



**October 26, 2009
Commission Meeting Minutes**

Commission Members Present:

Lucresha Rentería	Tammy Scott
Jeremy Mann	Jim Levine
Diane Pauli	Alison Glassey

Staff Present:

Anne Molgaard	Natalie Swiencki	Becca Floyd
Maya Stuart	Roseanne Castro	Terri Davis
Kirsten Logan	Christy Barron	

Public Present:

Stacey Cryer	Megan Van Sant
Cathy Minicucci	Jill Carey

ITEM 1 Welcome and Introductions by Commission Chair, Lucresha Rentería
Those present introduced themselves.

ITEM 2 Public Comment on Non-Agendized Items
None

ITEM 3 Consent Calendar (*Action*)
A. Approve Agenda
B. Approve Draft Minutes of September 28, 2009 Commission Meeting

Motion was made to approve the Consent Calendar. Motion/Scott, Second/Mann. Passed.

Maximize Operational Effectiveness (ITEMS 4 –8)

ITEM 4 Director's Report

1. Executive Director Anne Molgaard reported that Claire Fisher, VISTA Family Resource Center (FRC) Network Coordinator, has taken medical leave and returned to Michigan. FIRST 5 Mendocino will add this position to the current VISTA recruitment cycle that is underway for the Nutrition and Fitness Coordinator and the Community Outreach Coordinator.
2. The database for 2-1-1 is being updated. 2-1-1 needs volunteers to help update the information.
3. At a previous Commission Meeting, staff presented options for meeting VISTA housing needs. The options were to partner with a realtor or non-profit facilities corporation to buy or lease a house. Neither of these options was pursued as incoming VISTA's had already begun to look for housing on their own. Commissioners were asked if this issue should be pursued for this round of VISTA recruitment. Discussion ensued. Commissioner Pauli questioned if FIRST 5 should

stay on track and not pursue this issue further as property ownership can be a hassle. Commissioner Scott stated she supports this issue and recognizes that housing is stressful for young people. Executive Director Molgaard stated that staff will try to figure out how to do this without getting off course. Staff will research grant opportunities that may be available for this project.

ITEM 5 Fiscal Report (Action)

Executive Director Molgaard stated that the county was delayed in closing the June fiscal year. Executive Director Molgaard discussed yearly expenses for FIRST 5 Mendocino outcome areas. For the outcome area of *Healthy Children*, \$238,161 was spent on Healthy Kids Mendocino, Sports, Play and Active Recreation for Kids (SPARK) and Breastfeeding.

For the outcome area of *Nurturing Parents* \$393,114 was spent on Raise & Shine training and Positive Parenting Program (Triple P) trainings. FIRST 5 Mendocino contracts with HHSA to access federal Title IV E funds to support the Positive Parenting Program (Triple P) and Motivational Interviewing workshops. Executive Director Molgaard pointed out that the total expense in the outcome area does not reflect the actual amount that FIRST 5 paid out; the Title IV E contract reimbursed some of these expenses.

For the outcome area of *Ready to Learn*, \$1,154,099 was spent on the Special Needs Project and School Readiness. For the outcome area of *Quality Child Care*, \$397,270 was spent primarily on CARES. Executive Director Molgaard stated that FIRST 5 also administers the Child Care Planning Council's CARES monies.

For the outcome area of *Nurturing Community*, \$189,661 was paid out in the form of seven grants to Family Resource Centers in the amount of \$20,000 each and funding for the Family Resource Center Network.

For *Maximum Effectiveness*, \$44,789 was spent on evaluation services. Executive Director Molgaard explained that some evaluation fees were charged directly to programs. On the report under Communications, a negative amount is listed because communication work is applied to all of FIRST 5's programs. Expenses associated with Communications were added and distributed among programs leaving a zero balance under this column. This is the same for the Administration Allocation. The actual expense for Administration Allocation is \$118,389 (cost to run FIRST 5 Mendocino with no programs) plus \$154,587 (costs to run programs internally).

Motion was made to approve June, 2009 Fiscal Report. Motion/Mann, Second/Pauli. Passed.

