



**December 5, 2007  
Commission Meeting Minutes**

**Commission Members Present in Ukiah (MCOE River Room):**

Jeremy Mann                      Diane Pauli  
Mary Elliott                      Tammy Scott

**Commission Members Present in Fort Bragg (MCOE Coast Office):**

Lucresha Rentería              Paul Tichinin

**Staff Present in Ukiah:**

Anne Molgaard, Executive Director  
Pam Ivey, Executive Secretary  
Sabra Lughart, Program Manager—Communications  
Beth Howson, Program Assistant—Nutrition & Fitness

**Public Present in Ukiah:**

Jill Carey                      Andrew Vogler  
Linda Nagel                      Nicole Pogrund

**ITEM 1    Welcome and Introductions by Commission Chair, Jeremy Mann**

**ITEM 2    Public Comment on Non-Agendized Items**

FIRST 5 MENDOCINO and its Commission awarded a Certificate of Appreciation to Nicole Pogrund for her 2-year AmeriCorps service with the Loving Support Breast-feeding Program, through the Mendocino County Public Health Department.

Lisa Westfall-Davis has resigned from FIRST 5 Mendocino, due to her obligations to her growing family. Lisa managed the CARES program, which Anne Molgaard will now manage for the time being.

**ITEM 3    Consent Calendar**

- A.** Approve Agenda
- B.** Approve Draft Minutes of 10/29/07 Commission meeting
- C.** Approve extending current evaluation contract through March 15, 2008

Motion was made to approve Items A, B and C of the Consent Calendar, with change to pull Item D, Payroll Masters service, for further discussion and separate vote. Motion/Mann, Second/Pauli (Mann, yes; Pauli, yes; Tichinin, yes; Elliott, yes; Scott, yes; Rentería, yes). Passed.

- D.** Discussion and Approval of Payroll Masters Agreement for new payroll service, effective January 1, 2008.

Director Molgaard provided the Commission with details for the proposed change to a new payroll provider, highlighting the advantages (direct deposit, greater efficiencies),

compliance with the Contracting and Procurement Policy, and vendor pricing. Motion was made to approve the Agreement with Payroll Masters. Motion/Elliott, Second/Scott (Mann, yes; Pauli, yes; Tichinin, yes; Elliott, yes; Scott, yes; Rentería, yes). Passed.

## **Maximize Operational Effectiveness (Items 4 – 8)**

### **ITEM 4 Annual Report to the State 2006-07**

Motion was made to approve the Annual Report to the State 2006-07. Motion/Pauli, Second/Scott (Mann, yes; Pauli, yes; Tichinin, yes; Elliott, yes; Scott, yes; Rentería, yes). Passed.

### **ITEM 5 Director's Report**

Commissioner Smith Resigns: Executive Director Anne Molgaard announced that she has accepted Commissioner Betty Smith's immediate resignation as a FIRST 5 Mendocino Commission member. Discussion for a successor and possible recommendations to the Mendocino County Board of Supervisors were explored, as this position is typically filled by appointment of the Board of Supervisors. Anne Molgaard will work to get this matter on the agenda for the January, 2008 Board of Supervisors meeting, and has expressed a desire for First 5 Mendocino and the Commissioners to honor Betty for her service.

Office Building Landlord Negotiation: Telephone and voicemail systems at FIRST 5 Mendocino have been completely replaced following the loss of this equipment. Executive Director Ann Molgaard expressed issues resulting the building being inadequately grounded, or lack of being grounded for electricity, causing the need for the phone and voicemail systems' complete replacement. Determining the landlord's liability for this expense and the question of whether or not to negotiate the rent is not resolved.

#### VISTA/AmeriCorp Updates:

VISTA: We have seven VISTA member slots: **(1)** Communications is an internal position that was vacated last May, and will be filled on 1-25-08 by Natalie Swiencki from Michigan; **(2)** Nutrition & Fitness is an internal position filled by Nicole Bransford-Smith; **(3 & 4)** School Readiness is filled by Andrew Vogler at MCOE-Ukiah, and another position serving Willits & Covelo is needed; **(5)** Pediatric Dental Initiative – Lindsay Doyle at PDI; **(6)** Hunger Hurts is a UC Coop Extension position and will be filled on 1-25-08 by Briana McConagle from Pennsylvania; **(7)** Child Abuse Prevention – an offer is pending for a candidate; Redwood Children's Services will help F5M supervise this position and work with the Children's Action Committee, a subcommittee of Policy Council on Children and Youth.

