

SHASTA CHILDREN AND FAMILIES FIRST COMMISSION

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Adopted Minutes

December 2, 2009

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

1. Call to Order by Jennifer Moranda, Chair at 3:08 p.m.

Introductions of those present were made as follows:

Commissioners:

Jennifer Moranda
Barbara Lapp
Judie Englesby-Smith
Maxine Wayda (arrived at 3:27 p.m.)
Andrew Deckert (arrived at 3:12 p.m.)
Linda Hartman (left at 4:16 p.m.)

Advisory Committee: Jane Nelson

Staff: Muffy Berryhill, Executive Director
Kris Nichols, Office Manager
Linda Wright, Contract Coordinator
Elizabeth Poole, Associate Director

Audience members included the following:

Susan Thompson, Northern Valley Catholic Social Service; Harold Carlson, Shasta Community Health Center; Kelly Angelosi, Shasta College; Steven LaFrance, Rachel Sax, LFA Group.

- 2. 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 given.

3. Consent Agenda– Items are expected to be routine and non-controversial. They will be acted upon at one 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 October 28, 2009 SCFFC meeting
 - b. Consider Approval of Executed Agreement with Triple P America for Provider Training Courses, \$104,970

Moved/Seconded: Hartman/Lapp to approve SCFFC Consent Agenda with correction to the October 28, 2009 minutes.

Ayes: Lapp, Deckert, Hartman, Smith

Nays: None **Motion:** Approved

Abstained: Moranda

Correction to the October 28, 2009 minutes:

- Hartman and Smith abstained from voting on the minutes.

4. Discuss Recommendation to Establish an Audit Committee

Muffy Berryhill reviewed the staff report on establishing an audit committee (copy attached to minutes). D.H. Scott, independent auditor for First 5 Shasta, recommended that the Commission consider establishing an audit committee. After discussion the Commission found more disadvantages to establishing an audit committee at this time. The Commission may re-visit the need next fiscal year.

5. Receive Update: *Nurturing Fathers Program*

Muffy Berryhill reviewed the *Nurturing Fathers Program* staff report (copy attached to minutes). Berryhill reported that the selected program facilitator for the *Nurturing Fathers Program*, New Directions to Hope, has closed. Staff will recommend work with the remaining applicants to fulfill the contract and partnership with Shasta County Probation.

Berryhill would like to open the facilitator training, presented by program developer Mark Perlman, to additional providers in Shasta County who serve fathers with young children. Berryhill suggested First 5 Shasta cover the cost of materials to the trained providers who commit to incorporating the 13-week program for fathers into their practice. A fee would be charged to cover the cost of food and some materials. First 5 Shasta's costs of materials and other training logistics will be covered by the 2009-2010 Education and Outreach budget. Commissioners agreed to supporting participants interested in providing the training.

6. Review SCFFC Appointed Committees: Membership and Structure

a. Advisory Committee

Muffy Berryhill reported that the Advisory Committee recently lost three members, bringing the Committee to seven members. She requested recommendations for new members from the Commission and the audience. The Commission and staff discussed the makeup of the Committee and its role with First 5 Shasta. Several issues were mentioned there are times during the year when the Committee is busy and periods when they are not; recent members lost were also on standing Commission Committees; the Committee currently meets 7 to 8 times per year and the possibility of meeting quarterly was discussed. Commissioners expressed how valuable the work of the Advisory Committee is to First 5 Shasta and asked for further input from the Advisory Committee at the January 27th Commission meeting.

b. Evaluation Committee

Muffy Berryhill discussed the loss of one member of the Evaluation Committee and requested recommendations for a replacement member. No suggestions were offered.

7. Discuss First 5 Shasta Plans for Future Program Funding

Muffy Berryhill reported that a Program Committee meeting is scheduled on December 15th. Discussion for new funding will include focus on relationship-based infant/family mental health. Berryhill recommends deciding upon a next focus for funding and releasing a Request for Applications, having funds encumbered by the end of the fiscal year. Commissioners will consider future funding commitments next month, based on the Program Committee's discussion.

8. Strategic Planning, 2010-2014

a. Review Resource Allocation Plan/Operating Principles

Muffy Berryhill reviewed the draft Strategic Plan handout, highlighting the changes made in the Operating Principles, The Overview of Goals, and the Resource Allocation Plan. Berryhill also reviewed the recommended changes to Goal 3 objectives as presented in the handout, *the community understands and values early childhood* (copy attached to minutes). Commissioners agreed with the changes presented. Andrew Deckert questioned whether the Commission has considered developing a ten-year Strategic Plan rather than a five-year plan. Discussion ensued and Commissioners will consider the idea at the January 27th meeting.

b. Discuss Evaluation and Strategic Planning – Steven LaFrance, LFA Group

Steven LaFrance of LFA Group presented a hand-out “The Intersection of Strategic Planning and Evaluation Planning“. He discussed the *Theory of Change* comparing it to *Logic Models* in relation to the Commissions Strategic Plan and community objectives. Andrew Deckert suggested changing the wording, *Theory of Change* to *Plan for Change*. This change was discussed and agreed on.

LaFrance proposed that First 5 Shasta's objectives be referred to as “Outcome Objectives” and discussed the value in ensuring their measurability through specific and clear indicators. LFA Group, First 5 staff and the Evaluation Committee will draft indicators to be presented for Commission consideration in January. He noted the importance of keeping the scope and scale of efforts in mind when deciding on outcome objectives and their indicators.

LaFrance asked for clarification of the Commission's intention on two objectives. First, what is the Commission's focus regarding the objective “Reduce early childhood exposure to violence in the family and community”. Commissioners offered that their interest is in decreasing childhood exposure to domestic/family violence and to violence portrayed in the community and at home via media. Second, to clarify the Commission's objective regarding access to physical health services. Commissioners shared that their focus is on increasing the number of families with medical homes and access to services related to the whole health of a child.

9. Review 2010 Calendar of SCFFC Meetings

Commissioners were given a calendar of 2010 Commission meetings.

10. Reports

- a. Advisory Committee-Jane Nelson
No report given.
- b. Director's Report
Muffy Berryhill presented the Director's Report (copy attached to minutes).
- c. Commissioner Reports
No report given.

11. CLOSED SESSION ANNOUNCEMENT-(5:00 p.m.)

The Commission will recess to a Closed Session for negotiation of Executive Director Contract

OPENED SESSION ANNOUNCEMENTS (5:20 p.m.)

No reportable action.

Meeting adjourned: 5:25 p.m.

Next regular meeting scheduled: Wednesday, January 27, 2010, 3:00 p.m.

Respectfully submitted,

Kris Nichols,
Office Manager
First 5 Shasta