



**October 29, 2007
Commission Meeting Minutes**

Commission Members Present in Ukiah:

David Colfax	Diane Pauli	Tammy Scott
Mary Elliott	Paul Tichinin	

Commission Members Present in Fort Bragg:

Lucresha Rentería

Staff Present in Ukiah:

Anne Molgaard, Executive Director
Kirsten Jack, Administrative Fiscal Manager
Nina deCordova, Program Officer
Pam Ivey, Executive Secretary
Sabra Lugthart, Program Manager

Public Present in Ukiah:

Jill Carey	Nice Alterman	Cathy Ferron
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I. Welcome and Introductions by Commission Vice-Chair David Colfax

II. Public Comment on Non-Agendized Items

None

III. Consent Calendar

- A. Approve Agenda
- B. Approve Draft Minutes of 9/24/07 Commission meeting
- C. Amended Contracting and Procurement Policy
- D. 2008 Meeting Schedule

Motion made to approve the Consent Calendar, with change to Minutes that Commissioner Renteria was in Ukiah. Motion/Tichinin, Second/Pauli. (Colfax, yes; Elliott, yes; Pauli, yes; Rentería, yes; Scott, yes; Tichinin, yes). Passed.

IV. Business Items

A. Maximize Operational Effectiveness

1. Director's Report

Director Anne Molgaard announced the Executive Secretary position has been filled by Pam Ivey. Pam started on October 2nd.

Maya Stuart has renewed her contract with FIRST 5 Mendocino for October 2007 to June 2008.

We held our second SPARK 3-day training on October 26-28, with nearly 100 early-care providers. There is an issue with uninsured providers, which we are fielding to the NCO consortium.

Nutrition & Fitness RFP's in development: (1) Community Gardens will go before the Commission for approval at November meeting; and (2) Safe Play Areas RFP Summer, 2008.

Fiscal Reports

The 2006-07 Audit was tabled. Final has not yet arrived from independent auditors. After review and discussion, a motion was made to approve the final Fiscal Reports for July and August, 2007. Motion/Tichinin, Second/Elliott. (Colfax, yes; Elliott, yes; Pauli, yes; Rentería, yes; Scott, yes; Tichinin, yes). Passed.

B. Healthy Children

1. Healthy Kids Mendocino (HKM)

Congress passed another version of S-CHIP, but it is not veto-proof. State Assembly member Patty Berg's staff has sent a clear message that she needs to hear from us. FIRST 5 Mendocino will ensure a letter is sent.

2. Pediatric Dental Initiative (PDI)

PDI celebrated its Grand Opening of its surgery center on October 6th. The waiting list is growing rapidly (currently at 80 children), and possible modes of transportation from Mendocino County were discussed. Director Anne Molgaard requested that Commissioners give the PDI cards and materials which were included in the October Commission Packets to their dentists.

C. Knowledgeable, Nurturing Parents

1. Family Resource Center

As approved in the Strategic Plan last May, Director Anne Molgaard will meet with FRC's on November 4th to discuss how to structure their funding. This will be brought to the November 26th Commission meeting for approval. If approved, FRC's will receive funding by the end of the year.

2. Raise & Shine

Communications Program Director Sabra Lugthart played Raise & Shine's new radio ad for Commissioners, explaining that this is the first of several radio ads for the program. Several Commissioners wondered if the ad might be confusing or off-putting. Staff committed to do a brief survey of families of young children – the primary target audience for the ad – to determine if any aspects of the ad should be modified.

Nina deCordova reported on progress with federal Title IV-E funds. Thanks to Commissioner Elliott and Redwood Children's Services' Director Camille Schraeder, \$250,000 in federal funds is now available for additional Triple P training. This training will likely take place through a partnership with Mendocino College. Nina and Camille have written a budget, met with College staff, and are now drafting a Scope of Work for the College. Training of 120 additional Triple P providers should begin in Spring, 2008.

Nina also reported that the Raise & Shine grant to Ukiah Valley Primary Care (UVPC) is going well. In her first three weeks at UVPC, spending one day per week providing Triple P Level 4 & 5 services, clinician Clare Friedlander was fully booked. So far, a majority of Clare's clients are families who primarily speak Spanish. UVPC families are not, however, requesting many Level 2 & 3 consultations. UVPC is remedying this situation through various marketing efforts.

Commissioners Colfax and Tichinin asked for clarification about the number of Raise & Shine providers who have been trained thus far, and the number of families who have been served. Nina said that 65 providers have been trained to date in both Triple P and Parent Child Interaction Therapy (PCIT). The plan is to use federal Title IV-E funds to train an additional 120 providers in Triple P.

As for families served, Nina reported that approximately 80 people have taken the Triple P Level 4 college course. Approximately 30 of these are child care providers and the rest are parents. Nina also explained that it is difficult to estimate the total number of families served because it has taken considerable time to design, then redesign, the program's data collection system.

As of November 2007, Raise & Shine should begin collecting significant data. This is largely due to the Mendocino County Mental Health Department's new requirement that Raise & Shine data be submitted before Medi-Cal claims will be reimbursed. It is also due to the creation of a web-based data entry system, which will make it exceptionally easy for providers to transfer data, and for the Raise & Shine evaluator to analyze it. The system will be up and running approximately January 1, 2008.

Finally, Nina mentioned recent conversations with potential funders and partners about using Raise & Shine's marketing effort as a model for similar work in other counties. As requested by Commissioner Mann, staff has already engaged an attorney to trademark the name "Raise & Shine."

D. Knowledgeable, Nurturing Community

1. Child Death Review Team

Sabra Lugthart presented facts concerning the Safe Sleep Campaign, focusing on infant positional asphyxia. FIRST 5 Mendocino is accessing between \$1,000-\$2,500 in funding this campaign through the North Coast Regional CRDT Grant. It was determined that infants most at risk reside in the Willits and Covelo communities. FIRST 5 Mendocino will add resources such as “Back to Sleep” shirts (aka: “one-sies”) to infants in Willits and Ukiah, and “Snuggle Nests” to very poor families.

2. CARES 2007 Final Report

Topic was tabled; on hold until the November 26th meeting.

E. Evaluation Report

Director Anne Molgaard discussed the new process used to complete the regional grantees’ year-end evaluation. Local evaluators Cathy Ferron and Nice Alterman provided Commissioners with a condensed presentation of the reports and included the “Learning Conversation Notes” in the meeting materials. (Learning Conversation Notes have replaced the Grantees’ Narrative Reports. Learning Conversations are one piece of our process to move toward outcome-based evaluation.)

A consultant is preparing a Request for Proposals for Evaluation Services for 2008-10. Commissioners commented that outcome impacts require grantee evaluation and trend analysis on a community level. It is anticipated that the RFP will focus on outcome impacts, and voted on at the November 26, 2007 Commission meeting. The new contract will begin in March, 2008.

V. COMMISSIONER REPORTS

Annual Report. Communications Program Director Sabra Lugthart requested input from Commissioners for this year’s Annual Report. Overall, the Commissioners comments were in favor of not changing this year’s report much from last year, as it was a good publication and an “easy read.” Commissioner’s suggested including mention of “65 providers for Raise and Shine”; providing detail on what FIRST 5 Mendocino does for the community and where the funding is going to; and to include photos of adults/teachers in training.