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**MINUTES:** \_\_\_\_\_ Commission Meeting \_\_\_\_\_

Dated: \_\_\_\_\_ 02/28/17 @ 3 p.m.

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

Agenda Item	Discussion	Action
ATTENDANCE:	<input checked="" type="checkbox"/> Sr. Pat Manoli <input checked="" type="checkbox"/> Dottie Renstrom <input checked="" type="checkbox"/> Rich DuVarney <input checked="" type="checkbox"/> Amanda Sharp <input type="checkbox"/> Tony Cardenas	<input checked="" type="checkbox"/> Candy Carlson <input type="checkbox"/> Valerie Lucero <input checked="" type="checkbox"/> Barbara Thomas <input checked="" type="checkbox"/> Kelsey King
<b>1. Public Comment</b>		
<b>2. Consent Agenda</b>  <b>2.1. Minutes from January 31,2017 meeting and General Warrant Registry and Claims - enclosure</b>	<i>These items include routine fiscal and administrative actions to be approved by a single majority vote.</i>	Commissioner Rich DuVarney made motion approve the consent agenda as submitted; Commissioner Barbara Thomas seconded.  Motion carried, 7/0 All in favor

**3. REGULAR AGENDA:**

**3.1. INFORMATIONAL: Presentation regarding Disability Retirement Process**

Coral Ferrin, *County of Tehama Personnel Analyst I*, and Linda Durrer, *Return to Work Specialist*, will present information on the Disability Retirement Process.

Director Snider updated status of employee #3988. Coral Ferrin with County Personnel office discussed accommodation after FMLA is exhausted and the employee was granted a 60 day leave. Now that the leave has been exhausted a Commission/Board Leave is requested to extend to March 1, 2017. If the employee is still unable to return to work, the next step in process is either employer separates or employee will separate on their own. The employee has gone down to start the process of CalPERS disability retirement but until we receive the paperwork we do not know for sure. Interactive Process meetings to help determine the employee's options for return to work, disability, and/or retirement have been happening.

-Commissioner Manoli asked about union status and Commissioner King asked about cost associated with employee. Director Snider stated that the employee follows the Joint Council MOU and has exhausted all leave. There are no longer costs associated with the employee.

-Commissioner DuVarney asked about temporarily filling the position. Director Snider has been trying to find the right temp to fit the needs of the position and currently the School Readiness Secretary is providing admin support for the Commission and Early Intervention Partnership.

-Commissioners wondered, How long can this stay in limbo? Coral responded a long time, but is hoping this won't be the case here. It's not costing anything other than not filling the position at this time, however, it has been quite burdensome for the 2 person office to be down one full-time employee.

	-Commissioner Sharp requested temp allocation to funds and Director Snider said that those are already in place, it has just been a matter of finding a person with the right skill level to fit the needs.	
<b>3.2 ACTION: Request approval of a Personnel Action Form for a leave of absence due to a non-industrial injury for Employee #3988 from 02/10/17 through 02/28/17.</b>	<i>Background Information:</i> The County of Tehama Personnel Office has reviewed the requested action, determined the employee's eligibility, and recommends approval. <i>For confidentiality purposes, we will be using an employee number vs. employee name.</i>	Commissioner Amanda Sharp made motion to approve; Commissioner Sr. Pat Manoli seconded.  Motion carried, 7/0 All in favor
<b>3.3 ACTION: Temporary Allocation up to one Year to Recruit for a Commission Assistant</b>	Pending the completion of the review the commission office needs, Director Snider is requesting a temporary allowance for up to one year to recruit a Commission Assistant. In the meantime, the commission office will continue to use temporary personnel services to close this gap already allocated in 53230 Professional/Special Services.  -Commissioner Renstrom wonders if this is premature. Commissioner Sharp thinks we need to approve and state that allocation will meet whatever the determined needs are. She doesn't want to delay this process and strongly recommends approving this. Commissioner Manoli agrees. -Director Snider stated that she would be reviewing the results of the final administrative needs analysis with the Personnel Committee for confirmation on findings and next steps prior to any action.	Commissioner Candy Carlson made motion to approve and Commissioner Barbara Thomas seconded.  Motion carried, 7/0  All in favor

