

SHASTA CHILDREN AND FAMILIES FIRST COMMISSION

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Adopted Minutes

April 28, 2010

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

1. Call to Order by Jennifer Moranda, Chair at 3:07 p.m.

Introductions of those present were made as follows:

Commissioners:

Jennifer Moranda
Barbara Lapp
Judie Englesby-Smith (arrived at 3:11 p.m.)
Andrew Deckert
Maxine Wayda (arrived at 3:57 p.m.)

Staff:

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

Audience member(s) included the following:

Susan Thompson, Community Member; April Carlton, Child Abuse Prevention Coordinating Council; Rachel Barnett, Shasta College Student; Terri Fields Hosler, Shasta County Public Health; Jennifer Snider, First 5 Shasta.

- 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 made.

- 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 March 24, 2010 SCFFC meeting
 - b. Consider Revisions to SCFFC Personnel Handbook

Moved/Seconded: Lapp/Smith to approve April 28, 2010 Consent Agenda.

Ayes: Lapp, Deckert, Moranda, Smith

Nays: None

Motion: Approved

4. Release 2010-19 First 5 Shasta *Strategic Plan*

Muffy Berryhill distributed the First 5 Shasta 2010-19 Strategic Plan (copy attached to minutes). The plan will be posted on the First 5 Shasta website and distributed to members of the community.

5. Consider Appointment of Member(s) to SCFFC Advisory Committee – **Action Item**

Membership recruitment was conducted in March and five applications (see attached) were received. The Advisory Committee reviewed the applications and recommend appointment of all five applicants. Commissioners acted on appointments as follows:

- **Linda Cole**

Moved/Seconded: Smith/Lapp to appoint Linda Cole to the SCFFC Advisory Committee.

Ayes: Lapp, Deckert, Moranda, Smith **Nays:** None **Motion:** Approved

- **Phyllis Hutchinson**

Judie Smith requested additional information. This appointment will be considered at the May 26, 2010 Commission meeting.

- **Deena Marshal**

Moved/Seconded: Deckert/Lapp to appoint Deena Marshal to the SCFFC Advisory Committee.

Ayes: Lapp, Deckert, Moranda, Smith **Nays:** None **Motion:** Approved

- **Robin Schurig**

Moved/Seconded: Deckert/Smith to appoint Robin Schurig to the SCFFC Advisory Committee.

Ayes: Lapp, Deckert, Moranda, Smith **Nays:** None **Motion:** Approved

- **Don Yost**

Moved/Seconded: Deckert/Lapp to appoint Don Yost to the SCFFC Advisory Committee.

Ayes: Lapp, Deckert, Moranda, Smith **Nays:** None **Motion:** Approved

6. Review Third Quarter 2009-10 SCFFC Budget Report and Administrative Expenditures Report

The Third Quarter 2009-2010 SCFFC Budget Report, Administrative Expenditure Report and Revenue Report were reviewed.

7. Consider Plans for Renewal of Contract with Bailey Data Management

Muffy Berryhill discussed renewing the contract with Bailey Data Management (copy attached to minutes). Liz Poole explained that Bailey has developed a data tracking system which is now being used by grantees. The original three-year contract workplan and budget will be completed one year ahead of the original contract end date of June 30, 2011. Berryhill noted that with the addition of projected new programs, program expansions and contract renewals, continued development of the system is foreseen. A rough, preliminary estimate is that this additional work over the next two years will cost approximately \$40,000. The Commission agreed with staff negotiating a new two-year contract with Bailey Data Management for consideration in June.

8. Receive Report from SCFFC Budget Committee

a. Consider Revision of SCFFC 2009-10 Budget – **Action Item**

Muffy Berryhill reviewed the 2009-2010 Budget Revision (copy attached to minutes).

Moved/Seconded: Deckert/Smith to approve Revision of SCFFC 2009-2010 Budget.