AmeriCorps: There are six AmeriCorps member slots: **(1, 2, 3, & 4)** School Readiness at MCOE, 2 members are returning for a second year and we are recruiting for two more; **(5)** Family Resource Centers Anderson Valley filled the slot; **(6)** this may be an internal position at F5M.

Audit: Our Audit arrived one month late, through no fault of FIRST 5 Mendocino; same company, a new Auditor. Executive Director Anne Molgaard feels a price reduction should be negotiated, and Commissioner Tichinin offered to assist with discussing negotiation tactics.

Pediatric Dental Initiative: It is anticipated that PDI will pass the DHS inspection for licensing. Recent tours of the surgery center included Assemblywoman Patty Berg, who affirmed her awareness of PDI efforts and offered her services in expediting the DHS inspection, if needed.

Business Opportunity: FIRST 5 Mendocino has authorized private consultant/small business developer, Sheilah Rogers, to study the demographics and meet with the owner of a local playgroup business that is closing, called Play Today, to determine if it may be a viable safe play area.

Special Needs Project (SNP) Update: Executive Director Anne Molgaard attended Community planning meetings in November in Willits and Covelo to review and improve the SNP implementation plan. FIRST 5 Mendocino will make a SNP presentation to Commissioners at an upcoming Commission meeting.

Initiative for No Smoking in Cars with Children Present: FIRST 5 Mendocino will be developing public service announcements concerning the bill that passed legislature and soon will be in effect, that it is illegal for people to smoke inside automobiles when children are passengers.

Prop 10 Briefings:

- (1) Executive Director Anne Molgaard announced that the First 5 Association of California's 2008 Annual Statewide Conference is *tentatively scheduled* for May 21-23 in Anaheim, and that she likely will do a Raise & Shine presentation.
- (2) Small counties including Mendocino will receive an additional \$70k this year and \$70k next year as "Small County Augmentation". The future is uncertain after that.

**ITEM 6 2006-07 Independent Audit**

The independent compliance audit of FIRST 5 Mendocino produced no findings and nothing extraordinary to report. It should be noted that \$1.896 million was spent on programs.

Motion was made to accept the 2006-07 Audit. Motion/Elliott, Second/Pauli (Man, yes; Pauli, yes; Elliott, yes; Scott, yes; Rentería, yes). Passed.

**ITEM 7 Fiscal Reports for September, 2007**

Executive Director Anne Molgaard brought to the Commissions's attention that FIRST 5 Mendocino Revenues and Expenditures (Budget vs. Actual, Page 7-8) is incorrect, showing that Meeting Expenses were 313.69% over budget. This error will be investigated and Anne Molgaard will report back to the Commission at the January 28, 2008 Commission meeting.

After review and discussion, a motion was made to approve the final Fiscal Report for September, 2007. Motion/Scott, Second/Pauli (Mann, yes; Pauli, yes; Tichinin, yes; Elliott, yes; Scott, yes; Rentería, yes). Passed.

**Item 8 Evaluation Request for Qualifications 2008-10**

Executive Director Anne Molgaard explained that the process to conduct a countywide evaluation of FIRST 5 Mendocino's funded programs would go at least two years; an amount has not been set. Permission from the Commission is being requested to approve this RFP, which will be sent to all of the evaluators in California who appear on a list, as well as to other First 5 offices, who are not precluded from bid. The Evaluation Sub-Committee includes Commissioners Glassey and Colfax, and Anne Molgaard is expecting their responses to the Evaluation RFP by Friday, December 7. Molgaard plans to discuss the RFP also with a counterpart from a nearby county or someone else who is not going to bid on the contract that may give us some valuable information concerning this RFP. The RFP would be out for six weeks.

After review and discussion, a motion was made to adopt the Request For Proposal for Evaluator for FIRST 5 Mendocino (2008-10). Motion/Tichinin, Second/Elliott (Mann, yes; Pauli, yes; Tichinin, yes; Elliott, yes; Scott, yes; Rentería, yes). Passed.

