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**Minutes:** Commission Meeting Dated: 04/18/17 @ 3 p.m..

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

Agenda Item	Discussion	Action
<b>ATTENDANCE:</b>	Commissioners: X Dottie Renstrom, Chairperson X Tony Cardenas X Candy Carlson X Richard DuVarney  <input type="checkbox"/> Kelsey King X Valerie Lucero <input type="checkbox"/> Sr. Pat Manoli X Amanda Sharp X Barbara Thomas	
<b>1. Public Comment</b>	Commissioner Carlson stated that she loved the success stories from the programs we offer that were shared during the director’s annual report to the Board of Supervisors. Thinks we are doing a great job.	
<b>2. Consent Agenda</b>  <b>2.1. Minutes from previous Meeting, General Warrant Register, &amp; Claims (Enclosure)</b>	<p><i>These items include routine fiscal and administrative actions to be approved by a single majority vote.</i></p> <p><i>Director Snider will make corrections on 4.2 directors report – local partnerships “4 year old is now in Head Start” 4.4b Add a word in 3<sup>rd</sup> paragraph we currently serve with home visits. Update – change to 4/18/2017 Commissioner Lucero said 4.4 – willing to pay for services, and Tonya Moore was misspelled.</i></p>	Commissioner Thomas made motion approve the consent agenda as submitted and revision of minutes; Commissioner Sharp seconded.  Motion carried, 7/0 All in favor

<p><b>3. REGULAR AGENDA</b></p> <p><b>3.1. Committee Reports</b></p>	<p>a. Financial Committee Report (Tony Cardenas, Chair)</p> <p>1. ACTION: 3rd Quarter Financial Report – <b>enclosure</b> – Commissioner Cardenas gave the Financial Committee report on the third quarter financial report and recommended approval.</p> <p>2. DISCUSSION/ACTION: FY 17/18 Updated Staffing Recommendation – Financial Committee reported on Commission program staffing needs identified during current transition period and reorganization. A full-time position is needed that includes identified administrative needs <u>as well as</u> program planning, education, and coordination needs supporting the Executive Director in relation to collaborative activities, initiatives, and community capacity building.</p> <p>Commissioner Cardenas reported that on the financial side the majority of the funding is already in Salary and Benefits and the additional \$10,000 needed coming out of the community strengthening fund which the current account is being used for a majority of the activities this position will be responsible for.</p> <p>Commissioner Renstrom said that there is a need for a full-time person to take on more than just clerical and as we look long range when the executive director retires, a coordinator position could be sustained, will have the history, and could take on director type duties should funding continue to decline as well as educator and coordination duties to carry on a Strengthening Families legacy. Having a high skilled administrator with education would be beneficial for these roles. Director Snider discussed the administrative needs analysis results that indicated a majority of her time was being spent on initiatives and internal programs rather than executive director duties. She also explained her process for coming up with the job description duties and salary range using other similar county</p>	<p>Commissioner Sharp made motion approve the Financial Committee Report as submitted; Commissioner Lucero seconded.</p> <p>Motion carried, 7/0 All in favor</p>
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	<p>job descriptions. The one that mostly fit was the Mental Health Services Act (MHSA) Coordinator job description with some of Health Educator duties as this person will also conduct trainings and educational presentations. Director Snider is calling the position Community Capacity Coordinator and would fall under the Joint Councils MOU just like the Commission Assistant position did. Commissioner Lucero said Mental Health Services Act Coordinator is a higher level of skills and that job description would match what is needed for this position. Commissioner Sharp suggested having the Job Training Center do the screening process and assist with the interview panel. Commissioner Lucero asked about linking the job opening with neo-gov. Director Snider said she'd check into it.</p> <p>Director Snider discussed how the position would be a program position. Commissioner Sharp said that it made sense to keep with program portion even if there were some administrative duties. It should stay under program salaries.</p> <p>Commissioner DuVarney asked if the job description is still being completed. Director Snider said yes as she wanted to get confirmation from the commission that she was on the right track, but it was mainly complete. Commissioner Thomas asked what the time line is and would like the completed job description to be emailed out to all the commissioners. Director Snider said she would have the job description completed by Monday, April 24 and would email out for feedback then proceed with the hiring process utilizing the Job Training Center and County as resources. Her goal is to have the process completed by June 1<sup>st</sup>.</p> <p>Commissioner Sharp recommended Director Snider proceed with Coordinator position as outlined and the allocation of this new position at the MHSA Coordinator range 71 which was an appropriate salary range. She also recommended Director Snider have the ability to conduct all aspects of the hiring process and refine the class spec to reflect some of the Health Educator duties that were needed for this position while including the office administrative services, fiscal and secretary</p>	<p>Commissioner Sharp made a motion to approve Director Snider refining and completing the full time position coordinator job description, salary, and allocation and authorized Director Snider to conduct all aspects of the open hiring process and link job description to neo-gov if possible.</p> <p>Commissioner Carlson seconded.</p> <p>Motion carried, 7/0 All in favor.</p> <p>Denise will email draft to commissioners.</p>
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	<p>support. Director Snider stated that she would use the Commission Chairperson and Personnel Chair as needed through the completion of hiring process.</p> <p>3. ACTION: FY 17/18 Preliminary Budget – <b>enclosure</b> – Commissioner Cardenas reviewed the FY 17/18 preliminary budget with the Commission which included the annual review of community strengthening funding activities and recommended approval.  Commissioner Lucero asked if we have considered any funding for 211. Director Snider said we have \$1500 in the community strengthening fund and may increase to \$2000 depending upon remaining funds and family resource center sustainability funding.  Commissioner Carlson said 211 is getting more and more us and it’s an important resource.  Commissioner Lucero asked about the 211 annual report and Director Snider stated that she shared it at the February meeting.</p> <p>b. Personnel Committee Report (Barbara Thomas, Chair)</p> <p>1. INFORMATIONAL: Distribute input form for Executive Director Evaluation – DUE 5/18/17 to Commissioner Thomas, Committee Chair – <b>enclosure</b>  Commissioner Thomas stated they want input back by 5/18/17.</p>	<p>Commissioner Thomas made motion to approve the Preliminary Budget as submitted; Commissioner DuVarney seconded.</p> <p>Motion carried, 7/0 All in favor</p>
<p><b>3.2. INFORMATIONAL: Director’s Report</b></p>	<p>a. Promise Neighborhood Technical Assistance Visit and Interview – Director Snider shared about this process.</p> <p>b. TCDE LCAP Needs Assessment Interview – Director Snider discussed her participation in this needs assessment.</p> <p>c. Building a Trauma Informed Home Visiting Program Training – Monday, May 22 in Red Bluff @ Day Reporting Center</p> <p><b><u>Local Partnerships:</u></b></p> <p>Director Snider reviewed Melanie Wilson’s, School Readiness Director, report with the Commission:</p>	

