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MINUTES: _____ Commission Meeting _____ Dated: 01/31/17 @ 3 P.M.

Location: Tehama County Department of Education – 1135 Lincoln St., The Board Room, Red Bluff

Agenda Item	Discussion	Action
ATTENDANCE:	Commissioners: <input checked="" type="checkbox"/> Dottie Renstrom, Chairperson <input checked="" type="checkbox"/> Rich DuVarney <input checked="" type="checkbox"/> Tony Cardenas, Vice Chairperson <input type="checkbox"/> Candy Carlson <input type="checkbox"/> Kelsey King <input checked="" type="checkbox"/> Valerie Lucero <input type="checkbox"/> Sr. Pat Manoli <input checked="" type="checkbox"/> Amanda Sharp <input checked="" type="checkbox"/> Barbara Thomas	
	<i>Introduce Ashley Vandermast, School Readiness Secretary, who will be taking minutes and providing support to Director Snider.</i>	
1. PUBLIC COMMENT		
2. CONSENT AGENDA: These items include routine fiscal and administrative actions to be approved by a single majority vote.	2.1 Minutes from October 4, 2016 meeting, December 9, 2016 Strategic Planning meeting, and General Warrant Registry and Claims - enclosure	Commissioner Barbara Thomas made a motion to approve the consent agenda as submitted; Commissioner Rich DuVarney seconded. Motion, 7/0 carried. All in favor

<p>3.REGULAR AGENDA:</p> <p>3.1 INFORMATIONAL:</p> <p>Director's Report</p>	<ul style="list-style-type: none"> a. Staffing Update & Needs Analysis – Plans to evaluate current staffing, administrative needs, and office configuration focusing on efficiencies and sustainability were discussed. b. Evaluation Update – FY 16/17 Evaluation Work Plan has been updated. There has been a change in Evaluation firm, Center for Evaluation, however, we are continuing to work with Matt Russell. Consultants and staff will be evaluating needs and making adjustments for FY 17/18. c. Strengthening Families Leadership Team conducted training for moderators and recorders for asset mapping project; members will conduct focus group and key informant interviews on support and promoting the development of the 5 protective and promotive factors over the next few months. d. Early Intervention Partnership Report – Resource updates and upcoming trainings were shared; ATV's Path II, Step Up and CHAT programs gave presentations; Annual Path I report given, referral problem identified and corrected; New Child Abuse Prevention Training Resource, Strategies 2.0 will begin free TA & Training on January 24; Strengthening Families Leadership Team conducted first focus group. e. IMPACT/QRIS (see description at end of expanded agenda) Tehama County Update: 5 Mentor Coaches are serving 36 Sites (2 Early Head Start, 8 Head Start, 11 State Preschool, 2 Private Centers, 11 Family Child Care Homes, and 2 Home Visiting Programs); continue to build Teachers, Mentor Coaches, Assessor, and Trainer capacity; Developmental Screening kits purchased and Educational Scholarships were accessed (Fall 2016: \$3,456 – paid out; Spring 2017: \$12,290 - applied) f. FY 16/17 Action Plan Update – Director Snider is working on action plan from strategic planning meeting. g. First 5 Association 2017 Policy Agenda – handout; Director Snider reviewed the First 5 Associations policy agenda and handouts that were utilized at Advocacy Day at the State capital 	<p>Director Snider and Commissioner DuVarney will meet for overview of Kinder screening/assessment tools</p>
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which happened earlier in the day. Director Snider also read highlighted comments from the First 5 Association's Executive Director, Moira Kenney, remarks at the State Commission meeting in support of the Small County Population Funding Augmentation proposal that passed unanimously at their meeting on January 23. The new funding formula contains a trigger mechanism that will decrease augmentation funding when tobacco tax revenue declines 7% or more. Link to agenda item information:

http://www.cfc.ca.gov/pdf/commission/meetings/handouts/Commission-Handouts_2017-01/Item11-SmallPopulationCountyFundingAugmentation.pdf

Local Partnerships:

Melanie Wilson, School Readiness Director, gave the following updates:

- a. Parents as Teachers: working on affiliate plan to begin implementation of the model beginning July 1, 2017.
- b. Partnering with River City Medical, an IPA of Ampla Health in Los Molinos, to provide SR information to patients and obtain referrals.
- c. Playgroups: Partnering with Drug and Alcohol to provide a playgroup on Fridays which began in December 2016; Special playgroup with the focus on dental health planned for March in Red Bluff, Corning, Los Molinos, and Cottonwood.
- d. SR held our annual Family Literacy Night in January in Red Bluff, Corning, and Los Molinos, open to engaged families. Dinner was provided along with activities and crafts and a free book was given to each child who attended.

