

**SHASTA CHILDREN AND FAMILIES FIRST COMMISSION**

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**Adopted Minutes**  
October 28, 2009

**Location:** Shasta Children & Families First Commission Office  
1135 Pine Street, Suite 21, Redding, CA

**1. Call to Order by Andrew Deckert, Vice-Chair at 3:02 p.m.**

Introductions of those present were made as follows:

Commissioners:

Andrew Deckert  
Barbara Lapp  
Jane Wilson  
Maxine Wayda  
Linda Hartman  
Judie Englesby-Smith

Staff:

Muffy Berryhill, Executive Director  
Kris Nichols, Office Manager  
Linda Wright, Contract Coordinator  
Liz Pool, Associate Director  
Debbie Peel, Marketing and Communications Coordinator

Audience members included the following:

Lizzie Dugo, Sarah Dugo, Catina Koeper, Shasta College; Kathy Thompson, Shasta County Office of Education; Lillian Brown, First 5 Shasta Office Assistant; Heather McIntier, Vivian Piche, D.H. Scott; Linda Cole, Randy Brickey, Sara Somers, Shasta Head Start; Cindy Dodds, Tri County Community Network; Tracy Ray, Great Partnership; Therese Standridge, Juniper School Readiness; Cathy Wyatt, Susan Thompson, Northern Valley Catholic Social Service; Allyson Harris, Shasta Women's Refuge; Stacy Watson, Cypress School Readiness; Kathy Kakiuchi, Shasta County Public Health; Ann Diaz, Child Abuse Prevention Coordinating Council; Susanna Sibilski, First 5 Shasta Advisory Committee.

**2. Public Hearing---Public Hearing opened at (3:05 p.m.)**

**a. First 5 Shasta 2007-08 Financial Audit**

Heather McIntier from D.H. Scott & Company reviewed the First 5 Shasta 2008-09 audit (copy attached to minutes). McIntier reported that D.H. Scott did not identify any deficiencies in internal controls that would be considered a material misstatement or weakness, nor did they find an instance of noncompliance to be reported under Government Auditing Standards. It was recommended that the Commission consider establishing an Audit Committee.

**b. First 5 Shasta 2008-09 Annual Report**

Muffy Berryhill reviewed and presented the 2008-09 annual report (copy attached to minutes). Berryhill thanked the grantees, staff and Commissioners for all their hard work on behalf of the 0-5 year old children in Shasta County.

**c. Review of First 5 Shasta *Strategic Plan***

Muffy Berryhill reviewed the current strategic plan.

Comments on the 2008-09 SCFFC Financial Audit, Annual Report and Strategic Plan were invited.

Public Hearing was closed at (4:00 p.m.)

**3. Consider Acceptance of SCFFC 2008-09 Annual Report and Financial Audit – Action Item**

**Moved/Seconded: Hartman/Wilson** to accept the SCFFC 2008-09 Annual Report and Financial Audit.  
**Ayes:** Lapp, Wilson, Deckert, Wayda, Smith, Hartman      **Nays:** None      **Motion:** Approved

**4. Public Comment Period -** Members of the public are entitled under the Brown Act (Government Code Section 54950 ET seq) to address the Commission on any matter within the Commission's subject matter jurisdiction. The Act prohibits the Commission from taking action or discussing the item unless it is already on the agenda.

No public comment was made.

**5. Consent Agenda--** Items are expected to be routine and non-controversial. They will be acted upon one at a time without discussion. Any Commission member or interested person may request removal of an item from the Consent Agenda for discussion later on the agenda – **Action Item**

**a. Consider Approval of Minutes of September 23, 2009 SCFFC meeting**

**b. Consider Approval of Temporary Support Contracts, November 1, 2009 - June 30, 2010**

- o Child Abuse Prevention Coordinating Council, *Parent Partner Expansion*, \$30,350
- o Northern Valley Catholic Social Service, *Teen Age Pregnant and Parenting Program*, \$41,625
- o Shasta Women's Refuge, *Shelter Infrastructure Support*, \$31,700

**c. Consider Approval of Special Opportunity Contract: SCOE *Bridges to Success Expansion*, \$13,000**

Shasta Women's Refuge has withdrawn their request for funds for *Shelter Infrastructure Support* for \$31,700. They will possibly request a lower amount in the future depending on the State of California's decision to reinstate funding for domestic violence shelters.

