chair Bear opened the meeting at 5:40 pm. A legal quorum was present with Commissioners Martha Mendez, Margaret Peterson, Jeff Griffiths, and Michele Dossey in attendance. Also present were Kathy Peterson and Jackie Randall (First 5 Inyo County staff), Melanie Bridges (Program Manager, IMACA Head Start) and Pam Murphy (Director, IMACA Child Development and Family Services), and Gabriel Mendez.

Jeff Griffiths was introduced and welcomed as a new Commissioner, and attendees introduced themselves.

Commissioner Bear opened the meeting for Public Comment.

Kathy Peterson presented for public comment a letter sent to her by Jennifer Viereck of the Hummingbird Resource Center in Tecopa, California. In her letter, Ms. Viereck asked that each Commissioner receive a copy of the letter, and that the letter be reviewed during the Commission meeting public comment period. Each Commissioner had received a copy of the letter prior to the meeting, and additional copies were made available for other attendees.

In her letter, Ms. Viereck asked the Commission to address some questions regarding service delivery to the Tecopa area. After briefly discussing the letter during the public comment period, the Commission requested that IMACA provide them with a detailed description of REACH Project activities in the Tecopa/Shoshone and Death Valley areas beginning in July of 2003, as well as any efforts to contract for the provision of REACH services in these areas. IMACA will present to the Commission a time frame by which they expect to have arranged for services to the Southeast Inyo area, and what steps will be taken if they cannot arrange for such services within the allotted time frame. This information will be presented to the Commission for their consideration at the next Commission meeting on June 23, 2004.

Kathy will respond to Ms. Viereck's letter and will include a copy of that letter in the May Commission meeting packet.

There were no additional Public Comments.

### **2. Small and Rural County Commission Support**

Kathy reported that the State Commission approved continued small county augmentation funding for a term of four (4) years. Minimum Allocations will remain at the present \$200,000. Travel Augmentation will be continued but reduced to \$3,787.50 each year, while Administrative Augmentation will continue at 114,203. Conceptual agreement has been reached between the State Commission and the First 5 Association that small-budget counties should receive reduced (or no) administrative and travel augmentation funds if funds from previous years have not been committed to a sufficient degree. A proposed

structure for a “trigger” will be used in determining the level of administrative and travel augmentation funds that a small-budget county is entitled to.

Only 8 of California’s 58 counties receive the small county minimum allocation augmentation. The large population counties in the State agreed to reduce their funding to permit continued Rural funding of augmentations.

Kathy reported that Staff has good internal tools in place to track fund balance, funds committed, and the uncommitted balance. Staff is working on revisions to the Five Year Fiscal Forecast tool based on this newly approved continued funding.

### **3. Commission Chair and Vice Chair**

Commissioner Bear reported that the Chair and Vice Chair terms expire May 2003, and opened nominations to fill the new terms through May 2005. Commissioner Dossey indicated her interest in filling the Chair position.

*Commissioner Peterson made a motion to nominate Commissioner Dossey for the Chairperson position. Commissioner Griffiths seconded the motion. Motion approved unanimously.*

Kathy reported that Commissioner Andersen indicated her interest in filling the Vice Chair position and had been instructed by inform the Commission of this in her absence.

*Commissioner Mendez made a motion to nominate Commissioner Andersen for the Vice Chairperson position. Commissioner Peterson seconded the motion. Motion approved unanimously.*

Both Commissioners Bear and Mendez thanked the other Commission members for their time in the Chair and Vice Chair positions respectively, and offered their continued support to the newly elected officers.

### **4. Funding for Community Sponsorship**

Kathy reported that the Sponsorship Request program has been advertised in the Inyo Register (At A Glance section); through a mass email; and, has been placed on the First 5 website. To date no applications have been received. Kathy reported that there have been “interest calls” and that some agencies/groups (i.e. Anti-Bullying Symposium for FY 04/05) are in the planning stages and may submit requests to the Commission for funding support.

### **5. First 5 California Health Access for All Children Project**

Kathy gave a brief overview of the State’s Health Access for All Children Project to accompany the Commissioner handouts. The Project has an open application period of two years. Inyo County would be eligible for a maximum of \$4,180. Cash match is 1:4 State/Local, so the Commission would need to commit up to \$16,720. (Note: based on 19 children eligible; equates to \$1,000/child). State funding only covers program costs, no administrative costs.

The Commissioners discussed advantages and disadvantages to this Project, and identified possible collaborative partners (Toiyabe Indian Health, Rural Health Clinic). Commissioner Mendez was impressed that immigration status would not disqualify participation. Staff was directed to investigate the following: (1) poll other Counties that are already participating in the program, (2) possibility of partnering with other Counties (i.e. Kern, RIM/Office of Education), and (3) contact local entities to see if interested in participating collaboratively, then report back to the Commission at a future meeting.

