

**SHASTA CHILDREN AND FAMILIES FIRST COMMISSION**

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Adopted Minutes  
September 23, 2009

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

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

Introductions of those present were made as follows:

Commissioners:

Jennifer Moranda  
Barbara Lapp  
Jane Wilson  
Maxine Wayda  
Andrew Deckert

Staff:

Muffy Berryhill, Executive Director  
Kris Nichols, Office Manager  
Linda Wright, Contract Coordinator  
Elizabeth Poole, Associate Director  
Jennifer Snider, School Readiness Coordinator

Audience members included the following:

Sharon Brisolaro, Evaluation Solutions; Susan Thompson, Pam Thayer, Northern Valley Catholic Social Service; Betty Futrell, Anna Diaz, Child Abuse Prevention Coordinating Council; Linda Dickerson, Allyson Harris, Shasta Women's Refuge; Valerie Plummer, Ginger Fox, Rother School Readiness; Sandi Garcia, Happy Valley School Readiness; Therese Standridge, Juniper School Readiness; Stacy Watson, Cypress School Readiness; Carol Nye, Shasta County Local Childcare Planning Council; Terri Fields Hosler and daughter Taylor, Mary Schrank, Kristen Logan, Shasta County Public Health; Jeannie Jacobs, Shasta County Office of Education; 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 August 26, 2009 SCFFC meeting
  - b. Consider Approval of Contract with Northern Valley Catholic Social Service, *Healthy Pathways for Infants*, October 1, 2009-March 31, 2010, \$92,100
  - c. Consider Approval of Contract with Health Improvement Partnership, *0-5 Developmental Assets Program*, July 1, 2009-June 30, 2011, \$20,000

**Moved/Seconded: Deckert/Wilson** to approve SCFFC Consent Agenda with correction to the August 26, 2009 minutes.

**Ayes:** Moranda, Lapp, Wilson, Deckert, Wayda

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

Correction to the August 26, 2009 minutes:

- Andrew Deckert abstained from voting on the minutes.

4. Receive Results Evaluation Report, *School Readiness Initiative* - Sharon Brisolaro  
Sharon Brisolaro presented the results evaluation report on the School Readiness Initiative (copy of Executive Summary and PowerPoint slides attached to minutes). Brisolaro reviewed the desired outcomes for July 1, 2007-June 30, 2009 period. Key informant interviews, focus groups and parent surveys were used to evaluate the Initiative.

Brisolaro reported on improvements in the Family Functioning result area that included an increase in the use of behavior management techniques by parents learned through Love and Logic workshops. Parents reported that the techniques helped them feel more confident and less stressed. Under the Improved Child Health result area School Readiness sites received a total of 238 health screenings which included dental and vision screenings. Survey respondents reported an increase in physical activity and an increase in serving their children healthier snacks and meals. Ninety-one percent (63 of 69) of all respondents reported School Readiness activities were helping them prepare their child for Kindergarten. Under Improved Systems of Care school staff reported an increased awareness School Readiness Program and its benefits, and 66% of school staff referred parents to a Family Advocate for services.

Brisolaro stated that Redding School District and Happy Valley Union School District met or exceeded most targets; Enterprise Elementary School District operated without a PAT Family Advocate so home visiting could not be conducted, but they met or exceeded most other goals. Brisolaro recommended expanding School Readiness activities that combine opportunities for socialization for children as well as skill building. She encouraged continuing to increase child health messages and presentations along with addressing child health goals with parents.

Jennifer Snider thanked the Family Advocates for going above and beyond their goals and serving the families in their school districts so well.

Muffy Berryhill and the Commission thanked Sharon Brisolaro for the many years of evaluation services to First 5 Shasta.

5. Consider Awards of Temporary Support Grants – **Action Item**

Muffy Berryhill reviewed the proposed Temporary Support Grant Award Recommendations (copy attached to minutes). Berryhill reported that seven proposals were received in response to the Request for Applications for the \$200,000 available for allocation. A three-member review team recommended the following applicants for the Temporary Support Funding:

- Child Abuse Prevention Coordinating Council, *Parent Partners* program, \$30,350
- Shasta Women’s Refuge, *Shelter Program*, \$31, 700
- Shasta County Public Health, *Women, Infants, Children (WIC)* program, \$65,480
- Shasta County Office of Education-Early Childhood Education, *Bridges to Success*, \$30,845
- Northern Valley Catholic Social Service, *TAPP* program, \$41,625

The remaining two projects were not recommended.

**Moved/Seconded: Wayda/Lapp** to award a Temporary Support Grant to Child Abuse Prevention Coordinating Council, *Parent Partners* program in the amount of \$30,350.

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

**Moved/Seconded: Deckert/Wilson** to award a Temporary Support Grant to Shasta Women’s Refuge, *Shelter Program* in the amount of \$31, 700.

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

**Moved/Seconded: Lapp/Wilson** to award a Temporary Support Grant to Shasta County Office of Education-Early Childhood Education, *Bridges to Success* program in the amount of \$30,845.

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

**Moved/Seconded: Wayda/Deckert** to award a Temporary Support Grant to Northern Valley Catholic Social Service, *TAPP* program in the amount of \$41,625.

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

Andrew Deckert recused himself from discussing or acting on the grant proposal for Shasta County Public Health, *Women, Infants, Children (WIC)* program due to his employment with Shasta County Public Health and left the room during the vote.

**Moved/Seconded: Lapp/Wilson** to award a Temporary Support Grant to Shasta County Public Health, *Women, Infants, Children (WIC)* program in the amount of \$65,480.