	<p><u>State Partnerships:</u></p> <p>Advocacy Tool & Resource: An interactive, online report, the <i>2016-17 California County Scorecard of Children’s Well-Being</i> delivers a current and comprehensive picture of children’s condition in every one of California’s 58 counties. This report provides county-level data visualizations, tracking 28 key indicators of child well-being across counties, over time and by race and ethnicity. Link to Tehama County’s scorecard:</p> <p>http://pub.childrennow.org/2016/county/tehama/</p>	
<p>3.2 COMMITTEE REPORTS:</p>	<p>a. Financial Committee Report (Tony Cardenas, Chair)</p> <ol style="list-style-type: none"> 1. ACTION: 1st Quarter Financial Report – enclosure – Commissioner Cardenas gave the Financial Committee report on the first quarter financial report and recommended approval. 2. ACTION: Final FY 16/17 Budget Approval – enclosure includes 2nd Q Report – Commissioner Cardenas reviewed the FY 16/17 final budget and recommended approval. 3. ACTION: 2nd Quarter Financial Report – same enclosure as above – Commissioner Cardenas gave the Financial Committee report on the second quarter financial report and recommended approval. 4. INFORMATIONAL: Revenue Projections Update – Commissioner Cardenas shared that the financial committee discussed revenue projects and due to the approval of First 5 CA small county augmentations our funding should stabilize at \$625,000 annually over the next four years unless the tobacco tax revenues decline more than 7% and then we are looking at a 2% annual reduction. 5. INFORMATIONAL: Status of School Readiness Funding Agreements: Cynthia Cook shared that there has not been any movement regarding the agreements, however, she did have a meeting with Wes Grossman about projected increases in costs. It was unclear if Red Bluff Elementary is still ready to move forward with their funding commitment for school readiness services. Director Snider indicated that they had written \$120,000 in their LCAP when the cash match discussions began 	<p>Commissioner Valerie Lucero made a motion to approve the Financial committee report as submitted; Commissioner Barbara Thomas seconded. Motion, 7/0 carried. All in favor</p> <p>5&6: Meetings for School Readiness potentially next week to discuss next steps with a small committee including Commissioners DuVarney and Renstrom, Director Snider,</p>

	<p>over two years ago. Commissioner Renstrom stated that this commitment and others need to be confirmed now as school districts are beginning to finalize their budgets. Commissioner DuVarney echoed these comments and said that the timing is right and he would make sure this is on Karin Matray's, Assistant Superintendent, radar as she worked with all the school districts on their LCAP's and would be best person for this task. There was also discussion about the new SR Director, Melanie Wilson, developing key relationships with school districts as the previously Director had regular contact with district supes and principals as well as their chief fiscal officers as appropriate. There was some discussion about the 50/50 cash match formula and how it might be confusing to school districts that their costs go up the more districts participate in funding. Commissioner Sharp suggested using a cost per child model and Commissioner Renstrom and Director Snider both believed that a cost per child was part of the formula. Director Snider suggested reconnecting with Noelle Debortoli as she was the brains behind the formula and worked very closely with Michelle Barnard on the expenses to determine the true cost at that time.</p> <p>6. DISCUSSION: School Readiness Funding and Plan: Commissioner Cardenas again asked if the school districts were sold on the program and what steps were being taken to provide the necessary information for their decision making and what was the role of TCDE. Commissioner DuVarney stated that districts are interested in outcomes and cost so TCDE will come up with a plan to address that. He also stated that it is ultimately up to individual district superintendents working with their chief fiscal officers who would then bring their recommendation to their LCAP committee and school board. Director Snider asked the commission what would happen if school districts did not choose to participate. Was this an all or nothing operation? Commissioners reiterated that the process we designed was to ensure equitability across school districts so essentially it is</p>	<p>Cynthia Cook, Melanie Wilson, and Karin Matray. Cynthia will prepare a presentation to bring to the next commission meeting to provide an update on funding and School Readiness plans.</p>
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	<p>currently an all or nothing scenario. Director Snider encouraged having an “ask” planned for school districts, especially our original four, that turn us down in order to find out what it would take for them to financially support school readiness services. She also stated that it is important that districts understand that their funding is to help us close our funding gap and sustain countywide school readiness services.</p> <p>7. INFORMATIONAL: Northern Valley Catholic Social Service Contract: The Financial Committee discussed this annual contract. NVCSS will be asked to make a presentation at our March meeting to address outcomes and clear areas of Tehama County services and general Family Resource Center services that NVCSS provides with their own funding.</p> <p>b. Membership Committee Report (Sr. Pat Manoli, Chair) - Public-at-Large Membership Candidates, Sr. Patricia Manoli and Dottie Renstrom both submitted written notice of their interest in continuing in her public at-large positions which would expire 01/31/20. Commissioner Carlson represents recommendation at Board of Supervisors meeting.</p>	
<p>3.3 INFORMATIONAL: Everett Freeman Promise Neighborhood Project Update</p>	<p>Commissioner Lucero provided an update on this 14.8 million dollar project that will be funded over the next five years.</p> <p>Promise Neighborhood Vision: The vision of the Everett Freeman Promise Neighborhood Project is that all children and youth growing up in the Corning Union Elementary and Corning Union High School districts’ attendance areas will have access to great schools and strong systems of family and community support that will prepare them to attain an excellent education and successfully transition to college and a career.</p>	<p>Director Snider will send training list developed through the Strengthening Families project to Matt Russell as this grant may be able to provide training opportunities that benefit partners and other school districts.</p>

