

**Harney County Commission on Children and Families  
Minutes of September 13, 2011, Meeting**

**Attending:** Dan Nichols, Chair; John Copenhaver; Michelle Bradach; Jean Hurst; Joyce Moser; Ann Vloedman. Patty Dorroh, Director; Nancy Walker, Assistant.

**Absent:** Ramona Hofman; Pat Sharp.

**Guests:** Kathy Rementería

**Call to Order/Introductions:** Dan called the Meeting to order at 2:00 p.m. No new introductions.

**Public Comments:** No public comments.

**Approval of agenda and minutes:** Current meeting agenda and minutes from June 14, 2011 HCCCCF Board meeting were reviewed (no HCCCCF Board meetings were held during July or August, 2011). Commission member John Copenhaver made a motion to approve the agenda and minutes, seconded by Commission member Ann Vloedman, and unanimously approved.

**Update on Hiring New Commission Director :** Chair Dan Nichols summarized the process of hiring a director to fill the position because Director Patty Dorroh has been picked by HCSD#3 Superintendent to serve as the district's full-time Business Manager. The Board discussed the finalists, the selection committee recommendation, and reached a consensus to recommend Teri Cain. John Copenhaver moved to officially recommend Cain pending completion of reference calls and criminal background check, and Jean Hurst seconded. The motion carried unanimously. Dan will contact the remainder of Ms. Cain's references and the County will conduct a criminal background check then offer the position to the candidate. Board members will be notified by email once the new director is officially hired.

**Director's Report: (In Italics)**

**Commissioner Vacancy:**

- *Geoffrey Robinson resigned his position on the HCCCCF board in July, due to receiving a job offer in La Grande.*

**Staff Update:**

- *Bidder's Workshops were held on July 26<sup>th</sup> and August 3<sup>rd</sup>.*
- *Advertising for a Commission Director took place. Dan Nichols led the hiring process.*
- *Advertising for a new Commission Board Member will take place soon.*
- *Final database quarterly reports were completed. IGAs between Oregon and Harney County were signed for both the local commission funding and Healthy Start Medicaid.*
- *With so much turnover, Patty informed the DFC group that they would be well advised to rework their grant match to reduce CCF staff in-kind match. Ashlee Voges was approved to be the DFC Program Director beginning August 1<sup>st</sup>.*

## **Legislative and State Level Developments**

*Patty emailed out the State Commission Functions document outlining the direction of the State Commission and State Office during this transition year. The document was prepared following a meeting between State Commission Chair Dick Withnell, Vice Chair Jean Phelps, Executive Director Mickey Lansing, Deputy Director Iris Bell and Duke Shepard from the Governor's Office to map out State Commission transition functions during this final year of operation.*

*The final page of this document outlines important clarifications from the Governor's Office regarding Local Commissions.*

*Mickey Lansing, who has been a part of this Commission System for the past 22 years, served her final day in office on August 19<sup>th</sup>. Iris Bell, Deputy Director of OCCF, was asked to serve as Transition Director by Governor Kitzhaber.*

*The Governor's Office is encouraging commissioners with expiring terms to remain as official members of the body during this final year before sunseting, to help "take the state forward toward a new system."*

## **Grants and Community Work**

- *CTFO Grant: Nancy Walker is the Program Director; she is lining up the hiring of a new Parenting with Love and Logic instructor and making arrangements for training. She is also moving forward with a web page to lay out our parent education offerings.*
- *Drug Free Communities (DFC): The DFC committee of Harney Partners is reaching out to Harney County School District #3 to strengthen the prevention curriculum piece. They will be holding a training session for local alcohol and tobacco retailers to become fully aware of their responsibilities and how that can reduce underage use. DFC will help conduct retailer compliance checks. During the summer, DFC sent five youth from the Youth Action Committee (YAC) to a week long training in Anaheim, CA. Three youth worked as interns for Alicia Goodson this summer, helping to accomplish work and build capacity.*
- *The Harney County HCCCF Community Booth was shared with partners to include DFC, CASA, and parent education materials and displays.*

**Discussion, Deliberations and Decision on Provider Funding 2011/2012:** (Guest excused herself and left meeting.) Patty presented the Commission a summary of the Request for Proposal (RFP) process for candidate programs to be funded during fiscal year 2011-2012. Mandatory bidders' workshops were held July 26 and August 2<sup>nd</sup>, and one additional "desk-side" workshop was provided August 12<sup>th</sup> to a proposal candidate who made arrangements in advance. Jean Hurst asked for confirmation all accepted proposals had representatives at one of the workshops and Patty confirmed. All proposals presented to Commission members were received at or prior to 5pm Thursday September 1<sup>st</sup> at the Harney County Courthouse. Commission members received proposals with score sheets for program proposals to begin the selection discussion as outlined in the timeline (see 6/14/2011 HCCCF RFP timeline attachment).

Six program proposals were submitted from the following: TEC-Community Stewardship Corps; Kids Club of Harney County Healthy Lifestyles; Harney ESD: Great Start of Harney County; CASA support, Train and Retain; CCR&R Quality Enhancement Project; Harney County Writers in Residence Project. Two additional credentialed programs, Grant-Harney CASA and Harney ESD: Healthy Start, will be

funded by HCCCF in 2011-2012 but were not part of the deliberations because these programs follow statutory requirements beyond proposed programs presented under the RFP process. Dan led Commission members in a discussion regarding the merits of each program proposal, and Commission members deliberated to determine whether or not proposed programs indeed meet HCCCF funding criteria.

Proposals chosen for 2011-2012 funding consist of the following: TEC-Community Stewardship Corps, \$12,500; Kids Club of Harney County Healthy Lifestyles \$17,000; Harney ESD: Great Start of Harney County, \$13,588; CASA Support, Train and Retain, \$6,480. HCCCF RFP program funding for 2011-2012 will allocate a total of \$49,568, which includes all the state allocated funding plus some local flex funding. A balance of \$34,608 remains in the Harney County local flex funding account. Commission members did want to ensure funding of CASA Support, Train and Retain would be prioritized towards mileage reimbursement for Harney County CASA volunteers. Michelle Bradach moved to approve funding as described, including follow-up with CASA Director Webb. Jean Hurst seconded, and the motion carried unanimously. Patty will contact CASA Director and report findings to Commission members by email before notifying applicants of the funding decisions. Patty will also assist the incoming Director with funding implementation.

**Discussion on HCCCF Local Donation Program:** Commission members collectively agreed on the fiscal wisdom of retaining greater than \$30,000 in the flex funding stream account to consider the possibility HCCCF could donate to local organizations or provide donations to help fund local events on an ad hoc basis. Commission members reached a consensus to revisit the topic in November including possible plans to solicit donation requests from the community.

**Late Items:** Nancy Walker, HCCCF Assistant, indicated her willingness to step aside for a replacement if the incoming Director will need staff to devote more office time to the position. Commission members indicated the incoming Director would assess Commission staff needs following transition, and Commission members expressed their support for Nancy to continue as currently arranged and to implement the Parent Education program through the transition.

**Adjourn:** Without further discussion, Commission Chair Dan Nichols adjourned the meeting at 4:15p.m.

**Next Meeting:** Tuesday October 11<sup>th</sup>, 2011 at the DHS State Office Building Conference Room, 2:00 p.m.

Respectfully submitted,

Nancy Walker, assistant to Teri Cain (HCCCF Director)

Minutes approved 10/11/2011