Ayes: Lapp, Deckert, Moranda, Smith

Nays: None **Motion:** Approved

b. Review Proposed SCFFC 2010-11 Budget

Muffy Berryhill reviewed the 2010-2011 Budget (copy attached to minutes). This budget will be submitted for consideration at the May 26, 2010 Commission meeting.

Maxine Wayda arrived (3:57 p.m.)

9. *Healthy Shasta*

a. Receive Update on *Healthy Shasta* Activities

Terri Fields Hosler, Deputy Director of Shasta County Public Health, presented an update of Healthy Shasta activities and distributed the 2009 Annual Report (copy attached to minutes). Hosler stated that First 5 Shasta has been an original partner since the beginning of the program in 2005. Healthy Shasta is committed to making healthy eating and physical activity choices easier for the people they serve in Shasta County.

b. Consider Renewal of Grant Agreement with Shasta County Health and Human Service Agency, Public Health, for *Healthy Shasta*, 2010-15, \$50,000 – **Action Item**

Andrew Deckert recused himself from the discussion and vote due to his employment with Shasta County Public Health and left the room.

Muffy Berryhill requested the Commission's renewal of a contract to support the Healthy Shasta collaborative for \$50,000 over the next 5 years.

Moved/Seconded: Smith/Lapp to approve renewal of Healthy Shasta contract for \$50,000, 2010-2015.

Ayes: Lapp, Wayda, Moranda, Smith

Nays: None **Motion:** Approved

10. Discuss Plans for 2010-11 First 5 Shasta Special Opportunity Grants

Muffy Berryhill reviewed the staff report on Planning for Special Opportunities Grants outlining the suggestions by staff and the SCFFC Advisory Committee (copy attached to minutes). There was discussion about including focus on Goal 3. Berryhill noted the Education and Outreach efforts are directed to this goal.

During discussion Commissioners made the following suggestions regarding the \$107,500 available for the 2010-2011 Special Opportunity grant round:

- Offer one round per year
- Raise the upper limit on projects to \$40,000; provide for funding of approximately two to four programs at \$5,000 to \$10,000
- Focus on specific Indicators as identified (see attached) in Goal 2 from the Strategic Plan plus indicators 2.2d. and 2.5e.

- Allow possible program re-funding through subsequent additional competitive funding rounds other than Special Opportunity funds
- Offer preference to programs reaching hard-to-reach populations such as those in isolated communities, those with language barriers, or who face challenges with transportation

11. Reports

- a. Advisory Committee
No report given.

- b. Director's Report
Muffy Berryhill reported that she gave a presentation at the Women's Forum on the return on investment in early childhood.

Jennifer Snider, First 5 Shasta School Readiness Coordinator, reviewed the School Readiness Contract Update (copy attached to minutes). Snider reported that since January, all Advocates have been trained in Triple P, ninety five children were screened for hearing, vision, and other health and developmental delays, and one hundred thirty eight parents attended parent support and education classes. Ginger Fox, Family Advocate at Rother Elementary has been nominated for the California School Employee of the Year after receiving the nomination from her school district, and Shasta County Office of Education nomination.

Snider announced and distributed the new Kindergarten Readiness Handbook. The handbook explains kindergarten readiness, and offers examples of readiness skills and activities that parents can do with their children at home. The handbook also includes resources for parents and information about enrolling a child in Kindergarten. Jennifer Moranda suggested that the handbook would be great a good resource for family practice physicians to distribute to parents bringing in young children for physical exams before Kindergarten.

- c. Commissioner Reports
Maxine Wayda distributed and discussed the report from the Blue Ribbon Committee of Shasta County regarding the juvenile dependency process and how to collaborate with all parties involved.

Andrew Deckert reported on the Roots of our Health, Leadership Summit. Deckert said that the Summit focused on the intersection among early childhood, secondary and post secondary education. He mentioned it was valuable for economic development and a collaboration of resources.

Meeting adjourned: 5:20 p.m.

NEXT REGULAR SCFFC MEETING
Wednesday, May 26, 2010, 3:00 p.m.

Respectfully submitted,

Kris Nichols,
Office Manager
First 5 Shasta