

First 5 Tuolumne County Commission
Minutes of Meeting 1:00 p.m., December 9, 2009
Tuolumne County Health Department – Conference Room
20111 Cedar Road North, Sonora, CA 95370

The meeting was called to order at 1:03 p.m. by Commissioner Alford.

Attendees were welcomed by Commissioner Alford and introductions were made.

Commissioners Present: Alford, Ashton, Branscum, Denney, Kearns

Commissioners Absent: Bass, Braia

Ex-Officio Members Present: Seegers, Sells, Thompson, Williams

Ex-Officio Members Absent: Hoffman-Brady, Schroeter

Staff Present: Kruse, Cook, Sprouse

Members of the Public Present: Linda Botts, Susan Deax-Keirns

Public Comment

There were no comments from the public.

Action Items

Chair Alford advised the Commission on the agencies represented in action items and asked Commissioners to be prepared to recuse themselves, as needed.

1. Action on Approval of Minutes for August 12, 2009

Motion: to accept the minutes

Moved: Commissioner Branscum

Seconded: Commissioner Denney

Motion carried, 3 ayes; Commissioners Alford and Kearns abstaining, Commissioners Bass and Braia being absent from the vote.

2. Action on Approval of Minutes for October 14, 2009

Motion: to accept the minutes

Moved: Commissioner Denney

Seconded: Commissioner Kearns

Motion carried, 3 ayes; Commissioners Ashton and Branscum abstaining, Commissioners Bass and Braia being absent from the vote.

3. Consideration of approval of a contract with the Amador Community Action Agency for \$12,600 to support operations costs for the Columbia transitional shelter.

Sheila Kruse reviewed the contract benchmarks, evaluation requirements and timeline.

Motion: to approve the contract as written

Moved: Commissioner Denney

Seconded: Commissioner Braia

Motion carried, 5 ayes; Commissioners Bass and Braia being absent from the vote.

4. Consideration of approval of a contract with the Tuolumne County Library for \$1,000 to purchase a Spanish Language and Bi-lingual collection for ages birth to five and caregivers.

Sheila Kruse reviewed the contract elements.

Motion: to accept the contract

Moved: Commissioner Kearns

Seconded: Commissioner Ashton

Motion carried, 5 ayes; Commissioners Bass and Braia being absent from the vote.

5. Re-consideration of a Notice of Intent to Award up to \$4,000 to the Summerville Parent Nursery School for operational support for the period FY 09-10 through FY 10-11.

Sheila Kruse reviewed the rationale for bringing the Intent to Award decision back to the Commission, based on a further budget review. Evelyn Thompson noted that the project scored very high based on many factors. Commissioner Kearns noted that there could be some unanticipated costs (e.g. energy), and wondered if the language in the Notice of Intent to Award would prevent that. Sheila Kruse noted that the language allows for consideration of these types of unanticipated expenditures. Commissioner Branscum asked for some clarification from the scoring team as to their understanding, at the time of scoring, of funding not being needed until the next fiscal year and if this information would have altered their recommendation. Team members responded that their recommendation would stand, based on their wish to support the school's effort to sustain funding over a three year period. Commissioner Kearns Commissioner Branscum questioned the impact on budget planning, and Sheila Kruse responded that the funds would be set-aside and considered in budget planning. The Commissioners discussed a variety of mechanisms to address the issue.

Motion: to approve the Intent to Award, as written, to include FY 09-10 and FY 10-11.

Moved: Commissioner Ashton

Seconded: Commissioner Kearns

Motion carried, 3 ayes; Commissioner Branscum abstaining, Commissioners Bass and Braia being absent from the vote.

6. Consideration of a revised proposal from Mind Matters Clinic, Inc, to provide services for children with autism and ADHD and their caregivers for an amount up to \$8,000.

Sheila Kruse reviewed the history of the discussion at the October meeting. Susan Deax-Keirns reviewed the new proposal and the community conversations that have occurred in the last two months. Susan Deax-Keirns responded to questions from the Commission about the proposed process for referrals, and the eligibility and prioritization of children accepted for services. Commissioner Ashton noted that there were a number of Medi-Cal eligible children that would need services, and it was clarified that First 5 funds could be used for any child whose family was unable to pay for services. Commissioner Kearns noted that it was important for Mind Matters to collaborate with SELPA and recommended that the services be limited to children with autism or ADHD, and not include other learning disabilities.

Motion: to award \$8,000 to Mind Matters Clinic for medical assessments and counseling services, as described in their updated proposal presented on December 10, 2009.

Moved: Commissioner Branscum

Seconded: Commissioner Kearns

Motion carried, 5 ayes; Commissioners Bass and Braia being absent from the vote.