Muffy Berryhill corrected the Special Opportunity Contract Overview noting the SCOE Bridges to Success Expansion program falls into Result Area *Improve Child Development* and Service Area of *Special Needs*.

**Moved/Seconded: Wayda/Lapp** to approve SCFFC Consent Agenda, removing the request from Shasta Women's Refuge.

**Ayes:** Lapp, Wilson, Deckert, Wayda **Abstained:** Hartman, Smith **Nays:** None **Motion:** Approved  
Hartman and Smith *abstained* from voting on the Minutes of September 23, 2009 due to their absence from that meeting.

Andrew Deckert recused himself from considering the following Items 6 and 7 on the agenda due to his employment with Shasta County Public Health and left the room.

6. Consider Approval of Temporary Support Contract with Shasta County Public Health, *Enhanced Breastfeeding Support, WIC* - November 1, 2009-June 30, 2010, \$65,480.  
Muffy Berryhill reviewed the proposed Temporary Support Contract with Shasta County Public Health, *Enhanced Breastfeeding Support, WIC* for \$65,480 (copy attached to minutes).

**Moved/Seconded: Smith/Lapp** to approve Temporary Support Contract with Shasta County Public Health, *Enhanced Breastfeeding Support, WIC*. Contract term is November 1, 2009-June 30, 2010 for \$65,480.

**Ayes:** Lapp, Wilson, Wayda, Hartman, Smith **Recused:** Deckert **Nays:** None **Motion:** Approved

7. Consider Approval of Contract with Shasta County Public Health, *Prevent Team Coordinator*, October 1, 2009-June 30, 2010, \$45,000 – **Action Item**  
Muffy Berryhill reviewed the proposed contract with Shasta County Public Health, *Prevent Team Coordinator* (copy attached to minutes).

**Moved/Seconded: Lapp/Smith** to approve the Contract with Shasta County Public Health, *Prevent Team Coordinator*. Contract term October 1, 2009-June 30, 2010 for \$45,000.

**Ayes:** Lapp, Wilson, Wayda, Hartman, Smith **Recused:** Deckert **Nays:** None **Motion:** Approved

Commissioner Andrew Deckert rejoined the meeting.

8. **\*Item Removed\*** Consider Approval of Agreement with Triple P America for Community Triple P Training Courses – **Action Item**
9. Consider Adoption of Proposed Long-Range Financial Plan through FY 2014-15 – **Action Item**.  
Muffy Berryhill reviewed the Proposed Long-Range Financial Plan (copy attached to minutes).

**Moved/Seconded: Hartman/Wilson** to adopt Proposed SCFFC Long-Range Financial Plan through FY 2014-15.

**Ayes:** Lapp, Wilson, Deckert, Wayda, Hartman, Smith **Nays:** None **Motion:** Approved

10. Strategic Planning, 2010-2014 – *Resource Allocation Plan*  
Muffy Berryhill reviewed the draft revision of the Resource Allocation Plan (copy attached to minutes) and asked Commissioners for input on the revisions. Commissioners discussed the removal of #5 which stated, "We seek to promote multi organization community collaborative-efforts that are inclusive of the private sector, community-based organizations, non-profits, the faith community and others." It was suggested that the statement be placed in the Principles of Equity, Inclusive Governance and Participation paragraph or under Operating Principles. Maxine Wayda suggested adding "evidence informed practices" in the Operating Principles.

11. Reports

- a. Advisory Committee Report-Dorothy Tello  
Dorothy Tello noted that there will be no Special Opportunity grants this term due to the Temporary Support Contracts. No other information was offered.
- b. Director's Report  
No report was given.
- b. Commissioner Reports  
No report was given.

12. CLOSED SESSION ANNOUNCEMENT – (4:35 p.m.)

The Commission *will recess* to a Closed Session to discuss the Executive Director Performance Review

OPENED SESSION ANNOUNCEMENTS (4:40 p.m.)

No action to report.

Meeting adjourned: 4:40 p.m.

Next regular Commission meeting scheduled: **Wednesday, December 2, 2009, 3:00 p.m.**

Respectfully submitted,

Kris Nichols,  
Office Manager  
First 5 Shasta