ITEM 6 Annual Report to the State 2008-2009

Cathy Minicucci, Evaluator presented the Annual Evaluation Report for the period of July 1, 2008 to June 30, 2009. During the past year, FIRST 5 Mendocino has served: 1100 children ages zero to three; 2285 children ages three to five; 171 children exact age unknown but within the zero to five range; 2055 parents and 479 providers. Since 2006-2007 the number of children served has increased by 1086 children but the number of parents served has decreased.

Ms. Minicucci presented a graph comparing the percentage of children served in 2008-2009 compared to the ethnic distribution of children ages 0-5. In 2008-2009, 6% of children served by FIRST 5 Mendocino were American Indian, 35% were Hispanic, 52% were White and 7% of children were listed as other. According to ethnic distribution, 40% of the children identified as Hispanic were served, 10% of the children identified as American Indian were served and 44%

of children identified as White were served. Proportionately, more American Indian and Hispanic children were served than White children.

➤ **Improved Child Health** (First 5 California Result Area)

According to the data for Mendocino County there has been a slight decrease in the number of women who are getting prenatal care in their first trimester. Mendocino County is below the state percentage which has also declined. The percentage of children born at a low birth weight (the usual result from late prenatal care) has declined within Mendocino County. Within the Improved Child Health result area, FIRST 5 Mendocino operates these programs: Healthy Kids Mendocino; Community Gardens; Special Needs Project; and Safe Play Areas.

Healthy Kids Mendocino

Healthy Kids Mendocino prepared 271 health insurance applications for Healthy Families and CalKids insurance programs. The program is available county-wide.

Community Gardens

Community Gardens were created in Fort Bragg, Ukiah and Willits; there are five established at Head Start sites. The project is in its second year and has received material and cash donations totaling \$14,500 for 2008-2009. The gardens had 1,753 visitors. Work was supplemented by California Conservation Corps and VISTA volunteers.

Special Needs Project

The Special Needs Project provided the following services: 88 classes/workshops; 44 in-person consultations; 340 case management services and 57 home visits. For screenings there were: 1117 health checks; 485 parent stress index screenings; 1113 Ages and Stages Questionnaire Social-Emotional (ASQ SE) screenings and 1114 Ages and Stages Questionnaire (ASQ) screenings. Ms. Minicucci shared that nine case studies were gathered from SNP Behavioral Specialist from the Willits and Round Valley sites. The children's ages ranged from sixteen months to four and a half years. Most families were intact but struggling financially and some were on the verge of homelessness. With two-thirds of the cases other agencies such as the Regional Centers were involved. All children were able to continue in child care and made a successful transition to Kindergarten. Staff and Commissioners read several case histories aloud.

Safe Play Area

Safe Play areas were created at the Round Valley Head Start, Point Arena State Preschool, Potter Valley Youth and Community Center, Redwood Valley Lions Club County Park and Whale Gulch School.

(Commissioner Glassey arrives at 1:47 p.m.)

➤ **Improved Family Functioning** (First 5 California Result Area)

Ms. Minicucci presented data on rates of substantiated child abuse and neglect of children ages 0-5. In Mendocino County the rates of child abuse and neglect are higher than the State. Executive Director Molgaard asked Commissioner Glassey to discuss why the figures for Mendocino County are higher than the State. Commissioner Glassey explained that reporting levels vary from County to County, as Mendocino County has a smaller population to cover, more cases are investigated compared to larger counties. A high proportion of these cases are neglect cases that in other counties may not get investigated.

The programs and services in these result areas are: Raise & Shine; Imagination Library; Family Resource Centers; and Kit for New Parents. Within this result area, 574 children ages 0-3 were served, 611 children ages 3-5 were served and 135 children whose exact age was not clear but

who were within the service population of 0-5 were served. There were 838 parents served during 2008-2009.

Raise & Shine

Operates county-wide. The program directly served 134 children ages 0-5, 173 parents and 98 other family members in 2008-2009. Raise & Shine conducted seventeen Triple P workshops. There were sixty-five referrals made and four Positive Parenting Program (Triple P) college classes offered in 2008-2009. The program received a \$50,000 grant from United Way and \$250,000 from Title IV E training funds. There is a continued development of the Raise & Shine evaluation. Evaluators have been working with Maya Stuart, Raise & Shine Program Manager and Cricket Mitchell the Evaluator from Arizona to try to get more data gathered.

