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Minutes: _____ Commission Meeting _____ Dated: 03/28/17 @ 3 p.m.

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

Agenda Item	Discussion	Action
ATTENDANCE:	Commissioners: <input checked="" type="checkbox"/> Dottie Renstrom, Chairperson <input checked="" type="checkbox"/> Tony Cardenas, Vice Chairperson <input type="checkbox"/> Candy Carlson <input checked="" type="checkbox"/> Richard DuVarney	<input type="checkbox"/> Kelsey King <input type="checkbox"/> Valerie Lucero <input type="checkbox"/> Sr. Pat Manoli <input checked="" type="checkbox"/> Amanda Sharp <input checked="" type="checkbox"/> Barbara Thomas
1. Public Hearing:	First 5 California Annual Report - Investing in a Quality System for CA's Children: http://ccfc.ca.gov/pdf/annual_report_pdfs/Annual_Report_15-16.pdf Director Snider reviewed First 5 California Annual Report. Based on county information learned from report, the School Readiness Director and Director Snider will go to Willows to learn about First 5 Glenn and First 5 Colusa AmeriCorps program operation and playgroup models and operation. First 5 Glenn currently uses Nurturing Parenting for their Little Learners playgroups. No comments from the public.	
2. Public Comment	None heard.	
3. Consent Agenda 3.1 Minutes from February meeting, General Warrant Register & Claims (enclosure)	<i>These items include routine fiscal and administrative actions to be approved by a single majority vote.</i>	Commissioner DuVarney made motion approve the consent agenda as submitted; Commissioner Cardenas seconded.

		Motion carried, 5/0 All in favor
<p>4. REGULAR AGENDA</p> <p>4.1 INFORMATIONAL: Annual Project Update</p>	<p>Northern Valley Catholic Social Service – Corning Family Resource Center: Erna Friedeberg, Regional County Director of Program Development; Geneva Jobe, Regional Manager; and Karen Ordaz, Tehama County staff member, presented their annual project update.</p> <p>Karen Ordaz presented on the Corning multi-service resource center. Offering job readiness classes; including job search and interviewing. Also offers technology classes in a bilingual format. They are the only technology class in Tehama and offers internet safety classes. Computer lab is available. ESL classes offered. Only English class offered during the day. Referral services on 0-5, counseling, housing, food, rental, section 8, CAA programs, energy assistance. Elder services – diabetic support groups and VITA program for taxes. Dutch Bro’s donates for a food pantry. They have an EDD rep on site, goes out to farms and talks to workers to assist with problems with wages and applying for EDD. Early start uses site. Mobile dental clinic.</p> <p>Geneva Jobe presented on CASA. 23 children with 13 volunteers 992 hours to service kids in 15/16. Goal is to build volunteer base. 40% of funding from grant judicial counsel and have raise 60% funding. Host fundraiser through the year. CAL CASA 150k for both counties.</p> <p>Karen Ordaz presented on Immigration and citizenship. Only accredited program for citizenship and immigration. They host immigration information meetings. NVSS mission to not let people be cheated. USCIS recommended program. USCIS comes down 3-4x per year with an information and to answer questions in a safe place. All clients are screened for First 5 eligibility. Handout for “Family Preparedness Plan”. Immigrant Legal Resource Center www.ilrc.org</p>	