**HEALTHY CHILDREN (Items 9-11)**

**Item 9 Healthy Kids Mendocino (HKM) Update**

There is nothing cohesive to report or update on, but there are federal problems concerning S-CHIP and local legislative problems. FIRST 5 Mendocino held a brainstorming session on possible legislative outcomes. The Commission discussed RefTrack and MRMIB and health insurance enrollments, and that FIRST 5 Mendocino is sending the message for families to sign up now for CalKids health coverage.

**Item 10 SPARK Update**

Nutrition & Fitness Program Assistant, Beth Howson, reported that the 3-day Nutrition & Fitness training program at the end of October successfully trained 180 providers, and 65 sites have the equipment; also, that 1,600 kids are using SPARK. This is the second training session for 2007 and included training at three sites. This year for the first time, FIRST 5 Mendocino asked for a small registration fee and a short list of commitments from the participants.

**Item 11 Community Gardens (Invitation to Negotiate)**

Executive Director Anne Molgaard brought before the Commission a request to release an Invitation to Negotiate (ITN). The ITN seeks applicants to build a countywide support and coordinated system for community gardens that serve young children and their families. It will be sent out to anyone related to Community Gardens and also all schools, nurseries and local sustainability groups. FIRST 5 Mendocino will negotiate with those who respond and will bring those findings back to the Commission with a Scope of Work that will encompass: (1) Someone to support all of the Community Gardens in the sense of technical expertise, materials, and joint grant-writing

opportunities; and (2) Making certain that, wherever possible, it is made a priority within the garden(s) to include 0-5'rs.

Commissioners Scott and Tichinin volunteered to serve on a sub-committee to review invitations/bids received from the ITN. FIRST 5 Mendocino will then negotiate proposals from qualified agencies and present a Scope of Work to the Commission once a selection has been made.

After review and discussion of the draft ITN, a motion was made to approve the release of the Invitation to Negotiate, allowing the Commission to engage in further discussion with the most qualified applicant. Motion/Elliott, Second/Scott (Mann, yes; Pauli, yes; Tichinin, yes; Elliott, yes; Scott, yes; Rentería, yes). Approved.

**Item 12 Knowledgeable, Nurturing Parents – Raise & Shine**

Commission members were invited to visit the website: [raiseandshine.org](http://raiseandshine.org)

**Item 13 High Quality Child Care and Children Ready to Learn—CARES Report 2007**

Since Lisa Westfall-Davis' resignation, she may be doing some small projects for FIRST 5 Mendocino on an ad-hoc basis, and Candace Pomilia and Anne Molgaard are handling CARES. Until June of 2008, until we know whether or not the State puts forth matching funds, we cannot know what the CARES Program will be like. For now, we do not plan to further staff the CARES Program.

**Item 14 Knowledgeable, Nurturing Community – Family Resource Centers**

Director Anne Molgaard acknowledged that the Commission had earmarked \$300,000 over three years to fund Family Resource Centers. Director Molgaard met with the HHSA Social Services Branch who provides the leadership for Family Resource Centers, for whom FIRST 5 Mendocino will fund \$25,000 for the FRC network to find a facilitator. FRC recommends funding \$20,000 for each the seven FRC's to ensure that FIRST 5 Mendocino's priorities are being met.

After review and discussion, a motion was made to approve the combined Family Resource Center Network funding of \$25,000 and contracting with the individual seven FRC's of \$20,000 each. Motion/Rentería, Second/Pauli (Mann, yes; Pauli, yes; Tichinin, yes; Elliott, yes; Rentería, yes). Approved.

**Item 15 COMMISSIONER REPORTS**

**Commissioner Tichinin** would like to record that he had a wonderful Thanksgiving with his daughters, and is thankful for that. Commissioner Tichinin also informed the Commission that the video teleconferencing equipment in MCOE's East Room and the Southeast meeting rooms will soon be configured like the River Room.

**Commissioner Pauli** reported that she just returned from China, where the family policy is in full force, with a one-child limit per family unit.

**Commissioner Mann** reported that at the end of October he attended the Academy of Pediatrics annual convention in San Francisco and that interesting studies are being done

on dental, and the whole understanding of dental cavities is evolving. It appears to be an infectious disease caused by a germ called H-pivori and, in general, children catch it from their parents. Commissioner Mann foresees treatment and prevention will change radically in the next ten years.

**Executive Director Anne Molgaard** recommended that Commissioners review the media appearing at the end of the Commission packets (Section 16).