

**SHASTA CHILDREN AND FAMILIES FIRST COMMISSION**

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Adopted Minutes

March 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  
Jane Wilson  
Linda Hartman  
Judie Englesby-Smith

Advisory Committee: Susanna Sibilsky

Staff: Muffy Berryhill, Executive Director  
Kris Nichols, Office Manager  
Elizabeth Poole, Associate Director  
Debbie Peel, Marketing and Communications Coordinator

Audience member(s) included the following:

Kathey Kakiuchi, Shasta County Health and Human Service, Public Health; Susan Thompson, Northern Valley Catholic Social Service; (via phone) Rachel Sax, Jessica Garcia, LFA Group.

**2. Public Hearing - First 5 California 2008-09 Annual Report**

**Public Hearing opened at: 3:08 p.m.**

Muffy Berryhill presented the First 5 California 2008-09 Annual Report (copy of presentation handout attached to minutes), highlighting First 5 California programs and services. A summary of activities of local Commissions was also discussed. Comments on the First 5 California Annual Report were invited. No public comment was offered.

**Public Hearing closed at: 3:18 p.m.**

**3. Public Hearing – Draft: First 5 Shasta Strategic Plan, 2010-11**

**Public Hearing opened at: 3:18 p.m.**

Muffy Berryhill presented the draft First 5 Shasta Strategic Plan, 2010-19 (copy of draft plan and presentation attached to minutes). Berryhill summarized the two year process that focused on updating the First 5 Shasta Strategic Plan. The draft Strategic Plan 2010-2019 is a guide to strategically manage and invest Proposition 10 tobacco tax revenues in Shasta County. Berryhill offered a detailed review of the draft plan outlining the Commissions goals, outcome objectives, and indicators. Comments on the First 5 Shasta Strategic Plan were invited. No public comment was offered.

**Public Hearing closed at: 3:40**

- 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 given.

- 5. Consider Approval of Minutes of February 24, 2010 SCFFC meeting – Action Item**

**Moved/Seconded: Hartman/Lapp** to approve SCFFC Minutes of February 24, 2010 meeting.

**Ayes:** Lapp, Wilson, Moranda, Hartman, Smith, Wayda

**Nays:** None **Motion:** Approved

- 6. Consider Adoption of First 5 Shasta Strategic Plan, 2010-19 – Action Item**

**Moved/Seconded: Lapp/Wilson** to adopt First 5 Shasta Strategic Plan, 2010-19.

**Ayes:** Lapp, Wilson, Moranda, Hartman, Smith, Wayda

**Nays:** None **Motion:** Approved

- 7. Consider Adoption of Evaluation Plan: *Bright Futures: Strengthening Families* – Action Item**

Muffy Berryhill reviewed the proposed Evaluation Plan for Bright Futures: *Strengthening Families* Program (copy attached to minutes). The *Strengthening Families* Program, located in the Intermountain region of Shasta County, is focused on decreasing early childhood exposure to violence by increasing family support. The Evaluation Committee and LFA Group worked with staff from Tri County Community Network to develop an evaluation plan for the program. Rachel Sax from the LFA Group reviewed the program Evaluation Plan via phone (copy attached to minutes). Commissioners confirmed that the design addresses their intended desired results for the program.

**Moved/Seconded: Wayda/Wilson** to adopt Evaluation Plan: Bright Futures: *Strengthening Families* Program.

**Ayes:** Lapp, Wilson, Moranda, Hartman, Smith, Wayda

**Nays:** None **Motion:** Approved

- 8. Receive Report from SCFFC Personnel Committee**

- a. Consider Revision of SCFFC Pay Practices – **Action Item**

Muffy Berryhill reviewed the Personnel Committee Report and Recommendations (copy attached to minutes). Currently, First 5 Shasta has no policy regarding compensation after an employee completes the 6<sup>th</sup> step of their salary range. Furthermore, First 5 Shasta staff salary ranges are aligned against their County of Shasta benchmarked positions every three years. Depending on increases that might take

place over the three year period this might result in significant increases in First 5 Shasta salaries upon alignment.