<p>3.4 INFORMATIONAL: REMINDER - Conflict of Interest, Form 700 and Ethics Training (online)</p>	<p>Form 700 ~ Conflict of Interest and Ethics Training certificate DUE by February 28, 2017 Commission Meeting. Please email Ashley Vandermast avandermast@tehamaschools.org and cc Director Snider these documents or bring to February meeting. Link for Form 700: http://goo.gl/2GyZkS</p> <p>Individual emails with link to Ethic Training was sent to each commissioner on 1/11/17.</p>	
<p>3.5 INFORMATIONAL: Commissioner Updates</p>	<p><i>Commissioner Lucero updates-</i> InterAgency Coordinating Committee will meet at 11am after the Blue Ribbon Commission meeting. Agenda will be out 2/1/17. TCHSA remodel project is near completion and will have all services in one area including Mental Health. Goal is to integrate services, Public Health, Drug & Alcohol, Mental Health, and Health Clinic. Administration will move out to Vista Way.</p> <p><i>Commissioner Sharp updates-</i> They are currently working on a collaborative grant with Public Health that overlaps with Probation, Child Welfare and Mental Health. Recently approved to add an admin position at the deputy level. Welfare to work cases went from 670 to 322 cases. Caseloads are diminishing. Not sure if due to good work, jobs, &/or increase in minimum wage. They are also finding due to the increase in minimum wage, people are no longer eligible for services but still need subsidies to make ends meet.</p> <p><i>Commissioner DuVarney updates-</i> Finding a need to communicate more often with partners in order to serve families better. He is interested in bringing back some kind of Multi-Disciplinary Team approach to meet this need. Safety Summit 2/2/17 @ TCDE in the Library from 8:30-noon.</p>	

3.6 Adjourn	Meeting adjourned at 5pm.	
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Upcoming Dates & Events

- ☆ **Next Regular Commission Meeting: February 28, 2017**
 - **Conflict of Interest Form 700 and Ethics Training certificate due**
 - **School Readiness Program project update**

First 5 IMPACT (Improve and Maximize Programs so All Children Thrive)

First 5 IMPACT is an innovative approach that forges partnerships between First 5 CA and counties to achieve the goal of helping children ages 0 to 5 and their families thrive by increasing the number of high-quality early learning settings, including supporting and engaging families in the early learning process. The main thrust of the IMPACT funding is to support a network of local quality improvement systems to better coordinate, assess, and improve the quality of early learning settings.

California Quality Rating and Improvement System

A Quality Rating Improvement System (QRIS) is a method to assess, improve, and communicate the level of quality in early care and education settings. QRIS are systemic, addressing multiple aspects of early care and education through a uniform approach that will be available throughout our region.

Alignment and Connections

The intent of First 5 IMPACT is to work in cooperation with other quality improvement efforts and investments to support the implementation of the CA-QRIS Framework, including strengthening family participation in early learning. First 5 IMPACT is designed to align with and leverage with local quality projects to expand efforts and reach more diverse settings. Collectively, these investments provide the opportunity to serve a full spectrum of program types, expand the reach of QRIS, and effectively increase quality throughout the state.

