

Special Meeting: First Five Trinity Place: Trinity County Library Conference Room, Weaverville Date: 11/19/07

Commissioners Present: Howard Freeman, Chair; Jerry Cousins, Human Response Network; Claire Kuczkowski, Trinity Hospital; Linda Wright, Health and Human Services; Dero Forslund, Interim CAO; Jim French, Trinity County Office of Education; and Nancy Antoon, Behavioral Health Services;

Administrator: John Siegel

Guests: Don Krouse, MD; Sally Aldinger, School Readiness Coordinator; Seth Childers, Velocity Technology; Matt Hudson, MCMS Board Member

Agenda Item	Discussion	Action
1. Welcome and Introductions	The meeting was called to order by Chair Howard Freeman at 2:15 pm with introductions by all.	None
2. Approve Minutes	Request for motion to approve minutes of June 25, 2007	Action/Motion: Cousins/Wright; Approved as written
3. Public Comment	There was no public comment.	None
4. Public Hearing— Audit: FY 2006-07	<p>John Siegel presented the Trinity County Children and Families First Commission’s Basic Financial Statements, June 30, 2007, which is the audit report for FY 2006-07 that was prepared by Gregor Professional Corporation. It was completed on November 9, 2007, which was slightly late but within state’s grace period. Cost just under \$5K. Public hearing closed;</p> <p>Jim asked about p. 27, first finding; Sally feel that it is somewhat of a mis-statement since we did engage in evaluation activities during that period, albeit with the assistance of a First Five CA provided evaluation coach until February 2007; and independently during the period March – June, 2007.</p> <p>Howard: Following John’s retirement, with the contract position, we need to explore if the relationship with the Auditor’s office will remain the same.</p> <p>Dero: There will be an administrative fee; Jerry says we need to know the amount.</p> <p>Nancy: We should be prepared that the Auditor costs may be too high, and that we need to find another bookkeeping service.</p> <p>John: Auditor costs are currently charged to Grants Office and subbed out to us.</p>	<p>Public Hearing followed by Motion to Accept and Approve: French/Antoon; Approved</p> <p>Find cost of Auditor office services for new staffing configuration.</p>

<p>5. Hayfork Clinic— First 5 Grant/ Determine Use/Ownership</p>	<p>Discussion: If Dr. Krouse sells Hayfork Health Center to MCMS Health Care District, what is his responsibility to the Commission regarding the property purchased with the two grants he received for the Prenatal Wing. The grants were \$52,734 on June 27, 2001 and \$10,753 on June 24, 2002, for a total of \$63,487. Our Fixed Asset Policy defines a fixed asset as “property, buildings or equipment with a cost equal to or greater than \$500 and a useful life of three or more years. Assets costing below \$500 are expensed as supplies. Fixed assets are acquired for the purpose stated in the grantee’s application, and are not for resale by the grantee.”</p> <p>Jerry: If there is any life left in the investment, it could come back to the Commission. Our Fixed Asset Policy states, “The fixed asset must be used for its intended purpose, as stated in the grant application. Any deviation in use must be requested in writing and presented to the Commission for approval. If the grantee discontinues use of the fixed asset, or ceases to operate the business intended to use the fixed asset, the grantee will return the fixed asset to Commission and staff minus normal wear and tear. The Commission encourages recycling fixed assets for other programs serving children 0-5 years of age.”</p> <p>Dero asked what exactly was purchased with the grant, and states that if there is a profit, it should be returned to us.</p> <p>Dr. Krouse stated that the sale price, including the wing, would be approximately what he paid Dr. Mercill prior to the addition of the prenatal wing. The Hayfork Clinic has not been a profitable venture for him.</p> <p>Jim appreciates what Dr. K has done in Hayfork.</p> <p>Linda also is appreciative of what Dr. K has done in Hayfork, and hopes that in the future, the fixed asset policy and expectations will be shared with grantees up front.</p> <p>Dero will work with John on language for a letter to Dr. Krouse and MCMS stating that the Commission expects the following intent: the building and equipment will be used for the benefit of children 0-5 and their families.</p>	<p>John and Dero draft letter to Dr.Krouse and MCMS; Howard sign.</p>
<p>6. Executive Director Position</p>	<p>Jerry asked how many applications; John replied that he received 10 phone inquiries, 3 resumes, with one withdrawn, leaving two active applications; Jim asked for a clarification and it was explained that there has been no further screening. Jim suggested a committee, Jerry stated the whole Commission could paper screen, and Dero stated he feels that a small committee could paper screen, and the full Commission could interview. Howard stated that John has agreed to stay on until a replacement is hired.</p>	<p>Ad-hoc screening committee: Linda, Jim, and Jerry;</p>

First Five Commission Minutes
November 19, 2007

7. Staff Report --Updates	Small county augmentation has been approved; same as last year.	Info only
Commission Meeting Dates:	December 10, 2007 March 31, 2007 June 30, 2008 October 20, 2008 December 8, 2008	Info only
Adjournment	The meeting was adjourned at 3:00 pm.	Adjournment