The Personnel Committee recommends staff salaries align with the salary schedule of their County of Shasta benchmark positions annually on respective anniversary dates. This would keep First 5 Shasta staff aligned with comparable local salaries and allow for efficient budget planning. This annual realignment also would occur for First 5 Shasta employees beyond the 6<sup>th</sup> step of their salary range.

Berryhill also mentioned that First 5 Shasta's personnel policy requires a comprehensive salary study every three years, she recommends future discussion of extending the time period for the study to every five years.

**Moved/Seconded: Lapp/Hartman** to revise SCFFC pay practices aligning staff positions with County of Shasta benchmark positions annually.

**Ayes:** Lapp, Wilson, Moranda, Hartman, Smith, Wayda

**Nays:** None    **Motion:** Approved

b. Consider Position Reclassification to *Program and Evaluation Coordinator* –  
**Action Item**

Muffy Berryhill reviewed the recommendation to reclassify the First 5 Shasta position of Associate Director to *Program and Evaluation Coordinator* (copy of staff report and job description attached). Berryhill explained that the position of Associate Director was established as a two-year position to support administration, evaluation, and program responsibilities. The responsibilities of the Associate Director have been heavily focused on program and evaluation development and support. Berryhill stated that First 5 Shasta will need continued staffing in program development and evaluation for the next two years to support the Early Mental Health Initiative and other new and continuing investments that address the objectives in the strategic plan.

After reviewing the duties and salary range of both current position and proposed *Program and Evaluation Coordinator* position, the Personnel Committee recommended reclassifying the position. The position will be benchmarked with the Shasta County Public Health Program and Policy Analyst position.

If approved, reclassification will take effect May 15, 2010, and extension of this position will be reflected in the proposed 2010-2011 budget to be submitted to the Commission at the April 28, 2010 meeting.

**Moved/Seconded: Smith/Lapp** to re-classify current Associate Director position to *Program and Evaluation Coordinator*, effective May 15, 2010.

**Ayes:** Lapp, Wilson, Moranda, Hartman, Smith, Wayda

**Nays:** None    **Motion:** Approved

9. Review Second Quarter 2009-10 SCFFC Budget Report and Administrative Expenditures Report  
First 5 Shasta 2<sup>nd</sup> Quarter 2009-10 Budget, Revenue and Administrative Expenditures Report was reviewed.

10. Reports

a. Evaluation Committee Report

Muffy Berryhill reported on the Evaluation Committee. LFA Group met with the First 5 Evaluation Committee on March 18, 2010. The Evaluation Glossary was adopted by the Committee and LFA would like to incorporate the Glossary into their Evaluation Handbook to be used with other programs they

work with. The Evaluation Framework is close to adoption. LFA team members are conducting site visits to First 5 Shasta grantees.

b. Director's Report

- Muffy Berryhill reported that four levels of Triple P training have been offered at First 5 Shasta. Trainers will return in three weeks for a peer support and pre-accreditation training. Triple P was very positive regarding the way First 5 Shasta and Mental Health planned and prepared the attendees for training and they would like to replicate the model in other locations.
- The Week of the Young Child is launching and Commissioners will receive calendars soon.

c. Commissioner Report

Maxine Wayda announced that Children and Family Services, Child Welfare, is engaging in a self assessment for quality improvement. Community and family members are invited to the focus groups the 2<sup>nd</sup> week of April.

Jane Wilson announced that the Blue Ribbon Commission's final report is almost complete she will bring the report to the Commission when completed. The focus of the California Blue Ribbon Commission on Children in Foster Care is to provide recommendations to the California Judicial Council on the ways in which the courts and their partners can improve safety, permanency, well-being, and fairness outcomes for children and families.

Meeting adjourned: 4:50 p.m.

NEXT REGULAR SCFFC MEETING  
Wednesday, April 28, 2010, 3:00 p.m.

Respectfully submitted,

Kris Nichols,  
Office Manager  
First 5 Shasta