



June 3, 2011

Commission Planning Meeting Minutes
River Room, Mendocino County Office of Education
2240 Old River Rd.
Ukiah, CA 95482

And by Conference Call
(866) 740-1260, Access Code: 4624453

Commission Members Present in Ukiah:

Dan Hamburg	Jeremy Mann	Rebecca Wilson
Paul Tichinin	Jim Levine	Stacey Cryer

Commission Members Absent:

Lucresha Rentería	Diane Pauli	Tammy Scott
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Staff Present:

Anne Molgaard	Ashley Bergen	Lydia Lopez
Roseanne Castro	Adrienne Binder	Kirsten Logan
Maya Stuart	Jamie Boban	Menaka Olson
Terri Davis	Mary Pettit	

Public Present in Ukiah:

Rebecca Floyd	Luisa Acosta	Toni Martin
Sue Haun, Facilitator		

ITEM 1 Welcome & Introductions by Commission Vice Chair, Jim Levine

Commissioner Levine called the meeting to order at 10:42 a.m. 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 April 25, 2011 Commission Meeting
- C. Fiscal Reports for April, 2011

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

MAXIMIZE OPERATIONAL EFFECTIVENESS

ITEM 4 Special Funding Requests (*Action*)

1 Special Funding Requests for May, 2011

The Executive Committee reviewed five applications and recommended funding:

- Potter Valley Youth and Community Center (PVYCC) Child Care Enrichment program at \$8,000; with the stipulation that PVYCC be informed it is unlikely that the Commission would fund the program next summer as this is the second mini grant from FIRST 5 Mendocino for this project.
- Willits Community Services & Food Bank at \$4,500 to provide food for families with children ages 0-5; with the stipulation that the food bank offer information on all services for 0-5 and ensure services are well integrated.

Motion to approve the Executive Committee's recommendation. Motion/Tichinin, Second/Hamburg. Passed.

#2 UVMC/UVRHC Request from February, 2011

Commission previously approved a request submitted by the Ukiah Valley Medical Center (UVMC) on behalf of the Ukiah Valley Rural Health Center (UVRHC) for breastfeeding support. The request was approved for \$5,000 with the contract to be negotiated by the Executive Director. The contract has not been fully negotiated. Staff intended to work with UVMC to improve breastfeeding rates as part of the contract.

Motion to fund the project. Motion/Tichinin, Second/Cryer. Discussion held regarding breastfeeding rates for the inland and coast hospitals; the coast has a better record than inland. Commissioner Tichinin suggested FIRST 5 support on-going conversations between the coast and Ukiah to share best practices with the goal of increasing breastfeeding at the inland hospital. Commissioner Cryer suggested to include Women, Infant and Children (WIC) staff in the conversation. Opposed/All, Abstains/Mann. Failed.

3 Round Valley Library

FIRST 5 Mendocino funded the Round Valley Library previously in the amount of \$2,500 for purchase books for children age 0-5. The library requests additional funding for staff time to enter books into Horizon, a multiple county library management system.

Motion to approve funding the Round Valley Library at \$3,000. Motion/Cryer, Second/Tichinin. Passed.

SETTING THE CONTEXT

ITEM 5 Environmental Scan

Discussion held regarding poverty rates and other environmental factors in Mendocino County and the effect on families with young children.

Several Commissions have filed suit against the state for passage of AB 99 (Committee on Budget), legislation that will shift half of First 5 reserves to the state. In the May Revise the Governor did not take the 50% ongoing monthly Proposition 10 payments and the Governor did not remove AB 99 income from the budget.

MCOE – Cuts to Early Education & Child Care

Commissioner Tichinin stated Child Care and Child Development cuts are under consideration. State Preschool will be cut by 10% reduction in reimbursement rate and a reduction in slots. MCOE is facing a reduction in administration.

Executive Director Molgaard shared that Leggett, Laytonville, Anderson Valley and Round Valley have limited child care other than State Preschool. The loss of 58 slots will have a severe impact on children.

Quality Early Care

Mendocino College will lose 123 courses sections next year. Tuition will be increased by \$10 a unit. The Child Development Center will lose 12 slots and may eliminate the toddler class. North Coast Opportunities, Inc Rural Communities Child Care will lose 55 slots and decrease subsidies for child care.

HHSA – Children’s Services

CalWORKS case workers face an increase in the average monthly case load from 350 to 795. Families now have a 48 month time limit, grants reduced by 13%, child only time reduced and county block grants reduced.

MediCal mandatory co-pays for office visits and emergency room visits. One proposal under consideration by the state is to eliminate state department of Drugs and Alcohol. Commissioner Wilson stated that there is one more year in Family Dependency Drug Court grant. A transition home in Ukiah is scheduled to open July 1, 2011.