<p><b>3.4 INFORMATIONAL: Director’s Report</b></p>	<ul style="list-style-type: none"> <li>a. Staffing Update &amp; Needs Analysis – Plans continue to evaluate current staffing, administrative needs, and office configuration focusing on efficiencies and sustainability.</li> <li>b. Strengthening Families Leadership Team is conducting focus groups and key informant interviews on supporting and promoting the development of the 5 protective and promotive factors. Focus group sectors include youth, faith, public agencies, business, cultural, nonprofit, prevention and early intervention, and community members. Ready for commission to look at in August</li> <li>c. Referral Algorithm project workgroup held their first meeting. Their goal is to ensure families get connected to programs serving families with children ages 0-5 regardless of their entry point. <i>Workgroup includes – School Readiness program, Healthy Beginnings, Healthy Families Tehama, Early Head Start, Head Start, and Alternatives to Violence.</i></li> <li>d. Blue Ribbon Commission meeting – Semi-annual report given on current priorities: Strengthening Families Framework as Best Practice Strategy; TCDE School Readiness Program as Prevention Net; and Monitor Path I Referral Success (<b>handout</b>).</li> <li>e. IMPACT/QRIS (see description at end of expanded agenda) Tehama County Update: Tehama County’s Steering committee received a training on First 5 Shasta’s Kindergarten Readiness Snapshot Tool which Tehama County has free access to and Shasta County is using to inform teachers of where the class and individual students are as they enter into kindergarten. With this information the teacher can develop or adjust curriculum to better suit the classroom and individual child. In addition, the app generates reports automatically which teachers can then share with parents. The parent report includes a tip sheet to support the parent with ideas around how to help the child continue to advance in areas that appear to have some</li> </ul>	
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	<p>struggle. Teacher and parent reports can also be emailed from the app directly to administrators, principals, etc.</p> <p>In Shasta County, they are able to match data back to preschool classrooms in order to help bridge the gap between Pre-K and Kindergarten. Preschools are utilizing this data to inform curriculum, strengthen teachers' support and determine best practices for their classrooms.</p> <p>As this is an evidence informed tool, First 5 Shasta is beginning to plan validation studies of this tool. A reminder that this is a snapshot picture (more of a screening) of where each student is when s/he enters Kindergarten not an assessment of the student.</p> <p>-Director Snider informed this screening tool is for use in the first 4-6 weeks of Kindergarten typically administered by the K-Teacher. This is year three of Shasta County using the tool so they will be able to review the results linked to their 3<sup>rd</sup> graders. Eighteen months ago TCDE was interested in implementing this tool in Tehama County and she is wondering if there is still interest as the Evaluation Committee has been interested in using some kind of Kindergarten Assessment tool. Commissioner DuVarney is interested and would like to know more.</p> <p>-Cynthia Cook asked about the screening tool and if they know how many children went to their preschools? Director Snider said there is a parent questionnaire that is linked to the kids that asks for that information and then Shasta County share's outcome/results information back to preschools.</p> <p>-Commissioner Carlson asked if children were in Head Start would we know that from the questionnaire, Director Snider confirmed it would be part of the report. Director Snider also shared that the Head Start Executive Director is very interested in implementing this tool in Tehama County as he sees a tremendous amount of potential uses for the results.</p>	
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	<p>-Cynthia Cook stated DRDP is currently being used but not by all providers.</p> <p>-Director Snider is hoping for a recommendation from the QRIS/IMPACT Steering Committee so we can begin plans for getting school districts on board with TCDE's support.</p> <p>f. Third annual 211Tehama Stakeholders meeting was attended. Annual results were discussed (<b>handout</b>).</p> <p>Director Snider reviewed and stated Hayley is easily accessible.</p> <p>g. Annual Board of Supervisors presentation will be Tuesday, March 28th at 10am.</p> <p><b><u>Local Partnerships:</u></b></p> <p>Melanie Wilson, School Readiness Director, presented new local partnership highlights:</p> <p>Recent events: Parents As Teachers Curriculum training; Corning Kinder registration where 118 kids registered and 34 of those kids didn't have any early learning or preschool. School Readiness is following up on those children.</p> <p>Other schools Kinder Registration will be in the next few weeks. (Red Bluff, Gerber, Los Molinos, and Lassen View)</p> <p><b><u>State Partnerships:</u></b></p> <p>Director Snider is working with First 5 CA to identify replacement of the Children's Fair with the Rodeo for First 5 Hands on Express visit on April 22, 23, &amp;/or 24.</p>	
<p><b>3.5 INFORMATIONAL: Status of School Readiness Funding:</b></p> <p><b>a. Formula and Agreements update</b></p>	<p>Cynthia Cook presented update that they worked hard updating the formula and hoped to visit all school districts soon. New formula uses \$1,080 per student cost for FY 17/18 providing K-Registration, KinderCamp, case management, weekly playgroup, Parent As Teachers home visits and parent education; also includes resource</p>	

