

FIRST 5 KINGS COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes

March 6, 2007

Commissioners Present: Mary Ann Ford-Sherman, Peggy Montgomery, Perry Rickard, John Stankovich. Supervisor Tony Borba was present as proxy for Commissioner Joe Neves.

Commissioners absent: David Droker, and Bill Black.

Commission staff present: Lisa Watson, Executive Director; Fabiola DeCaratachea, Program Officer; Scott Waite, Program Officer; Jon-Michael Hice, Community Specialist; Anamaria Dominguez, Executive Secretary.






County staff to the Commission: Kyle Sand, County Counsel.

Others present: Inez Lopez, Patty Silvestre, Celida Rebolledo, Yesenia Ayala, Sue Weisenhaus-Braz, Mike Mendoza, Kathy Cruz, Catherine Kemp, Wendy Alsop, Julia Flores, Blanca Juarez, Ma. De la Luz Alvarez, Mark Alvidrez, Debbie Gibson, Elaine Sullivan, Judy Newton, Diane Hall, Larry Sullivan, and Margarita Alcalá.

Call to Order: The meeting was called to order at 4:05 p.m. with roll call taken. The Commission's mission, vision and ground rules were read.

Review and Modification of Agenda: No modification to the agenda was made.

Public Comment:

-  Sue Weisenhaus-Braz, Champions Recovery Alternative Programs' Executive Director thanked the Commission for their support at the open hearing where the Hannah's house was successfully approved.
-  Mark Alvidrez, Armona FRC Director thanked the Commission for grants approved. Mr. Alvidrez brought to the meeting a group of parents who finished 20 weeks of the Parenting Institute and formed the Armona Leadership Committee.
-  Julia Flores, Maria de la Luz Alvarez, and Blanca Juarez introduced themselves as representatives of the Armona Leadership Committee. Translation was provided by Margarita Alcala.
-  Commissioner Montgomery thanked the committee for their attendance and welcome them to come back to future meetings.
-  Mike Mendoza from Hanford FRC invited the Commission to a golf tournament that will benefit HESD Foundation. A representative team and tee sponsorship were requested by Mr. Mendoza.

Consent Calendar:

2007-03-001 Approval of minutes: Commissioners Stankovich and Montgomery abstained from voting on the approval of minutes, therefore, minutes were tabled for next month.

Regular Agenda Items:

Fiscal Report - If necessary, reallocation of funds from other areas of under expenditure will be made to cover line items that are nearly expended. It is also anticipated that additional adjustments to the Travel and Expenses line-item will need to occur due to the attendance of staff to conferences in the coming months. Staff is currently calculating the amount of costs paid to grantees for grant awards ending 05/06 to establish whether we currently have enough in each line-item to pay out current year contracts in this year's budget cycle. We will be making adjustments to the approved 07/08 budget to account for final contract pay-outs. Next year we will be requiring grantees to submit final fiscal reports on July 15th to ensure that costs are paid out in the year funds were awarded.

Executive Director's (ED) Report: Ms. Watson informed the commission that the State Evaluation Team activities will impact local commissions. Currently, there is no evaluation contractor at the State level, and no Technical Assistance is available for local commissions. An update of Capacity Building Activities was also included in ED Watson's report. The Commission was informed of the recently signed contract with Reef Sunset Unified School District for a FRC in Avenal similar to Stratford FRC that will allocate 40 pre-school slots at the Tamarack School site by the new school year. The CARES funding issue was briefly discussed and will be an agenda item for next Commission meeting. ED Watson made a public acknowledgment to Scott Waite for the success of the Backpack to Success project. A copy of the Annual Report that will be out by next week was distributed to Commissioners.

Program Officer Report: Ms. DeCaratachea reported out on technical assistance provided to grantees and the data collection process. The quarterly grantee meeting and introductory data base training is scheduled to be held on March 29, 2007.

Mr. Waite provided an update on the release date of the New Parent Kit and its customization and delivery process. Commissioner Ford-Sherman asked if any information about Post Partum Depression was going to be included in the New Parent Kit. Judy Newton from UCP also commented on the need to include Early Intervention information. ED Watson will set a meeting with Commissioner Ford-Sherman and Judy Newton to discuss the issue. Included in Mr. Waite's report were the categories for the best and promising practices manual for commissioner review and a summary with the Second Quarter Program Reports compiled information.

Community Specialist's Report: Mr. Hice informed the Commission of the ongoing process of developing a new website and its tentative launch date set to March 2007. Also in his report, Mr. Hice included an update of the planning stages of a county-wide Kindergarten Round up event to be held at the Hanford Mall in collaboration with Family Health Care Network and the Kings County Health Department Immunization Unit.

DISCUSSION/ACTION ITEMS

2007-03-002 Second Quarter Program Status Report – The Commission reviewed and discussed the report representing activities and number of clients served by grantees during the second quarter of their contract. It was discussed the concerns with programs not achieving their objectives and the technical assistance offered. Commissioner Ford-Sherman appreciated the opportunity to see at a glance how programs are performing. Discussion item, no action was taken.