	<ul style="list-style-type: none"> <li>a. Meeting on April 25th with Armando Mendoza, Outreach Specialist, at the Ampla Center in Los Molinos to formalize a School Readiness Program referral process. School Readiness (SR) will also be participating in an event they have in August.</li> <li>b. SR have had several meetings with Center for Evaluation and Research to improve the database they designed addressing how to monitor the data for accuracy and timeliness. Have been able to address the weak areas and made some tracking changes regarding case management, who receive the 8 core PAT visits, and school district information for each child, which will help us more easily pull that information for reporting purposes.</li> <li>c. SR will be participating at the Children's Fair and Cinco De Mayo, recruiting families, providing resources, free books and an activity.</li> <li>d. SR have begun enrolling children for KinderCamp and our Los Molinos class is now full.</li> <li>e. Director Snider reminded Commissioners to SAVE THE DATE - Annual Provider Recognition Event: Annual celebration of Tehama County's early educators will be held Thursday, May 11 from 4:00-6:30pm at TCDE in the Library. This is a drop-in event and refreshments will be provided.</li> </ul>	
<p><b>3.3. INFORMATIONAL: Action Plan Update</b></p>	<p><b>.1. School Readiness (SR) as the Prevention Net – Obj. 1.1:</b> Status of School District participation: SR Director met with Jenny Mar, Superintendent Gerber Elementary: they would think about it and get back to us; Were told by Los Molinos Elementary to check back, but we haven't proceeded any further as waiting for a final decision from the commission. Need to check on continued support from TCDE's LCAP. Director Snider stated possibly having a minor contribution for a menu of services and will follow up with the School Readiness Director. Will also follow up with Karin Matray, Assistant Superintendent, regarding TCDE LCAP funding.</p> <p><b>.2. Countywide Strengthening Families (SF) Framework – Obj. 2.1:</b> SF Leadership Team debriefed focus groups and key informant interview and is finalizing the documentation gathered on supporting and promoting the development of the 5</p>	