Imagination Library

The program was launched in spring 2009 and is available county-wide. The program registered 855 children in this first year. FIRST 5 Mendocino's partners for this program are the Mendocino County Library and the Community Foundation of Mendocino County. Ms. Minicucci reported that evaluators will provide a mid-year report to the Commission on this program.

Family Resource Centers (FRC)

Family Resource Centers are available in Anderson Valley, Fort Bragg, Gualala, Point Arena, Potter Valley, Laytonville, Ukiah and Willits. The FRC for Round Valley is still in the planning stages. Executive Director Molgaard reported that Round Valley worked with the Willits Unified School District and the Laytonville Unified School District to write a Safe School's Healthy Communities Grant for \$750,000 to be shared among the three school districts over the next four years. Carol Mordhorst, the Interim Facilitator for the FRC Network, Dennis Ivey, Superintendent for Round Valley Unified School District and Executive Director Molgaard will meet within the next few weeks to discuss planning for the Round Valley FRC. FIRST 5 has maintained the lease at June Marie's in Covelo until December, 2009 as this space is being held for the Round Valley FRC. The office space had been used for the Special Needs Project which has ended and School Readiness.

In 2008-2009, FRC's serviced 89 children ages 0-3, 241 children ages 3-5, 582 parents and 740 individuals identified as other family members.

Kits for New Parents

Kits for New Parents are available county-wide. In 2008-2009 there were 1113 Kits for New Parents distributed. The number of providers served decreased in 2008-2009.

➤ **Improved Child Development** (First 5 California Result Area)

Ms. Minicucci stated that according to the county-wide Kindergarten Entry Profile (KEP) data for language and reading there has been decline in proficiency levels. Executive Director Anne Molgaard explained that the KEP is a modified questionnaire that a kindergarten teacher fills out for each student. FIRST 5 Mendocino collects the data anonymously and aggregates it, to take snapshots every two years. Data is currently being collected county-wide for the current year. FIRST 5 funded programs in these areas are: School Readiness; Sports, Play and Active Recreation (SPARK); and Comprehensive Approaches to Raising Educational Standards (CARES); and North Coast Opportunities (NCO) Workshops. Executive Director Molgaard stated that in previous years, FIRST 5 gave funding to NCO to provide trainings. FIRST 5 discovered that NCO had enough funding to offer training on their own without FIRST 5 dollars. For 2008-2009 no funding was given to NCO, therefore no data was available.

School Readiness

The program served 180 children age 0-3, 722 children age 3-5, 36 children whose age was not specified but who were within the age range of 0-5. There were 914 parents served, 190 other family members served and 168 providers served in 2008-2009. This program was offered in Round Valley, Ukiah and Willits.

Services offered by School Readiness (SR) in 2008-2009 included: 120 Parent referrals to Raise & Shine; 193 completed Modified Desired Results Developmental Profile (MDRDP) assessment screening of children; 207 backpacks were distributed; 113 resource guides and Raise & Shine directories were distributed. There were seventeen community events held, sixteen School Readiness events and six literacy events held at local libraries. The KEP data for School Readiness sites for kindergarteners who have fully or almost mastered language and reading for their age group has increased. Data for interest in books has decreased slightly but writing proficiency has increased from 62% in 2007 to 73% in 2008.

Ms. Minicucci also presented data on early identification of special needs. In 2008-2009 there were 14 children who entered kindergarten with active Individualized Education Plans (IEP) and 4 children who were identified in kindergarten for an IEP. According to the data, kindergarten attendance rates have been increasing in the School Readiness sites of Brookside Elementary in Willits, Round Valley Elementary in Covelo, Nokomis Elementary in Ukiah and Hopland Elementary. Executive Director Molgaard stated that this increase in attendance can be attributed to the SR program because one of the goals of the programs is to get parents involved in their child's education and understand why attendance is important.

Ms. Minicucci reported that data from the California Standards Test regarding proficient or advanced scores in language arts for second grade students which demonstrates that all four School Readiness sites have had a positive increase on test scores since 2003. There was also an increase on children's scores in math since 2003.

