



MINUTES

August 5, 2014

Kings County Board of Supervisors Chambers
Kings County Government Center
1400 W. Lacey Blvd.,
Hanford, CA 93230

CALL TO ORDER & WELCOME

Meeting called to order at 3:00 p.m.

COMMISSIONER ROLL CALL

Commissioner	Present	Absent	Joined Meeting After Roll Call
Tim Bowers	X		
Fabiola DeCaratachea	X		
Mary Anne Ford-Sherman	X		
Peggy Montgomery	X		
Joe Neves	X		
Dr. Michael Mac Lean		X	
Lois Zercher-Wynne	X		

REVIEW AND MODIFICATION TO AGENDA

Commissioner DeCaratachea provided an opportunity for those present to offer modifications to the agenda. None were offered.

OPPORTUNITY FOR PUBLIC COMMENT

No public comments were offered.

CONSENT CALENDAR

2014-08-006 Approval of Minutes: July 1, 2014 Commission Meeting June 2014 Fiscal Report

Motion Made by:	Lois Zercher-Wynne		
2 nd Motion by:	Peggy Montgomery		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Fabiola DeCaratachea			X
Mary Anne Ford-Sherman	X		
Peggy Montgomery	X		
Joe Neves	X		
Dr. Michael Mac Lean			
Lois Zercher-Wynne	X		

DISCUSSION/ACTION ITEMS

2014-08-007 2014/2015 Strategic Planning Process: Commission to review and discuss the 2014-2015 RFQ for needs assessment and strategic planning services.

Motion Made by:	Mary Anne Ford-Sherman		
2 nd Motion by:	Lois Zercher-Wynne		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Fabiola DeCaratachea	X		
Mary Anne Ford-Sherman	X		
Peggy Montgomery	X		
Joe Neves	X		
Dr. Michael Mac Lean			
Lois Zercher-Wynne	X		

Program Officer Waite discussed finding someone to lead the strategic planning process. How an RFQ could be released with applications back by Friday August 27, 2014 for reviewing and scoring. Interviews would take place around September 8th to the 12th. A contract could be negotiated and brought back October 2014, for commission approval.


Commissioner DeCaratachea inquired about page 19, the 5th bullet point of the RFQ, wherein it indicates “using demographic data acquired.” It seemed unclear as to what is being requested. Is it to gather data or just analyze data already gathered? Deputy Director Grice replied that the request is to analyze the existing

data. Commissioner DeCaratachea suggested that the request be clearer in this regard.

Program Officer Waite added the request to have a volunteer or two from the commission who would be willing to assist in reading and scoring the applications along with Deputy Director Grice and Program Officer Waite. Commissioner Ford Sherman volunteered. The commission agreed that a 3-panel committee could review and score the applications.

2014-08-008 E3 Evaluation Plan (CARES & CSP#2): Commission to review, discuss and consider approving the CARES evaluation plan to be implemented during FY 2014/2015 by EMT. 

Program Officer Waite discussed the EMT contract and provided the commission an opportunity to review the E3 evaluation plan for the CSP#2 and CARES projects before implementation.

2014-08-009 Cancellation of September 2014 Commission Meeting: Commission to consider cancellation of September 2014 Commission Meeting due to lack of Commission Business. 

Motion Made by:	Peggy Montgomery		
2 nd Motion by:	Lois Zercher-Wynne		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Fabiola DeCaratachea	X		
Mary Anne Ford-Sherman	X		
Peggy Montgomery	X		
Joe Neves	X		
Dr. Michael Mac Lean			
Lois Zercher-Wynne	X		

The Commission's September meeting falls on a day following a holiday and with the RFQ still out there would not be a major action item.

REGULAR AGENDA ITEMS 

a) Staff Report
 Staff reports will presented as written and commissioners will have the opportunity to ask questions if they so choose. Program Officer Waite indicated that currently there is a Personnel Analyst Questionnaire (PAQ) for a Resource Specialist which is being reclassified instead of creating a new position from scratch. Commissioner DeCaratachea inquired about the bilingual qualifications for this position. The question was whether the qualification is noted as required

or preferred. Deputy Director Grice indicated that the final version that was submitted did in fact address the issue of bilingual qualifications as preferred.

STUDY SESSION

Spotlight on Service – Alice Patterson from Kings County Office of Education presented an overview of the CARES project.

Commissioner Ford-Sherman asked how the Webinars are supported. Alice indicated that the Webinars come from CAPP. The webinars are purchased and showed once a month in Lemoore and four times a year in Avenal. Webinars are available to any resident. The Webinars can be checked out and returned by child care providers. The requirement is 10 hours of CEU.

Sulema Zavala, the CARES Advisor, was introduced and also presented a brief overview of her contributions to the project.

The commissioners did not have any questions regarding the overview presented.

FUTURE AGENDA ITEMS

October

FY 2013/2014 Audit

FY 2013/2014 Annual Report

2013/2014 Final Quarter Project Achievement Report

Spotlight on Service: KCOE Hanford Family Connection

Strategic Planning & Needs Assessment Contract

COMMISSIONER COMMENTS

Commissioner Bowers complemented Commissioner DeCaratachea for the wonderful job she did in chairing the meeting.

REVIEW NEXT MEETING DATE & ADJURNMENT

Meeting was adjourned at 3:30 p.m. until the next meeting, now scheduled for October 7, 2014.