**Tehama County Children and Families Commission
Expense Report**

ACCOUNT	DATE	VENDOR	AMOUNT
53120	07/19/16	CHARTER COMMUNICATIONS 7/1/16 - 6/30/17 Internet	840.00
53120	07/21/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53220	07/27/16	OFFICE DEPOT (BU Office Supplies	115.07
53230	07/07/16	COMPUTER LOGISTI Energize Software Update	199.00
53230	07/27/16	COMPUTER LOGISTI Webroot Antivirus renewal	135.00
53230	07/27/16	ULANDA HINKSTON CARES Plus Coord 7/1-15/16	390.00
53290	07/20/16	COURTYARD SAC AI F5CA & F5ASSOC	216.80
53290	07/27/16	FLYERS ENERGY, L Rhonda Searcy fuel	24.79
555202	07/27/16	NORM'S PRINTING School Readiness KG leaflets	130.86
555206	07/27/16	OFFICE DEPOT (BU Folders for Outreach Campaign	42.12
		Total Warrants	2,123.64
ACCOUNT	DATE	CLAIMANT	AMOUNT
53290	07/20/16	DENISE SNIDER F5CA & F5ASSOC 7/26-28/16	71.40
		TOTAL CLAIMS	71.40
		TOTAL WARRANTS	2,195.04
ACCOUNT	DATE	VENDOR	AMOUNT

53120	08/08/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53120	08/23/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53150	08/02/16	ALLIANT INSURANCE Slip insurance renewal	710.34
53150	08/02/16	CSAC INSURANCE AUTHORITY Excess Insurance	1,400.00
53170	08/04/16	BOB'S TIRE CENTE Alero Oil Change	36.85
53200	08/02/16	FIRST FIVE ASSOCIATION Dues	3,625.00
53220	08/12/16	OFFICE DEPOT (BU Canned Air	25.84
53220	08/12/16	OFFICE DEPOT (BU Plates, Cups, Lysol spray	87.23
53220	08/25/16	OFFICE DEPOT (BU Stamps, Binders, Tabs	316.70
53230	08/09/16	ULANDA HINKSTON CARES 7/16-7/30 2016	740.00
53230	08/25/16	RAY MORGAN CO IN Copier Charges for August 2016	352.32
53231	8/4/2016	DONALD R REYNOLD Progress billing-Annual Audit as of 6/30/16	1,500.00
53260	08/02/16	Bill Moule Jul -Sept Rent	2,333.97
53290	08/02/16	Public Health Institute Travel 8/1-2	250.00
53290	08/04/16	FLYERS ENERGY, L Rhonda Searcy fuel	22.95
555202	08/03/16	MARTHA O. RODRIG Translations	45.00

555206	08/03/16	MARTHA O. RODRIG Translations	30.00
555206	08/18/16	Tehama County Public Health HLTH PTNR 16/17	5,000.00
555206	08/25/16	OVERLAND POST County Magnets	176.94
		Total Warrants CLAIMANT	16,713.14
ACCOUNT	DATE		AMOUNT
53290	08/16/16	DENISE SNIDER QRIS County Lead Mtg-Mileage	33.48
555206	08/11/16	DENISE SNIDER Early Intervention Partnership	107.22
		TOTAL CLAIMS	140.70
		TOTAL WARRANTS	16,853.84

ACCOUNT	DATE	VENDOR	AMOUNT
53120	09/07/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53120	09/12/16	101233 AT&T Phone bill 7/22-8/21 + past due	1,036.93
53120	09/21/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53170	09/12/16	TOM'S GLASS & MU Alero Window Repair	271.63
53230	09/09/16	EVOLVE PARTNER G Admin Suppt/Strategic Plan	1,540.00
53230	09/12/16	ULANDA HINKSTON Admin Support	255.00
53231	09/09/16	DONALD R REYNOLD Progress Billing Annual Audit 6/30	1,500.00
53231	09/12/16	DONALD R REYNOLD Progress Billing Annual Audit 6/30	2,500.00