Overtime, the School Readiness outcomes have been: (1) early identification of special needs prior to kindergarten entry; (2) improved attendance rates in all four School Readiness sites while county-wide attendance rates for kindergartners declined; and (3) improved language arts and math test scores on the California Standards Test from 2003 to 2009.

SPARK

In 2008-2009, there were 108 providers served. There were four trainings for child care providers where 108 providers participated. Planning is currently underway for the fall 2009 trainings. There were twenty-four child care provider site visits conducted by FIRST 5 staff and partners.

CARES

There were 137 CARES recipients who received \$245,000. Out of the total recipients, there were 54 first time recipients in 2009. Of the total applicants, 61% have participated in the program for multiple years. Geographically, 62% of applicants were from the Ukiah area, 23% of applicants were from the Fort Bragg and north coast area, 11% were from Willits, 2% were from the North County, 1% were from inland northeast and 1% from inland south area of the county.

NCO RCCC

There were 66 providers served in 2008-2009. This program was available county-wide.

➤ **Improved Systems of Care** (State of California Result Area)
FIRST 5 programs for this area include the Pediatric Dental Initiative (PDI) and the Family Resource Center (FRC) Network.

Pediatric Dental Initiative (PDI)

This program is a collaborative with FIRST 5 Sonoma, FIRST 5 Lake, FIRST 5 Marin and FIRST 5 Napa. Since the program began, there were 400 Mendocino County children served with sedated dentistry. The program provides travel assistance to children and offers oral health education to parents.

FRC Network

The network consists of: the Action Network; Nuestra Alianza; Nuestra Casa; Safe Passage; Anderson Valley; Potter Valley; and Round Valley. FIRST 5 supports FRC's by providing grant funds to the individual FRC's and the network to create efficiencies, leverage grant opportunities and to improve services to families. FIRST 5 is also helping to build the FRC Network. Carol Mordhorst is the Coordinator for the FRC Network. The network received a grant for technical assistance from United Way and they have filed a joint application to Office of Child Abuse Prevention with Mendocino County for funding. The network has been meeting monthly.

Ms. Minicucci stated that her colleague, Cathy Ferron, is currently working on the KEP for next year. Ms. Minicucci stated that School Readiness sustainability efforts are very important this year because the state grant ends. There is an effort to embed the Ages and Stages Questionnaire (ASQ) screenings into the medical home countywide.

Executive Director Anne Molgaard stated that within the next six months decisions will need to be made regarding program funding because current contracts will expire on June 30, 2010. Commissioners discussed evaluation data and report format regarding geographic information, and comprehensiveness. Commissioners requested additional information on how much was spent on each result area.

Executive Director Anne Molgaard stated that \$653,964 was spent on Raise & Shine, Imagination Library, Kits for New Parents and FRC's. For the result area of *Improved Child Development* there was \$634,953 spent on School Readiness, CARES and SPARK. For the result area of *Improved Child Health*, \$1,009,924 was spent on Healthy Kids Mendocino, Community Garden's, Special Needs and Playgrounds. For *Improved Systems of Care* there was \$20,000 for the FRC Network and PDI is also included within this category.

Executive Director Molgaard stated that FIRST 5 has \$177,321 encumbered. There is \$100,000 reserved for School Readiness for the State one-to-one match. Designated funds total \$1,298,732 for local initiatives and program sustainability. Unreserved funds total \$283,463, which were set aside for children's sustainability endowment.

Commission Chairwoman Lucresha Rentería opened a public hearing, no public comment was made.

Motion was made to approve the 2008-2009 Annual Report to the State. Motion/Scott, Second/Glassey. Passed.

ITEM 7 2008-2009 Independent Audit (Action)

Executive Director Molgaard informed the Commission that she located seven class allocation errors where items were assigned to categories but should have been assigned to the Special Needs Project to ensure that all funds would be pulled down from the state match.