	<p>visits. Asking school districts to do a 50% match. Planning on serving 144 kids in Red Bluff at \$77K; 144 kids in Corning at \$77K; and \$51,840 for Los Molinos and Gerber, combined. Next week Commissioner Renstrom, Melanie Wilson, and Cynthia Cook will go to Red Bluff Elementary to present. Also working on linking School Readiness to LCAP goals to help schools understand the connection to SR and how the program helps schools accomplish their goals. Cynthia Cook's goal is to cover all schools by the next commission meeting on 3/28 and then present the commission with an update. Commissioner DuVarney was happy with the results of the time put into updating the formula and connecting to LCAP goals as it is better to be prepared than going and not doing well.</p>	
<p><b>3.6 ACTION: DRAFT FY 16/17 Action Plan (enclosure)</b></p>	<p>Action planning began at our December Strategic Planning Meeting and it is the Director's task to update the Action Plan with the discussion from that meeting. Director Snider lead a discussion through the draft action plan for commission input and approval. <i>Highlighted portions of the enclosed plan are new areas and italic words are updates or additions to existing items.</i></p> <p>Director Snider reviewed all the new strategies, new objectives and any updates from last year's plan with the commission.</p>	<p>Commissioner Sr. Pat Manoli made a motion to approve plan, Commissioner Candy Carlson seconded.</p> <p>Motion carried, 7/0 All in favor</p>
<p><b>3.7 INFORMATIONAL: Collection of Conflict of Interest Forms (Form 700) and Code of Ethics Training Certificates</b></p>	<p>Form 700 (Conflict of Interest Form) and Code of Ethics Training information (website and log in) was sent to each commissioner via email. Signed forms and certificates are due now at the March 28 commission meeting. If you receive this form and/or training from your employer/agency, please notify the office via email.</p>	<p>Commissioners will send over asap.</p>

<p><b>3.8 INFORMATIONAL: Commissioner Updates</b></p>	<p><i>Commissioner Manoli updates-</i> St. E's is currently without a president. They have Dr. Soto in the Interim. They are interviewing soon for a new president. No other updates.</p> <p><i>Commissioner Sharp updates-</i> Board meeting update: Final step, did get 2 positions as Deputy Directors and are recruiting for the new positions. March 7th is the next board meeting and will have an overview of collaborative from Community Action Agency Prop 47 and City of Corning who applied for funding. 50% of funds must go to non-government agency. Funding is what drove AB109 being returned to counties in form of a grant. If funded, the new project will be a wraparound - Case manager programs within the community. Example: If the Job training Center does service for certain group but can't for another because of funding, our program will be able to fund. The program will help 14-26 year olds who have been arrested and have mental health issues and will include the full family. We would get almost 1 million for 3 years. Then we would have 90 days to serve first customer. Hub and spoke – help connect to outside resources.</p> <p><i>Commissioner King updates</i> – Attended Trauma training in Yreka. Leaving current role to pursue own company in Bee Keeping.</p> <p><i>Commissioner DuVarney updates-</i> LCAP season; due in June. July 1<sup>st</sup> new Superintendents in Red Bluff and Los Molinos. Still working on Promise Neighborhood Grant.</p> <p><i>Commissioner Carlson updates-</i> Nominated for Vice chair of Health and Human Services committee. Also on the Steering committee for National Association of Counties – interested in workforce development. Holding town hall meetings 4th Monday of the month.</p> <p><i>Commissioner Renstrom updates</i> – Now the Co-Principal at Metteer</p>	
<p><b>3.9 ADJOURN</b></p>	<p>Meeting adjourned at 4:30pm. Next commission meeting: March 28,2017</p>	



## *Upcoming Dates & Events*

☆ **Public hearing on First 5 CA's Annual Report: March 28, 2017**

### **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.