	<p>protective and promotive factors; Preliminary results expected to be reviewed at May 4<sup>th</sup> meeting.</p> <p>Director Snider asked how the interviews went with Commissioners Lucero and Sharp. Commissioner Sharp said that no one had any idea how much we do already. She reflected how it was interesting that people don't realize the activity within their organizations. Most have evidence based practices. Commissioner DuVarney asked how can we communicate all of it? All of these amazing things going on at agencies and no one is seeing them. Commissioner Carlson suggested the public health commercials and how amazing they are as well as social media, using commercials to show what we do. We might need a public information officer for programs. Commissioner DuVarney stated teacher in focus videos he has been doing. They highlighted career technical classes and social media and are a good way to get the word out. Communicate concepts. Director Snider thanked commissioners for their feedback and said that the leadership team would be communicating results and developing a plan of action.</p> <p><b>.3. Early Intervention System of Care – Obj. 3.2:</b> Referral Algorithm Team continues to meet monthly; potential referral processes are being discussed and charted in order to reach a standardize 0-5 program referral system. Participating programs include Early Head Start, Head Start, State Preschool, School Readiness, Healthy Beginnings and Healthy Families Tehama. Obj. 3.4 Home Visiting Collaborative continue to meet monthly to discuss Ages &amp; Stages Developmental Screening Questionnaires (ASQ) completion and trends for programs serving children ages 0-5; Discussing which agencies should attend <u>and</u> have the capacity to provide annual ASQ trainings for partners; Early Implementers discuss progress on SF Action Plans.</p> <p><b>.4. Maximize Funding &amp; Sustainable Services – Obj. 4.1 &amp; 4.2:</b> 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 and <u>equitability</u> across school districts that strengthens <u>and</u> promotes the Prevention System.</p>	
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<p><b>3.4. DISCUSSION: ½-DAY Strategic Planning Meeting - May 18, 2017 @ 8:00a-12:00p</b> (Tehama County Department of Education in the Assembly Room)</p>	<p>It was concluded after today's meeting discussions that there is a need for the May mid-year Strategic Planning meeting. Agenda items were discussed.</p> <p>Director Snider shared that Kathleen Shenk, Director of The Strategies Center, will be the facilitator. Commissioner Renstrom would more info on the systems work that Ventura County is doing. Director Snider shared that Ventura's work is about building capacity within organizations to focus on the critical nature of the first 5 years as it relates to clients they are currently serving instead of referring them out to other programs. In Ventura County, they are training Probation Officers that serve their AB 109 population. This type of capacity building will be a focus of the new coordinator position. Other agenda items will focus on the structure of the School Readiness program; review roles and responsibilities of commission and staff; reviewing the action plan for targeted activities and focal areas; and final a review of the updated strategic plan.</p>	
<p><b>3.5. INFORMATIONAL: Commissioner Updates:</b></p>	<p>Commissioner Carlson: Thinks we are doing a great job. Director Snider is holding it all together and all the work is important here. She shared how it is sometimes hard to attend the Tuesday Commission meetings as they conflict a lot of times with the Board of Supervisors meetings and/or public hearings. She is trying to make them as much as possible and appreciates the minutes as they help her keep up to date. Commissioner Renstrom suggested revisiting meeting times. Commissioner Carlson would like that as this is very important program to her.</p> <p>Commissioner DuVarney: Shared some random thoughts about how he is a part of School Readiness, State Preschool, etc. and then he is also part of K-12. He is realizing that K-12 has no idea what's going on over here with 0-5 programs. Somehow there is a responsibility to make those connections. Each school should have a designated person who knows First 5 and Head Start (0-5 programs) since as they currently are two different worlds that are not connected. Zephyr is child welfare and attendance specialist what if she is the liaison between early learning and K-12? This could be a possibility and he is interested in pursuing.</p>	