Executive Director Molgaard reported that FIRST 5 Mendocino received a management letter from the Auditor listing four issues of concern. The first concern was that the Commission's fiscal staff size is too small. Executive Director Molgaard stated that fiscal procedures are in place to ensure fiscal controls. For example, the Administrative Manager submits payroll but she does not sign her own time sheet, Executive Director Molgaard stated that she signs the fiscal batch that is submitted to the county. The second issue of concern was that the FIRST 5 program year does not match the Auditor's fiscal year. For example, Family Resource Centers were delayed in submitting their Scope of Work and Budget forms for the new grant year. As a result, grantee payment was also delayed. When FIRST 5 released grant funds the Auditor applied funds spent by the grantee to the current fiscal year and any unspent funds were classified as a prepaid expense applied to the next fiscal year. The third concern was that some grantees did not complete a budget report in a timely manner. The last concern was that the county did not close their books in a timely manner.

Commission Chair Rentería stated that further education for grantees may be necessary. Executive Director Molgaard stated that the Agenda needed to be corrected to state Commission action as "accept or not accept" the 2008-2009 independent audit.

Motion was made to accept the 2008-2009 Independent Audit. Motion/Pauli, Second/Mann and Scott. Passed.

ITEM 8 2010 Commission Meeting Schedule (Action)

Executive Director Molgaard presented the 2010 Commission Meeting Schedule. Commissioners held a discussion and decided that meeting lengths should be removed from the schedule. Executive Director Molgaard clarified that 2010 Commission Meetings will be held at 1:00 p.m.

Motion was made to approve the 2010 Commission Meeting Schedule with amendments to delete meeting lengths. Motion/Scott, Second/Levine. Passed.

Knowledgeable, Nurturing Community

ITEM 9 Resolution No. 09-02 – Family Friendly Workplaces (Action)

Executive Director Molgaard stated that revisions discussed by the Commission during the September meeting were made to draft Resolution No. 09-02.

Megan Van Sant, attending as a member of the public, stated that the county's General Government Committee met on Monday where the FIRST 5 Mendocino draft resolution was reviewed. A survey developed by the county and the Service Employee International Union (SEIU) was distributed to county employees to get their thoughts on the issue. Ms. Van Sant stated that over 90% of employees with children reported high stress regarding balancing family and work. Out of 108 responses, 45 employees reported interest in after school care, 20 were interested in 0-5 care. 90% of respondents were supportive of children in the workplace. There was not as much interest in part-time work as employees expressed that they cannot afford it and many need the health benefits from working full time.

Ms. Van Sant stated that there was concern from Supervisors regarding county-run on-site or near site child care that may take away from small businesses or after-school care programs. Executive Director Molgaard stated that the Child Care Planning Council's 2010-2015 Needs

Assessment will be released and will likely indicate that there is a large need for child care in the county.

Motion was made to approve Resolution No. 09-02, endorsing Family Friendly Workplace Policies. Motion/Mann, Second/Scott. Passed.

ITEM 10 Commissioner Reports, Announcements & Additional Materials

Commissioner Rentería opened the floor for Commissioner Reports. Commissioner Glassey shared she began her new position as Director at the Mendocino County Museum. Commissioner Glassey stated that the Holiday Express is scheduled for December 5, 2009 in Willits. The event will be held at the Roots of Motive Power track. Commissioner Glassey shared that she attended a fundraiser for Half the Sky, a foundation for the early education of abandoned Chinese children, most of whom are female. Commissioner Glassey shared that she would like to hold a joint fundraiser for Half the Sky and a local partner here in Mendocino County, inviting Half the Sky to come and talk about their infant nurturing model.

Commissioner Mann stated he attended the Medical Group Management Association meeting and heard some fantastic talks about health care.

Commissioner Pauli shared that she attended recent forums regarding Marijuana. Commissioner Pauli referred to the article "From Birth, Engage Your Child With Talk," included in the October 2009 packet. Commissioner Pauli stated she is a firm believer in interaction with small children because they are learning all the time.

Commissioner Rentería shared that Kei Velazquez, a recipient of FIRST 5 funding, passed her boards for breastfeeding from International Board of Lactation Consultant Examiners (IBLCE). Ms. Velazquez expressed her gratitude to FIRST 5 Mendocino.

There being nothing further to come before the Commission, the meeting adjourned at 3:42 p.m.