Decreased funding for food banks, smoking cessation for pregnant women and first responder services to help women get to the hospital and California Children’s Services program, services for the most vulnerable children in the county. CalLearn case management services for pregnant teens is suspended for one year.

ITEM 6 Review Current 2010-13 Strategic Plan

B. Geographic Reach

Community Gardens is focused in the North Coast, Willits and Greater Ukiah with preschool gardens. Raise & Shine serves all areas of the county. Developmental Screenings are focused on Willits, Greater Ukiah and North County. 2-1-1 is available everywhere. Kit for New Parents is not available in Round Valley because there is no provider giving them out. This year Control Your Remote, formerly TV Turn-Off, was delivered through three Family Resource Centers: Potter Valley; Safe Passage; and Laytonville Healthy Start. CARES had applicants from every region except Round Valley. There are Family Resource Centers in every region of the county except Round Valley. Special Funding Request, there was at least one request funded in every area except Anderson Valley, who did not submit a request.

C. Community Indicators

Mendocino County data reviewed and discussed. Unemployment decreased slightly, food stamp usage increased. Living in poverty rates have remained steady. Hispanic births are not going up as rapidly. Public and Charter school enrollment rates for Caucasian children have decreased. Discussion held.

Increase in health insurance enrollment by Healthy Kids Mendocino. An increased number of children are being screened for developmental delays. The goal is to have children diagnosed at a younger age to get them into services earlier. Mendocino County has a greater incidence of speech and language impairment but less autism

than the state. Mental retardation over time is going down in California. Research shows that the number one cause of mental retardation is alcohol. Discussion held.

Mendocino County hospital rates for breastfeeding are higher than California but still need improvement. Maternal use of alcohol and drugs in Mendocino County is high. After knowledge of pregnancy, substance abuse drops slightly in pregnant women.

ITEM 7 **DECISION MAKING**

A. Strategic Plan (*Action*)

Discussion held regarding current changes in county services and adjustments to the current Strategic Plan. Commissioner Mann stated that since funding for treatment options is decreasing, the Commission must work harder in prevention.

Commissioner Cryer stated that the current Strategic Plan focuses on quality but does not address affordability and access. Commissioner Tichinin stated that the Commission should focus work on how to prevent a crisis and alternatives to existing models.

Commissioner Levine stated that the Commission must monitor more closely how partners are spending money to ensure it is cost effective and that funding goes to 0-5 and that services are accessible.

Discussion held regarding local economy, poverty rates and new partnerships during challenging economic times. Commissioner Tichinin stated that the Commission could consider ranking prevention instead of direct services.

Commissioner Levine stated that mini grants are focused on meeting basic needs and this goal is not apparent from the current Strategic Plan. Commissioner Levine stated the Commission should work strategically to do the best prevention if the goal is to affect those with the greatest need. Commissioner Mann stated that if this is the goal then the Commission should focus more on the kids at a higher risk. Commissioners Tichinin and Cryer discussed the need for increased access to services.

Motion to approve 2010-13 Strategic Plan as amended to include that all grantees and partners will focus on access under the Maximize Operational Effectiveness outcome. Motion/Cryer, Second/Mann. Motion passed.

(Break for lunch at 12:00 p.m., reconvened at 12:26 p.m.)

ITEM 6 **Review Current 2010-13 Strategic Plan**

A. Budget to Actuals (*Action*)

Revenue discussed. Kirsten Logan, Administrative Manager, stated that Nutrition and Fitness will receive \$3,400 by the end of the year, Raise and Shine will not receive \$20,000 as Mental Health Services Act (MHSA) Prevention and Early Intervention priorities did not align with FIRST 5 priorities. Raise & Shine will receive revenue from the Title IV E contract and \$9,200 from the Early Start contract. Imagination Library raised \$14,000.

Expenses reviewed and the Commission considered the purchase of a new copy machine and allocation of funds to the Imagination Library program.

Vote held.

ITEM 7 **DECISION MAKING**

C. Prioritizing Fiscal Resources (*Action*)

1. Review Previous Commission Decision and Financial Projections

Fiscal reviewed including revenue allocation from Proposition 10, WIC Breastfeeding contract, small grants for Nutrition & Fitness, Title IV E contract for Raise & Shine and the Child Care Planning Council staffing contract.

Literacy is funded at 4%. This budget allocation covers expenses for Kindergarten Entry Profiles (KEP) where Kindergarten teachers do a 15 item questionnaire regarding the kids in their classroom to assess social emotional development, interest in books and language comprehension. KEPs are conducted at School Readiness (SR) sites. The data is used to compare between schools. Historically, SR schools fair better than non-SR schools.