	<p>Commissioner Cardenas: On behalf of the Promise Neighborhood grant, he would like to thank everyone for participating during the site visit. During the two days of site visits, they were impressed with how we came together as a county.</p> <p>Commissioner Thomas: Reported that Salisbury is closing the child care center at the end of the school year due to lack of need and will continue to connect families with Early Head Start.</p> <p>Commissioner Sharp: Department of Social Services has gone through a process of reevaluation of their administrative team which identified the need for an increase in managers to staff ratio. It was 42 employees to 1 manager. TCDSS finally hired a new deputy director; Diane Casey elected to move into Operations; Shelly Zimmerman is Fiscal; and Steve Dickerson is new Child Welfare Manager. She now has her complete management team! May 19th is senior nutrition spaghetti fund raiser. They are \$35,000 short this year.</p>	
<p><b>3.6. INFORMATIONAL: Early Childhood Mental Health Consultation Program Presentation (Enclosure)</b></p>	<p>a. Bridges to School Success, Tara Tate, Program Coordinator (Shasta County Office of Education) provided a program presentation. Shasta County funding partners were also in attendance to discuss their role: Office of Ed; SELPA and First 5 Shasta. Other funding partners who were not in attendance are DSS/CalWORKS, Child Abuse Prevention Coordination Council; and Shasta Co. Mental Health/MHSA funding. Director Snider also invited Tehama County reps from these departments to hear the presentation, but none were able to attend.</p> <p>Tara presented a slide show that showed how they house 1) a weekly “Discipline That Works” with a child care component classes as well as a 2) support group called Second Step for children that focuses on social skills is evidence based, 3) Triple P, Positive Parenting Program. The program is a bridge to school’s success. They use large amount of trainees/interns as effective therapists. Emphasis on trauma based instruction and service delivery.</p>	



**Bridges (0-5 model)** – Research based prevention and early intervention; Second Step program; Work closely with home and school/childcare; Social-Emotional competence IS school readiness; Intervention as early as possible and support and intensive intervention when needed.

Two Service Levels:

**1) 8-week model** – involves child & family, and teacher or childcare provider. Utilizes interns with supervision; In home and classroom observation, plan and follow-up; Evidence-based, Triple P levels 2/3; Case management services provided throughout. 60% of cases caught within 8 week time frame. Behavior can change within that time frame.

**2) Intensive model** – involves child & family, and teacher or childcare provider; Most who required intensive have mental health (MH) diagnosis; Provided by MH clinician & classroom behaviorist (full-time therapist paid by Shasta Co. MH); Utilize evidence-based approaches with evidence base therapy. Eight more weeks for total of 16 weeks in the program. May occasionally run a little longer.

Commissioner Sharp asked what the caseloads are like. Tara passed out a hand out that shared all the specifics for the program. In 2017 referrals are projected for 180. Referrals are coming from everywhere. 25 per caseload for the 8 week model. 10-15 for the full time therapist that is funded through MHSA funds for the intensive model.

2 year period - 65% were successful after participating in 8 week model. Family services also benefit siblings. There is a need for early intervention.

Last year 48% of students and families received intensive services and across all domains, children's behavior improved.

The Shasta County SELPA Director, Conde Kunzman, spoke about the program success and the savings and cost benefits to funding this early intervention

	<p>model. Out of 300 RPRC referrals only 4 were former Bridges clients. She also spoke about how next week Shasta County will be participating in a Breaking Barriers (funding) Symposium in Sacramento that will focus on making sure every child get what services they require in the most streamlined method possible which means service providers leveraging funding and working together. Also adding a philanthropy panel to the conference this year.</p> <p>Commissioner DuVarney asked a question about funding streams and Conde Kunzman, Shasta Co. SELPA, said that they are using SELPA dollars not ERMS dollars.</p> <p>The Commission thanked the presenter and the Shasta County funding partners for taking the time to come to Tehama County and share about this successful program. Commissioner DuVarney is interested in replicating in Tehama County.</p>	
<p><b>3.7. ADJOURN</b></p>	<p>Meeting adjourned at 5:10pm.</p>	

☆ **REMINDER: Mid-Year Strategic Planning, Thursday, May 18, 2017; 8am-12pm @ TCDE**

☆ **Annual Provider Recognition Event @ TCDE in the Library 4-6:30pm on Thursday, May 11, 2017**

☆ **Next Regular Commission meeting: June 27, 2017 @ 3:00 p.m.**

- Membership committee: To meet prior to June meeting to develop a slate of candidates for officer election (Commissioner Sr. Pat Manoli, Committee Chair – members: Tony Cardenas and Valerie Lucero)
- Personnel committee: To meet prior to June meeting to complete executive director’s evaluation (Commissioner Valerie Lucero, Committee Chair – members: Kathlene “Candy” Carlson and Barbara Thomas)