

SHASTA CHILDREN AND FAMILIES FIRST COMMISSION

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Adopted Minutes

February 24, 2010

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

1. Call to Order by Jennifer Moranda, Chair at 3:05 p.m.

Introductions of those present were made as follows:

Commissioners:

Jennifer Moranda
Barbara Lapp
Maxine Wayda (arrived at 3:10 p.m.)
Andrew Deckert
Jane Wilson
Linda Hartman (arrived at 3:25 p.m.)

Advisory Committee: Dorothy Tello

Staff: Muffy Berryhill, Executive Director
Kris Nichols, Office Manager
Elizabeth Poole, Associate Director

Audience member(s) included the following:
Susan Thompson, Northern Valley Catholic Social Service.

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 comment given.

3. Consider Approval of Minutes of January 27, 2010 SCFFC meeting - **Action Item**

Moved/Seconded: Deckert/Wilson to approve SCFFC Minutes of January 27, 2010 meeting.

Ayes: Lapp, Wilson, Moranda, Deckert

Nays: None **Motion:** Approved

4. Receive Report from Nominating Committee and Consider Appointment of SCFFC Officers – **Action Item**

Barbara Lapp reported that the Nominating Committee nominates the following officers for 2010-2011 as follows:

Chair: Jennifer Moranda

Vice Chair: Andrew Deckert

Secretary/Treasurer: Linda Hartman

Other nominations were solicited and no others were received.

Moved/Seconded: Lapp/Wilson to appoint SCFFC Officers as recommended by SCFFC Nominating Committee.

Ayes: Lapp, Wilson, Moranda, Deckert

Nays: None **Motion:** Approved

5. Consider Appointment of Amy Pendergast as Advisory Committee representative to the SCFFC Program Committee – **Action Item**

Moved/Seconded: Lapp/Wayda to appoint Amy Pendergast as Advisory Committee representative to SCFFC Program Committee.

Ayes: Lapp, Wilson, Moranda, Wayda, Deckert

Nays: None **Motion:** Approved

6. Receive Report from SCFFC Personnel Committee

a. Consider Revision of SCFFC Health/Personal Leave Policy –**Action Item**

Muffy Berryhill reviewed the Personnel Committee meeting minutes and recommendation to revise First 5 Shasta Health/Family Leave policy (copy attached to minutes). Berryhill explained that the proposed revision will allow employees with Health/Family Leave in excess of 12 days (FTE 96 hours) to transfer hours to vacation leave at a 2:1 ratio. The maximum accumulation of vacation leave for any First 5 employee is twice their annual vacation accrual rate. An employee who has accrued the maximum vacation time cannot accrue additional time until that time is used and falls below the maximum level.

If approved, an employee will have the option to transfer Health/Family Leave to vacation leave in April of 2010 and subsequently in January of each year.

Moved/Seconded: Wayda/Lapp to revise the SCFFC Health/Family Leave Policy allowing employees to transfer Health/Family Leave in excess of 12 days to vacation time at a 2:1 ratio.

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

b. Consider Approval of Compensation Policy Regarding Employees Completing Final Step of Assigned Salary Range – **Action Item**

Muffy Berryhill reviewed the Personnel Committee’s recommendation regarding staff completing the 6th step of their respective salary ranges (copy attached to minutes). Currently there is no policy regarding compensation after an employee completes the 6th step. Discussion took place regarding SCFFC’s salary and benefit policy and Shasta County’s compensation practices. Overall impact to the SCFFC budget was discussed. Commissioners requested more information on First 5 Shasta’s procedure for adjusting staff salaries against Shasta County benchmark positions. Further clarification about the county’s cost of living adjustments was requested.

No action on the agenda item was taken.

7. Consider Release of Request for Applications, *Early Mental Health Initiative* – **Action Item**

Muffy Berryhill reviewed the Staff Report outlining the Request for Applications (RFA) for First 5 Shasta’s Early Mental Health Initiative (copy attached to minutes). She noted that Commissioners reviewed the draft outline of the RFA in January. The draft RFA has been reviewed by the SCFFC Advisory Committee and sent electronically to the Commission for review in February 2010. Berryhill suggested that the funding available in the RFA be reduced to \$600,000 and noted that the request for applications has been divided into two separate RFA’s, one for clinical services and one non-clinical family support. It is First 5 Shasta’s intention to create a network of providers and of services funded by the Initiative.

Moved/Seconded: Wayda/Deckert to approve release of two Request for Applications, one for clinical services and one for non-clinical family support for the First 5 Shasta *Early Mental Health Initiative*.

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

8. Strategic Planning, 2010-2019

a. Consider Adoption of 2010-19 Goals and Objectives – **Action Item**

Muffy Berryhill reviewed the draft of the 2010-19 Goals and Objectives (copy attached to minutes). Berryhill requested removing “and their families” from Objective 2.4 and 2.5. Andrew Deckert suggested adding “pregnant women” in Goal Two Outcome Objectives to read “Decrease tobacco use among *pregnant women*, parents and family members in households with children 0-to-5”.

Moved/Seconded: Hartman/Lapp to adopt SCFFC 2010-19 Goals and Objectives.

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

b. Review and Discuss Proposed Indicators

Muffy Berryhill reviewed the final draft of the *Proposed Indicators for Strategic Plan Outcome Objectives* and the draft Strategic Plan 2010-2019 (copy attached to minutes). Andrew Deckert suggested changing “well baby” check-ups to “well child” check-ups in Goal Two, Outcome Objective 2.5a. Berryhill drew attention to Goal Three, Outcome Objective 3.5. Maxine Wayda suggested rewording Objective 3.5 to clarify the Commissions intention to support and strengthen positive family environments for optimum development for children. Berryhill clarified the suggested wording for 3.5a. “Members of the community increase their understanding of family and community capacity to support optimal development of children”.

First 5 Shasta will hold a public hearing on its proposed Strategic Plan in March and adoption will be considered at that time.

9. Discuss Governor Schwarzenegger’s Budget Proposal to Divert Prop 10 Funding

Muffy Berryhill reported that Governor Schwarzenegger’s proposal to divert Proposition 10 funding on the May ballot has been dropped.

10. Reports

a. Advisory Committee-Dorothy Tello

No report given.

b. Director’s Repot

Muffy Berryhill reviewed the Director’s Report (copy attached to minutes). Berryhill added that “Path Zero”, supportive outreach to families applying for public assistance, is moving forward at the Anderson Department of Social Services/WIC office, based on its pilot at Bright Futures. The asset posters developed by Health Improvement Partnership and First 5 Shasta may be included in the Search Institute’s materials catalog. Ginger Foxx, School Readiness Family Advocate at Rother Elementary, was nominated as district employee of the year.

c. Commissioner Report

Linda Hartman was confirmed as Secretary/Treasurer for 2010-2011.

Meeting adjourned: 5:05 p.m.

NEXT REGULAR SCFFC MEETING/PUBLIC HEARING

Wednesday, March 24, 2010, 3:00 p.m.

Respectfully submitted,

Kris Nichols,
Office Manager
First 5 Shasta