## 6. Technical Assistance / Training

- a. Regional Technical Assistance *Group Training* topics and events – nothing to report at this time.
- b. MediCal Administrative Activities (MAA) Program Update
  - The contract with HealthReach Associates was approved by the Board of Supervisors, and Time Survey Training was conducted by Jim De Alba of HealthReach Associates in Bishop at the Salvation Army on May 3, 2004.
  - Time surveys have been ongoing during May and the survey period will end May 31, 2004.
  - Adele Realista, Accountant/Consultant, is scheduled to do MAA Invoicing/Fiscal training June 14-15, 2004 in Bishop.

## 7. Staff Report & Discussion Items

- a. Professional Development Program (PDP) – Inyo County Office of Education (ICOE) received 25 applications (included 6 new, 19 from center-based applicants) compared to 32 last year. There were no applications received from individual license-exempt providers, even though at least 4 mailings went to all those who are known license-exempt providers.
- b. Oral Health – all contract documents have been prepared; all have been approved with the exception of the UCLA contract, which is currently being routed for approval and will be on the Board of Supervisors Agenda June 15, 2004.
  - The UCLA Paraprofessional training is scheduled for June 21 – July 2, 2004 (location to be determined).
  - ICOE is in the process of specifying equipment needs, recruitment for staff to do Sealants, and is working with Julie Lambdin (SR Coordinator) on plans to schedule the Dental Health Fair(s).
- c. School Readiness – Kathy presented a PowerPoint Presentation on the School Readiness Initiative, describing program elements and partners, and providing an update on activities. Great successes have occurred already, and many great programs are in the works. A question/answer period followed.
- d. Applied Research Center (UC Bakersfield) – The Commission's current contract with ARC for data management/evaluation support, supplemented by Kern County, will be expiring June 30 2004.
  - Kathy is waiting to hear back from Kern regarding continued services through their contract.
  - Deborah Leyh, Research Associate, has been working with IMACA on the Access database for reporting. IMACA will be able to generate reports on Home Visiting, Parents as Teachers, REACH, Statewide Evaluation, and California First 5 reporting.
- e. Voluntary Community-based Outreach (CBO) Program – Rogers & Associates has extended the program through August 31, 2004 and has issued Inyo County an additional \$666.68 in collateral materials. Each of the three participating agencies (IMACA, ICOE, and WIC) were contacted and are submitting material requests this week.
- f. Mini Grants  
New funding round:
  - The documents have been reviewed by County Counsel and Risk Management, with only minor changes to wording. Staff is in the process of making these changes. Staff anticipates having documents ready by June 1<sup>st</sup>. The Commission previously approved up to \$10,000 in grants not to exceed \$1,999 each.
  - The Commission directed Staff to proceed with placing Mini Grant information on the website, and advertise through the local media.

Timeline: June-July open application period; August application deadline & review period; August 25 award determination at regular Commission meeting; September process invoice requests and fund the awardees.

- Hard copies of the Mini Grant documents will be available in the Commission office, and will be provided to each of the Commissioners.

Previous funding round:

- Dynamic Play Equipment has been returned from Shooting Star Preschool when their program closed, and is currently stored in the HHS Bishop Plaza office, as instructed by the Commission at the March 24, 2004 meeting. The Commission discussed possible methods to re-grant out this equipment. Staff was directed to contact County Counsel to obtain their legal opinion on the transfer of the dynamic play equipment, and any future assets from one Grantee to another when programs cease operation.

#### **8. Commissioner Updates**

Commissioner Peterson is working on the Statewide Child Welfare Improvement and Accountability Act of 2001, and invited participation and/or from the other Commissioners. She can be contacted through her email: [inyohhsmp@qnet.com](mailto:inyohhsmp@qnet.com).

#### **9. Commission Meeting Dates**

The next Commission meeting is scheduled for June 23<sup>rd</sup>, 9:00 am.

#### **10. Approval of Minutes**

Staff reported that approval of the minutes of March 5, 2004 – Special Meeting should be deferred until the four Commissioners present at that meeting are present for a voting quorum.

Approval of the minutes of April 28, 2004 March 5, 2004 – Regular Meeting and Public Hearing, should be deferred until at least four Commissioners present at that meeting are present for a voting quorum.

Meeting adjourned at 7:40 p.m.

**NOTICE:** The next Regular Commission Meeting will be Wednesday, June 23, 2004 at 9:00 a.m. in the HHS Conference Room, 1351 Rocking W Drive, Bishop.