53260	09/29/16	BILL MOULE DBA M Rent Oct - Dec 2016	2,333.97
53290	09/12/16	RHONDA SEARCY REIMB GAS CAP	14.00
53290	09/12/16	GARY'S AUTO BODY Detail Alero	125.00
555202	09/16/16	FIRST BOOK NATIO School Readiness Book	116.60
555206	09/12/16	MANDI SELVESTER Waiting Room Campaign	140.00
555206	09/12/16	WALKER PRINTING School Readiness Magnet	3,369.05
555206	09/12/16	MANDI SELVESTER Website Maint	20.00
Total Warrants			13,282.18

ACCOUNT	DATE	VENDOR	AMOUNT
53120	10/04/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53120	10/05/16	AT&T Phone Bill 8/22-9/21/16	91.23
53120	10/21/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53150	10/24/16	ALLIANT INSURANC Slip Renewal	5,169.45
53170	10/05/16	GARY'S AUTO BODY REPAIR 2002 ALERO	577.52
53170	10/06/16	RAY MORGAN CO IN Base chg 10/12-11/11/16	173.13
53220	10/06/16	OFFICE DEPOT (BU Notebooks	95.30
53220	10/06/16	POSTMASTER PO BOX ANNUAL FEE	130.00
53230	10/06/16	ULANDA HINKSTON ADMIN SUPPT	160.00
53230	10/24/16	ENTERPRISE RECOR Annual Report & Audit	279.64
532303	10/04/16	TEHAMA COUNTY ADMINISTRATION FY 16/17 Q1 ADMINISTRATION	2,514.43
53290	10/07/16	FLYERS ENERGY, L	33.94

September fuel

9,284.64

ACCOUNT	DATE	VENDOR	AMOUNT
53120	11/07/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53120	11/18/16	AT&T Phone Bill 9/21-10/22/16	93.53
53120	11/21/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53170	11/03/16	RAY MORGAN CO IN Base 11/12-12/11 Usage 8/12-9/11	125.75
53170	11/17/16	RAY MORGAN CO IN Base 12/12-1/11/17 Usage 10/12-11/11	131.09
53220	11/03/16	COMPUTER LOGISTI Domaine Name Registration	30.00
53231	11/17/16	DONALD R REYNOLD AUDIT FINAL PAYMENT	1,000.00
53290	11/16/16	FLYERS ENERGY, L Rhonda Searcy October fuel	26.98
555204	11/03/16	CENTER FOR EVALU Evaluation Consulting Service	3,875.00

Total Warrants

5,342.35

ACCOUNT	DATE	CLAIMANT	AMOUNT
53280	11/22/16	DENISE SNIDER Early Intervent Partnership	159.88
53290	11/22/16	DENISE SNIDER First Five Assoc Retreat Reg, Shasta Ed	194.42

TOTAL CLAIMS

354.30

TOTAL WARRANTS

5,696.65

ACCOUNT	DATE	VENDOR	AMOUNT
53120	12/06/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53120	12/20/16	PAYROLL CHARGES Executive Director Snider Cell Phone Allowance	30.00
53120	12/15/16	ATT Phone Bill 10/22-11/21/16	88.96
53170	12/23/16	RAY MORGAN Copier contract	233.48

53210	12/06/16	NORM'S PRINTING NAT'L OFFICE	116.60
53230	12/15/16	EVOLVE PARTNER GROUP Strategic Plan Support	697.50
53230	12/21/16	ULANDA HINKSTON Admin Support 11/1-10/16	55.00
53230	12/12/16	BUSINESS CONNECTIONS K HARRIS WE 11/19/16, 11/26/16	554.80
53230	12/21/16	BUSINESS CONNECTIONS K HARRIS WE 12/03, 12/10/16	595.68
53260	12/21/16	BILL MOULE 1/1/17-3/31/17 Rent	2,333.97
555204	12/21/16	OVERLAND POST School Readiness Magnets to ALOM	12.54
555204	12/24/16	CENTER FOR EVALUATION & RESEARCH Program Evaluation, Strategic Planning Pwr Point	2,450.00
555206	12/06/16	NORTHERN CAL CHILD DEVEL Parent's Choice Conference	70.00
555206	12/06/17	MANDI SELVESTER 9/16 & 11/16 Waiting Room, Website	325.00
		Total Warrants CLAIMANT	7,593.53
ACCOUNT	DATE		AMOUNT
555206	12/22/16	DENISE SNIDER Strategic Planning Mtg	9.58
		TOTAL CLAIMS	9.58
		TOTAL WARRANTS	7,603.11