



**February 2, 2004 Meeting
Minutes**

Commission Members

Jeremy Mann	Alison Glassey	David Colfax	Diane Pauli
Carol Mordhorst	Paul Tichinin	Betty Smith	

Staff Present:

Anne Molgaard, Executive Director
Laura Franklin, Administrative Assistant

Others Present in Ukiah:

Cathy Ferron	Nice Alterman	Corrine Lindgren
Brian Burke	Georgia Collin	

I. Welcome and Introductions by Board Chairman, Jeremy Mann

II. Public Comment on Non-Agendized Items

Brian Burke, principal from Round Valley Elementary School in Covelo was present later in the meeting to present the Commission with an appreciation plaque for its grant to build its Infant-Toddler center in Covelo. Another plaque will be placed on the building recognizing FIRST 5 and other funders. Burke also apologized for their oversight inviting the Commissioners to their grand opening celebration last week. Currently they have 16 children enrolled in the center.

III. Consent Calendar

Motion made to accept the Consent Calendar (Mordhorst, Pauli): Mordhorst, yes; Smith, yes; Tichinin, yes; Mann, yes; Pauli, yes; Glassey, yes; Colfax absent. Passed.

IV. Business Items

A. Commissioner Appointment Status

The Executive Committee has recommended Tammy A. Scott's Commissioner application be forwarded to the Board of Supervisors for its consideration.

B. Director's Report

Items specifically discussed from the Director's Report were as follows:

Inland North Regional Grants (13)

Contracts and Scopes of Work to new grantees being finalized. One grantee check however, has been held for a child care provider who does not have liability insurance. According to North Coast Opportunities, the local Child Care Resource and Referral Agency, licensed child care providers must either have liability insurance or they must maintain the signature of every parent they serve that states the parent is aware that the provider does not have liability insurance.

Commissioner Mordhorst suggested that the grantee and her landlord (her parent) sign a waiver holding the Commission harmless if there were a lawsuit (a hold harmless clause is currently in all grant contracts). Cathy Ferron offered to obtain information from Lake County about lower insurance costs for caregivers as did Corrine Lindgren, Director of Head Start, NCO.

The Executive Committee also had reviewed two subcontracting possibilities to work with Mendocino County Youth Project on a section in their grant, *Children of Divorce* workshops, and selected Nuestra Casa as the subgrantee for approximately \$3,000 more than the original grant request.

Commissioners Smith and Mordhorst and Director Molgaard will be going to Leggett, February 11 to meet the Superintendent Bill Raebe to discuss their grant applications that were not approved.

Policy Council on Children and Youth (PCCY)

April is Child Abuse Prevention Month. Commissioner Glassey and Director Molgaard are on the PCCY Child Abuse Prevention Month Committee. PCCY looking at publicizing in the community three themes: (1) parenting is important and can be difficult; (2) there are some best practices that we encourage families to embrace; and (3) we have resources to assist and support parents. February 9th meeting with the Family Resource Centers will discuss best practices and support.

C. Fiscal Report

Motion made to approve monthly fiscal report for November and December, 2003 (Tichinin, Glassey): Mordhorst, yes; Smith, yes; Tichinin, yes; Mann, yes; Pauli, yes; Glassey, yes; Colfax absent. Passed.

D. Asthma Discussion

Commissioners requested we spend time delving into the asthma topic in more detail. Chairperson Mann presented a PowerPoint from the California Childhood Asthma Initiative. The most salient points: (1) asthma costs can be controlled through education and case management; and (2) asthma attacks reduce a child's school readiness in physical, mental and emotional ways. The Commission requested Commissioner Tichinin to put Asthma discussion on Teacher In-Service calendar for next year.

The Children's Health Committee is also addressing the topic and will hold a dinner February 4, 2004 to solicit public input and gauge interest. FIRST 5 Mendocino will be hosting the dinner.

E. Evaluation

i. Final Report

Draft Report Executive Summary for FIRST 5 Mendocino Community and Program Evaluation Funding Years 2001-2003 was submitted by our evaluators, Cathy Ferron and Nice Alterman to the Commission for changes and/or edits. The purpose of the report was to assist FIRST 5 in making future plans and determining further funding allocations. The report provided an analysis of the

impact, and reported on level of effort and performance of the Commission's funded programs. The report did not include the C.A.R.E.S. and some regional data. Commissioner Mordhorst suggested this information be footnoted. The evaluators plan to revise the Executive Summary to include C.A.R.E.S.

In addition, the Commission engaged in a discussion about the pros and cons of collecting child specific data to enhance this year's evaluation of the impact of the funded programs. At this point, child specific data is only being collected from the School Readiness project. This data is being input in to the state evaluator's PEDS data system. All of the other projects are reporting aggregate data on children, families and service providers served. Funded programs that serve their families over a longer period of time could potentially collect child specific data. At this point, the only program that could be considered appropriate to collect child specific would be Consolidated Tribal Health. The other programs that have extended contact with families are more oriented toward parent education and support. It was noted that it has been difficult to obtain aggregate data from the funded programs, and that this would represent an inappropriate burden without additional funding. It was agreed that the local evaluators should look at the newly funded programs in the North County, especially Family Track, as potential candidates for child specific data collection.

ii. Contract Extension

The Commission was requested by Staff to approve a thirteen month contract extension for our local evaluation. Current evaluators have performed well and are now familiar with our grantees and our funding allocations remain the same through this year. After determining funding allocations for 2005, the Commission will be in a better position to draft a new scope of work for local evaluation that reflects the evaluation needs of the new funding allocation.

Motion made to approve contract extension services for January 1, 2004 through February 28, 2005 in the amount of \$42,500 with the ability to add \$6,000 to the contract amount for an additional sixty hours as determined by Staff with the contractors (Tichinin, Mordhorst): Mordhorst, yes; Smith, yes; Tichinin, yes; Mann, yes; Pauli, yes; Glassey, yes; Colfax, yes. Passed.

F. Child Care Health Linkages

Presentation was postponed until the March, 2004 Commission meeting.

G. Grant Status Update & Presentations

**i. Request for renewal from: Anderson Valley Children First/
Anderson Valley Unified School District**

Presentation postponed until March 1, 2004 Commission Meeting

**ii. Request for renewal from Early Education and Education Collaborative,
Caspar Children's Garden, Fiscal Agent**

Georgia Collin from Caspar Children's Garden gave a report to the Commission about their program. They have an on-going group to support child care providers in which the main focus is on "positive discipline." In Year 2 monies were set aside for a Behavior Specialist which has been a

success. In their Year 3 request, the collaborative is asking that the Behavior Specialist hours be increased. Collin also requested special stipends for providers that are not eligible for the C.A.R.E.S. program. The Commission did not approve this request since it could be viewed as a gift of public funds.

Motion made to renew Early Education and Education Collaborative for Year 3 for \$30,000 in accordance with their Scope of Work ensuring there is published criteria and no gift of public funds (Tichinin, Mordhorst): Mordhorst, yes; Smith, yes; Tichinin, yes; Mann, yes; Glassey, yes; Colfax, yes; Pauli, absent. Passed.

V. Commission Reports

Commissioner Mordhorst announced Tobacco Settlement Advisory Committee's released RFP's. Commissioner Tichinin requested that RFP's be brought to meeting with Bill Raebe in Leggett on February 11, 2004.

Commissioner Smith commented on the excellent video shown at the annual Rural Challenge conference in January.

Meeting was adjourned at 4:30 p.m.