Sheila Kruse requested that the Commission give her some direction on elements that they want to be considered during contract development. Suggestions included that: (1) conversations proceed with SELPA; (2) that a pre-screening tool be provided to providers to help them in making appropriate referrals (including information on behavioral issues and financial need – insurance, other resources, barriers, etc.); (3) the clinic find a way to best manage the discrepancy in families served with assessments and family counseling; (4) the clinic consider working with just a few key providers for referrals, or work closely with local partners to find the families with the highest need.

7. Consideration of an amendment to the By-Laws regarding the Commission Secretary.

Sheila Kruse reviewed the current and proposed language regarding the Commission Secretary in the By-Laws.

Motion: to approve the proposed amendment to the By-Laws.

Moved: Commissioner Ashton

Seconded: Commissioner Kearns

Motion carried, 5 ayes; Commissioners Bass and Braia being absent from the vote.

8. Consideration of a contract amendment with the Tuolumne County Health Department for support services in FY 09-10.

Commissioner Denney recused herself from the discussion and vote on Item 8.

Sheila Kruse reviewed the proposed contract amendments.

Motion: to approve the proposed amendment to the contract with Tuolumne County Health Department for support services in FY 09-10.

Moved: Commissioner Kearns

Seconded: Commissioner Ashton

Motion carried, 4 ayes; Commissioner Denney having recused herself and Commissioners Bass and Braia being absent from the vote.

Commissioner Denney re-entered the meeting.

9. Consideration of a contract amendment with Sheila Kruse for Executive Director services.

Commissioner Alford reviewed the proposed contract amendments. Evelyn Thompson noted that the staffing committee had met with Sheila Kruse to discuss the amendments. Commissioner Branscum questioned whether the amount of the contract should be increased, due to an increased scope of work. Commissioners Alford and Thompson relayed some of the discussion that had occurred, and noted that other areas in the scope of work had been reduced, under the sections noted "as time allows." They noted that this was envisioned as a trial period, with Sheila to report back in the spring on how it was working. Sheila Kruse noted that she feels she can absorb the extra duties if she restricts her work in the area of community engagement, facilitation, convening, and media.

Motion: to approve the proposed amendment to the contract with Sheila Kruse, with the stipulation that Sheila report back to the Commission in April on the status of her duties.

Moved: Commissioner Ashton

Seconded: Commissioner Alford

Motion carried, 5 ayes; Commissioners Bass and Braia being absent from the vote.

10. Consideration of Budget Revision #1 for FY 09-10

Sheila Kruse reviewed the proposed amendments.

Motion: to approve the proposed budget amendments.

Moved: Commissioner Kearns

Seconded: Commissioner Ashton

Motion carried, 5 ayes; Commissioners Bass and Braia being absent from the vote.

The Commission recessed and recognized Janet Cook for her many years of service to the Commission, and wished her well on her retirement and new endeavors ahead.

Discussion Items, Information Items and Reports

11. Strategic Planning and Financial Planning Discussion #1

Sheila Kruse led the Commission through financial and strategic planning. Key decisions made were as follows:

For FY 10-11: Set tax revenue decline projection at 10%; set aside funds for a 2% increase in operations, \$20,000 for community grants, \$3,000 for oral health, \$50 for Kits for New Parents, and \$234,068 for the 4-year grant shortfall.

For planning for the next cycle (FY 11-12 through FY 13-14): the Commission discussed the pros and cons of (1) targeted vs. broad funding; (2) competitive vs. collaborative approaches to funding; and (3) 3-year vs. 1-year grants. The Director was requested to bring to the meeting in February: (1) current goals and objectives; (2) information on collaborative models; (3) demographic data; (4) current funding picture; (5) research on key elements that promote children's healthy development.

In April the Commission would like to: (1) invite local service providers to provide an honest assessment of key service elements that are critical to retain; (2) look at current initiatives and research models that would give the Commission an opportunity to leverage resources.

12. Community Grant release for FY 10-11

The Commission authorized release of community grant applications to be released in January 2010 with a cap amount of \$20,000.

13. Financial Report Sept-Oct 2009

Sheila Kruse presented the combined September and October 2009 financial report.

14. Commission Reports

Commissioner Denney reported that the Health Dept. is doing an H1N1 mass vaccination at the Fairgrounds on December 15, 2009 from 2-6 pm. Vaccinations are free and are open to everyone.

15. Ex-Officio Reports

Evelyn Thompson has tickets for the YES Partnership event for Dec. 11, 2009.

16. Secretary Report

There was no secretary report.

17. Executive Director Report

Sheila Kruse reported on: (1) The planning for Mind Matters training in Tuolumne County funded through NE TA funds; (2) the California Cancer Research Act and implications for First 5; (3) attendance at the CSEFEL (Center on the Social and Emotional Foundations for Early Learning) training focused on training teachers in CA on social skills curriculum and a framework for addressing social emotional foundations.

Time and location for next meeting: 1:00 p.m., February 10, 2009, Tuolumne County Health Department Conference Room.

Adjournment: The meeting was adjourned at 3:57 p.m.