	<p>Erna Friedeberg stated NVCSS serves a multicounty region with administrative offices in Redding. 35 years of operation with approximately a 9 million dollar budget. Part of Catholic Charities and get most of the funding from individual counties to meet needs of that community. Six counties within region. Some Tehama County contracts come from within the county; 20% of 40k comes to Tehama county for immigration and some elder services. Looking to grow an Advisory Board and do fundraisers. Currently recruiting for the board which meet 4x per year. Also looking at a viable housing project here in Tehama County.</p>	
<p>4.2 INFORMATIONAL: Director's Report</p>	<p>a) Updated Commissioner List (<i>enclosure</i>)</p> <p>b) Annual Board of Supervisors presentation was held today. Andrea Martin, AmeriCorps Family Advocate, attended and a family presented their story and program experience to the Board.</p> <p><u>Local Partnerships:</u></p> <p>Melanie Wilson, School Readiness Director, presented new local partnership highlights:</p> <ul style="list-style-type: none"> • Melanie Wilson stated that she met with AMPLA health to propose a formalized referral system in Los Molinos. • School Readiness Family Liaison, Annaie Moreno, presented a success story on a family enrolled in the School Readiness Program. She started doing home visits in September with a family with a 4 yr old and 2 yr old. Following her assessment she identified a need for speech therapy sessions, however, due to transportation barriers the family had been unable to attend services so Annaie began taking them to speech therapy every week. Two weeks ago, she taught the mom to ride TRAX and how to successfully navigate its system. The 4 year old is not in Head Start and the family is using TRAX to take boy to Head Start classes on their own which was a success! <p><u>State Partnerships:</u></p> <p>First 5 CA and the Executive Director are still looking into replacement ideas for the First 5 Hands on Express visit on April 24. Director Snider has contacted partners and we are waiting for replies.</p>	

<p>4.3 Personnel Committee Report</p>	<p>a. ACTION: Commission Assistant Job Description Recommendation (enclosure):</p> <ul style="list-style-type: none"> • Administration: Commission Assistant job description revised based on administrative needs analysis: reduce hours for on-site support staff to 15-20 hours; must be proficient in Microsoft Word suite, Excel, some type of publishing software; move School Readiness tasks to SR Secretary. • Financial: transfer fiscal duties permanently to County Auditor. • Personnel Committee recommends job sharing position with a partner like TCDE; TCHSA or other County Dept. that aligns with work; also see if admin office space available for Executive Director if other agency PT staff already housed. <ul style="list-style-type: none"> - Commissioner DuVarney asked about previous employee's status. Director Snider stated she has put in her letter of resignation which will enable us to move forward with a new hire. <p>b. INFORMATIONAL: Administrative needs analysis results:</p> <ul style="list-style-type: none"> • Annual Report: focus on finding admin support that can continue to manage and handle this task. • Evaluation: Become PAT affiliate and maximize those resources; Create a data tracking system with checks and balances to ensure school readiness data is in system and accurate. Recommend weekly data exported to Excel and print out for SR Director to check, monitor for accuracy. Current evaluation plan is solid. After complete 17/18 annual report revisit evaluation plan. • Reports, communication, and public education: focus on finding admin support that can continue to manage and handle reports, flyers, and announcements. Continue to use local resource for website, no need for Facebook unless moving away from website platform. Continue to use School Readiness for Talk Read Sing Play campaign efforts. • Technology support: Get an assessment of needs and ask each provider their recommendations; then decide if keep current provider or switch. Current provider \$85/per hour vs. TCDE \$65/per hour 	<p>Commissioner Thomas made motion accepted the job description as submitted; Commissioner DuVarney seconded.</p> <p>Motion carried, 5/0 All in favor</p>
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	<ul style="list-style-type: none"> - Commissioner Renstrom would like to keep open FACEBOOK as a tool for information. Commissioner DuVarney agreed. Cynthia Cook stated there is a school readiness Facebook and it is a good vehicle for information. • Resource Guide: Recommend partnering with School Readiness to complete this task with commission admin support continuing to oversee as appropriate. 	
<p>4.4 Status of School Readiness Funding</p>	<p>a. INFORMATIONAL: Agreements Updates: Cynthia Cook presented update to commission:</p> <ul style="list-style-type: none"> - Cynthia Cook stated her and Melanie Wilson, School Readiness Director, went to Red Bluff Elementary and they agreed to move forward and pay. They are working on an MOU for \$77,760 for serving 144 students. They also met with Antelope Elementary asking for \$5,400 but they couldn't engage because they have a deficit of 4 million dollars. Antelope Elementary are not a "LCAP winner" due to district student population and cannot afford to be involved. They also met with Corning Elementary and offered the same as Red Bluff (\$77,760 for 144 kids). The Superintendent said because of Promise Neighborhood their district will be using Healthy Families Tehama (HFT) home visiting services. He stated he might be interested in a smaller menu of School Readiness services offers versus all the services. Cynthia stated that after a Foster youth meeting with Michelle Schmidt, TCHSA: Public Health Division which operates HFT), Michelle said that Healthy Families Tehama is not a replacement for School Readiness. Cynthia thinks they may need to go back to the Corning Elementary School District and clarify their position. Melanie and Cynthia will be meeting with Gerber 3/29. Los Molinos Elementary said to call back in 2 weeks. They will also revisit Evergreen (Cottonwood). <p>b. DISCUSSION: School Readiness (SR) as Prevention Net and Funding Strategies: Discussed updating funding plan that promotes sustainability <u>and</u> equitability across school districts that</p>	