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

6. Consider Approval of Contract with LaFrance Associates (dba LFA Group) for Evaluation Services, October 1, 2009-September 30, 2011, \$301,252 – **Action Item**

Muffy Berryhill introduced Steven LaFrance and Rachel Sax to the Commission. LaFrance spoke briefly explaining their philosophy and process for program evaluation. He outlined their proposed evaluation services for First 5 Shasta (copy attached to minutes). Muffy Berryhill reviewed the proposed contract with LaFrance Associates (dba LFA Group) for Evaluation Services in the amount of \$301,252 for the term, October 1, 2009-September 30, 2011 (copy attached to minutes).

Maxine Wayda noted that LFA Group provides services for other First 5's in the north state and questioned how First 5 Shasta compared in evaluation services. LaFrance commented that the others have a better system cross-program data system in place for grantees. LaFrance stated that his team will be working with First 5 Shasta to connect the revised strategic plan with the evaluation of programs and to further develop an evaluation framework. Andrew Deckert asked how recommendations in results would be researched and communicated. LaFrance answered that they employ both quantitative and qualitative research and that results of data analysis will be benchmarked against the best existing information then communicated to the evaluation committee for further collaboration on how to best communicate the results.

**Moved/Seconded: Wayda/Lapp** to approve Contract with LaFrance Associates (dba LFA Group) for Evaluation Services, October 1, 2009-September 30, 2011, \$301,252.

**Ayes:** Moranda, Lapp, Wilson, Deckert, Wayda

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

**7. Consider Approval of Agreement with Triple P America for Community Triple P Training Courses – Action Item**

Muffy Berryhill reviewed the proposed Agreement with Triple P America to provide Community Triple P Training Courses in Shasta County (copy attached to minutes). First 5 Shasta is partnering with Shasta County Mental Health (SCMH) to provide the courses. First 5 Shasta will cover the cost of the courses, materials, food and space for the early 2010 sessions, with SCMH entering into a separate agreement to provide the second round of training in the fall.

First 5 Shasta has budgeted \$150,000 to Community Triple P training from Priority Objective funds. Berryhill is requesting approval to execute a Letter of Agreement with Triple P America to provide the first round of Triple P courses. The full letter of agreement is expected to be executed before the October 2009 Commission meeting. Evaluation for the program includes use of validated instruments and a provider database; the evaluation tools chosen will depend on the level of the provider and are offered by Triple P America as part of the training cost. The approximate total of First 5 Shasta's commitment to Triple P America is \$105,000; this amount covers a complete first cycle of training.

**Moved/Seconded: Wilson/Lapp** to authorize a Letter of Agreement with Triple P America for Community Triple P Training Courses.

**Ayes:** Moranda, Lapp, Wilson, Deckert, Wayda

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

**8. Consider Approval to Execute Contract with Shasta County Public Health for *Prevent Team Coordination*, \$45,000, October 1, 2009-June 30, 2010 – Action Item**

Andrew Deckert recused himself from discussing the proposed contract for Shasta County Public Health, *Prevent Team Coordination* due to his employment with Shasta County Public Health and left the room during the discussion and vote.

Muffy Berryhill reviewed the proposed partnership with Shasta County Public Health for *Prevent Team Coordination* (copy attached to minutes). The Prevent Team is requesting funding for a Prevent Team Coordinator to help the team with activities planning, grant-writing, meeting coordination, data collection and community awareness. The position would be half-time and paid for through funds committed to the Violence Prevention Initiative.

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

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

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

**9. Discuss Approach to Education and Outreach *Innovative Partnerships***

Muffy Berryhill discussed \$55,000 included in the Education and Outreach budget to support community outreach. Funds are intended for partnerships with organizations for education efforts on mutual interests. Berryhill asked the Commission for guidance in how best to direct these funds. After discussion the Commission suggested designing a competitive process; a sole source venture could be considered if applicable. It also was suggested that the support be aligned with a Commission priority objective.

**10. Review Proposed Long-Range Financial Plan through FY 2014-15**

Muffy Berryhill reviewed the Proposed Long-Range Financial Plan through the year 2014-2015. Commissioners will be asked to take action on the plan at their October meeting.

**11. Review *Year 1 Evaluation Results Summary*, Initiative to Decrease Early Exposure to Violence**

Muffy Berryhill reviewed the Evaluation Results Summary for the Initiative to Decrease Early Exposure to Violence (copy attached to minutes). Berryhill reviewed the areas of success, lessons learned and where the grantees have made changes based on the pilot first year for improvements in the second year of Initiative programs.

**12. Reports**

a. Director's Report

Muffy Berryhill presented the Director's Report (copy attached to minutes). Berryhill reminded Commissioners that the December Commission meeting is set for Wednesday, December 2, 2009.

b. Commissioner Reports

Andrew Deckert commented on the importance of getting children from 6 months to 2 years old and their caregivers vaccinated for H1N1 when the vaccine becomes available. This age group is most affected by the virus. Deckert also encouraged everyone to get their seasonal flu vaccine which is available now.

**13. CLOSED SESSION ANNOUNCEMENT – (5:06 p.m.)**

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

**OPENED SESSION ANNOUNCEMENTS (5:12 p.m.)**

No reportable action.

Meeting adjourned: 5:15 p.m.

Next Public Hearing scheduled: **Wednesday, October 28, 2009, 3:00 p.m.**

Respectfully submitted,

Kris Nichols,  
Office Manager  
First 5 Shasta