2007-03-003 UCP Roll-over Funds Request - UCP is requesting use of their roll-over funds to support the development of a system that would allow for future MAA billing. The amount being requested is \$24,000. *Approval was made by motion from Commissioner Montgomery, seconded by Commissioner Rickard.*

2007-03-004 Lemoore FRC Roll-over Fund Disbursement Schedule - Commission staff requested the Commission to review and consider amending the disbursement schedule for Lemoore FRC Infrastructure Improvement contract #2006-10-005. The reason for this change is due to the need to access fund to move forward on already initiated construction. *Commissioner Montgomery made motion to approve the amendment, seconded by Commissioner Rickard.*

STUDY SESSION – RFA documents were presented to the Commission for review prior to release; they are similar to the previous year applications, with more individualization to the specific funding stream and reflective of the new strategic plan direction. Areas of interest/change in this years RFA documents are:

FRC Request for Application (RFA) –

- Exception to the notification of closure rule (pg 7)
- Project Description Revise (pg 11)
- Requires grantees to describe the needs of their community
- Requires grantees to describe their plans for outreach
- Asks that only job descriptions that have been revised/added be included in the application (pg 12)
- Funding chart has been updated to incorporate 07/08 funding levels (pg 16)
- FRC Initiative has been updated
- Service Standards have been revised
- A Community Outreach service standard has been added (pg 20)
- A Early Childhood Education service standard has been added (pg 20)
- Principles on Equity has been added as a service standard (pg 22)
- Scope of Work has been adjusted to reflect current strategic plan

There was discussion about the service standards required of all FRC's.

School Readiness Request for Application (RFA) –

- Communities to be served incorporate expanded service area, consistent w/state application (pg 7)
- Project Description Revise (pg 11)
- Address communities to be served, type and level of service to be provided
- Requires grantees to describe their plans for outreach
- Asks that only job descriptions that have been revised/added be included in the application (pg 12)
- Funding chart has been updated to incorporate 07/08 funding levels (pg 16)
- School Readiness Initiative has been updated
- State required logic model is being requested within application
- Scope of Work has been adjusted to reflect current strategic plan

Mr. Mike Mendoza made an observation indicating that sometimes the statistics in reports do not show everything that happens at the Family Resource Centers.

Special Needs Program Request for Application (RFA)

- Project Description Revise (pg 11)
- Identify gaps in services to children with special needs/methodology of assessment (pg 11)
- Requires grantee to describe plans for outreach (pg 11)
- Requires grantee describe service strategies designed for culturally and linguistically diverse populations (pg 11)
- Asks the grantees to describe their plans to improve access to services (pg 11)
- Asks the grantees to describe their plans to provide supports for inclusion (pg 11)
- Asks the grantees to describe their plans for interdisciplinary training/collaboration (pg 11)
- Asks the grantees to describe their plans to provide transition services to children into public school systems/kindergarten (pg 12)
- Asks that only job descriptions that have been revised/added be included in the application (pg 12)
- Special Needs Initiative has been updated
- Scope of Work has been adjusted to reflect current strategic plan

C.A.R.E.S. Program Request for Application (RFA)

- Strategy Update has replaced project description portion of application. The questions posed are taken from state reporting requirements verbatim. This strategy was utilized to try to minimize the amount of bureaucracy tied to grants management, as the grantee would of been required to complete many of these questions to the state regardless.
- Asks that only job descriptions that have been revised/added be included in the application (pg 12)
- CARES Initiative has been updated
- Summary of Key Track Requirements has been added, as it's update is required yearly at the state level.
- Scope of Work has been adjusted to reflect current strategic plan

This RFA won't be released until a solution is worked out about Human Services Agency funding.

Child Health Initiative Program Request for Application (RFA)

The Child Health initiative is a newly created RFA, and was established based upon the expectations for the program as identified by the strategic plan and the assistance of the CHI Steering committee.

Commissioner Rickard recused himself from this item.

Kings CONNECTION Program Request for Application (RFA)

The Kings CONNECTION RFA is also newly created, and was established based upon the expectations for the program as identified by the strategic plan.

FUTURE AGENDA ITEMS

2006-2007 Auditing Tool

FY 2007-2008 Administrative Cost Limit

COMMISSIONER COMMENTS

- ✎ Commissioner Ford-Sherman announced the upcoming one day training “Meth in our Backyard” to be held at the Tachi Palace on April 26, 2007.
- ✎ Commissioner Montgomery agreed with Mr. Mendoza’s comment and stated that she will enjoy informational memos from Hanford FRC that can be attached to the agenda.
- ✎ Commissioner Rickard provided an update on negotiations with the State for CHI outreach funding.

There was a brief discussion about rescheduling the April commission meeting due to spring recess. Commission staff will do a poll to see what works better. Executive Director Lisa Watson suggested having a commission meeting at the Lemoore Family Resource Center to see its new face.

ADJOURNMENT

Meeting was adjourned at 5:12

M/S: Montgomery/Ford-Sherman.