strengthens and promotes the Prevention System and Strengthening Families (SF) Framework as the foundation.

- Commissioner Renstrom stated the commission did receive Small County funding which would support what we are doing now for the next 4 years, however, we still need buy in for sustainability maybe 10 or 20k.
- Director Snider spoke on the goal of not having children fall through the cracks and expand county wide while continuing to work with partners. What do the commissioners think now that Corning said no? Is there a way to subsidize? We want to serve children now and in the future.
- Cynthia Cook suggested that maybe we don't connect funding service areas to school districts. Path 1 is throughout the county and School Readiness goes places outside the school districts we currently with home visits. Some barriers are no transportation for Head Start or preschool and maybe not be as focused on school transition. We've been having a playgroup at drug and alcohol and they are very willing to engage, but funding would still be an issue. A barrier is not being able to handle their children. Who do we want to serve? The neediest family.
- Commissioner DuVarney asked about small county money, how long would that sustain us?
- Director Snider stated until FY 2020/21 - 4 more years.
- Commissioner Renstrom recommends an ad-hoc committee to work on this and back findings/recommendations to the commission on what the dollars can serve.
- Commissioner Cardenas was interested in servicing children without borders, but wonders how we can sustain this concept. He wanted to ask again, have school districts been sold on the School Readiness Program? Are we doing great job? Are the schools seeing these results? Antelope 4 mil in the hole, we can't not serve them. There is a need to start to get families and communities involved and committed.

	<ul style="list-style-type: none">- Cynthia Cook said the current school districts do give us some in-kind donations such as space, etc. It's a hard decision for them to say no. They do think the services are valuable and we have given them outcomes on what we have been doing. We would like to figure out the cost of supplying the single items (Playgroups, etc).- Commissioner DuVarney asked what other funding First 5's get through leveraging funding. Director Snider replied it is varied, Mental Health Services Act funding, CalWORKS, Maternal, Child, Adolescent Health, County Office of Ed, MAA are some examples. Larger counties have partnerships at the state level. Commissioner DuVarney stated it's not right to serve everyone and Red Bluff Elementary being the only one willing to play for services.- Commissioner Renstrom wants the ad-hoc committee to also discuss this and thinks we need to be consistently showing school districts our value. She recommends we keep our funding contributions and services area the same as we conduct a thorough study over the next year.- Commissioner Cardenas wants to know how long we've been talking with superintendents. Since we have small county funding can we continue the same School Readiness funding this year until the ad-hoc committee completes its study?- Cynthia Cook said we were in Red Bluff Elementary LCAP for 120k and we've been having this talk for over 3 years. Since they were the only school to commit to the \$77,760 we could back off for now until the study is completed.- Director Snider stated after the 4 years, the small county augmentation money will be going away so that gives us time to relook at our funding plan and design a system that includes program services we can sustain with partners.- Commissioner Renstrom asked for volunteers for the ad-hoc committee. Commissioner Renstrom wants to volunteer and will ask Commissioner King, Commissioner Manoli, Commissioner Thomas and Commissioner Lucero if they would be interested and CC the information out to the rest of us.	
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	<ul style="list-style-type: none"> - Director Snider will follow up with Ventura and what are they doing that we could replicate for our program. - Commissioner Renstrom stated we will need an action item at our next meeting to continue the current funding and service level of School Readiness for the next year while we conduct our study. 	
<p>4.5 INFORMATIONAL: Action Plan Update</p>	<p>.1. School Readiness (SR) as the Prevention Net – Obj. 1.1: Regular updates happening at commission meetings regarding implementation status and school district participation in the SR Cash Matching Program beginning FY 17/18 as well as possible continued support from TCDE’s LCAP.</p> <p>.2. Countywide Strengthening Families (SF) Framework – Obj. 2.1: SF Leadership Team finished conducting focus groups and key informant interviews on supporting and promoting the development of the 5 protective and promotive factors; recording forms for data aggregation are due March 31st. Sectors completed include youth, faith, public agencies, business, cultural, nonprofit, prevention and early intervention, and community members.</p> <p>.3. Early Intervention System of Care – Obj. 3.2: Referral Algorithm Team meets monthly; eligibility, application, & referral processes are being charted; and standard referral system is being discussed which Director Snider believes will lead to a county-wide universal 0-5 program application (Obj. 3.1) Obj. 3.4 Home Visiting Collaborative monthly discusses numbers of Ages & Stages Developmental Screening Questionnaires completed and trends for programs serving children ages 0-5; WIC has begun screening children and already seeing referrals to FNRC.</p> <p>.4. Maximize Funding & Sustainable Services – Obj. 4.1 & 4.2: Determine impact of small county augmentation funding focusing on ensuring School Readiness as the Prevention Net and Strengthening Families Framework as the foundation. Funding plan should promote sustainability <u>and</u> equitability across school districts that strengthens <u>and</u> promotes the Prevention System.</p>	

<p>4.6 INFORMATIONAL: Letter of Support (enclosure)</p>	<p>Per advocacy procedure, we are informing the commission that we have signed onto the following letter of support:</p> <ul style="list-style-type: none"> a. Integrating Early Learning into California’s “Every Student Success Act” Plan – Children Now request <p>The letter of support was also sent around for commissioners to review.</p>	
<p>4.7 INFORMATIONAL: Collection of Conflict of Interest Forms (Form 700) and Code of Ethics Training Certificates</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 at the March 28 commission meeting. <i>If you complete this form and/or training with your employer/agency, please notify the office via email ASAP.</i></p> <p>Signed forms were turned in to Ashley. Ashley and Director Snider will follow-up with any commissioner still needing to complete these tasks. Ashley will submit the completed Form 700’s prior to the April 3rd deadline.</p>	

<p>4.8 INFORMATIONAL: Commissioner Updates</p>	<p>Commissioner Sharp – there is an open house from 3-6pm in Los Molinos next to the library at the Regional Government Center. If nonprofit organizations want to use the facility there is a meeting room, class rooms and offices. Any organization who can commit to being there would result in having the county being there more often as well as no county agency is there full time. If people commit to being there the center can be open more for use. Tanya Moore at Child Support has the scheduler and hopefully a community garden will be coming soon.</p> <p>Commissioner Cardenas – We are underway with the Promise Neighborhood funding and moving forward!</p> <p>Commissioner DuVarney - Children’s Fair is 4/29</p> <p>Commissioner Renstrom asked about bylaws for commissioner’s attendance percentage. Director Snider stated she would follow up and get back to her.</p>	
<p>4.9 ADJOURN</p>	<p>Meeting adjourned at 5pm.</p>	

Next commission meeting: April 18, 2016 (Financial Committee Meeting at 2:00)

- Personnel Committee will distribute input form for Executive Director Evaluation – DUE 5/18/17 to Commissioner Thomas, Committee Chair (bthomas@rbuhsd.k12.ca.us)
- *Upcoming Local Events: Children’s Fair scheduled for Saturday, April 29 from 10am-2pm at the Tehama District Fairgrounds*