Money is allocated in the budget this year to perform KEP assessments and to provide backpacks to SR sites that conduct transition activities. The goal of transition activities is to facilitate conversations between kindergarten teachers and parents/primary care givers throughout the year.

For 2011-12 the administrative allocation is larger because the Small County Augmentation for Mendocino County ended. Special Funding Request will be funded at 9%

Discussion regarding Family Resource Center (FRC) funding. Primary funding for FRC's comes from FIRST 5 Mendocino and the Office of Child Abuse Prevention (OCAP). The OCAP funding is currently in negotiation. Most FRC's also do private fundraising. Discussion held regarding FRC fee for service.

Commissioner Levine stated that FIRST 5 must maximize its flexibility to accommodate unforeseen future needs. Commissioner Tichinin discussed allocated versus unallocated reserves. Commissioner Mann stated that the state has excellent leadership in marketing substance abuse prevention in pregnant women.

Create a new budget allocation 12-Partnership for Healthy Babies and Drug Court and allocate 3% of the budget. Reduced SPARK, Community Garden's and Nutrition and Fitness by 0.5% and increase Healthy Kids Mendocino by 1% for a total allocation of 4%.

ITEM 7 **DECISION MAKING**

C. Prioritizing Fiscal Resources (*Action*)

2. Approve and Adopt the 2011-12 Budget (*Action*)

i. Contacts and Grants

○ **Family Resource Centers (*Action*)**

Action Network

Staff recommendation to fund the Family Resource Center (FRC) quarterly to ensure data reporting. The contract will include the requirement to report accurate and complete data quarterly, including but not limited to the county of residence and that the contract can be terminated at any time.

Motion to approve staff recommendation with additional deliverables regarding quarterly reporting. Motion/Hamburg, Second/ Tichinin. Motion carried.

Nuestra Casa

FRC grant held for further consideration due to possible closure of the FRC. A meeting among Nuestra Casa Director, Nuestra Casa board members, FRC Network Coordinator and FIRST 5 Mendocino Executive Director was held to discuss the future of the FRC.

Luisa Acosta, Director of Operations for Nuestra Casa, requested the Commission fund the FRC. Ms. Acosta discussed the financial stability, strong board, community agency support, committed volunteers and the board's work on a Needs Assessment to prioritize services. Ms. Acosta stated Nuestra Casa has submitted grant proposals and is in current negotiation for a grant. Ms. Acosta stated that the board is monitoring the budget closely and working to reduce administrative overhead. Ms. Acosta stated that Nuestra Casa does not intend to close.

Ms. Acosta stated that Nuestra Casa has enough funding in reserves to cover expenses through September. With a reduction in hours, the center can survive on reserves until December. Nuestra Casa has strong volunteer support.

Motion to fund Nuestra Casa in quarterly payments with satisfactory quarterly reporting. Moiton/Tichinin, Second/Hamburg. Discussion held. Commissioner Tichinin stated concern regarding accountability, risk and the Commission's duty to ensure delivery of services. Commissioner Tichinin stated Nuestra Casa has been a valuable partner with the County Office of Education, local school districts and other local agencies.

Commissioner Wilson stated she values the services offered by Nuestra Casa but is also concerned about the risk. The Commission requested the most recent financial statement from the FRC.

Commissioner Hamburg inquired about the current service delivery from the FRC. Discussion held. Current staff include: one outreach worker, accountant and director at 32 hour per week and two AmeriCorps members at 40 hours a week.

Motion amended to fund Nuestra Casa in the amount of \$20,000; distribution of grant to be disbursed in quarterly payments; require quarterly reports, instead of the semi-annual reporting normally required. A subcommittee of the board will verify necessary financial status to ensure service delivery before grant begins; the Commission will review quarterly reports to verify satisfactory performance prior to the release of the next

quarterly payment. The Commission will advance \$5,000 upon approval of the subcommittee. Motion/Tichinin, Second/Cryer. Motion carried.

Round Valley FRC

A proposal from the Round Valley Indian Health Center was received for the start up of a Round Valley FRC. A letter of support was included from the BRONCO Safe Schools Healthy Students program, a three year program covering Laytonville, Round Valley and Willits School Districts. Initial planning is to have BRONCO and FRC partner and possibly be co-located or at least with close collaboration.

Commissioner Cryer stated she has visited the site and sees this as the most viable opportunity for a RV FRC.

Motion to approve funding the Round Valley Indian Health Center for 2011-12 in the amount of \$20,000 to open a Family Resource Center in Covelo. Motion/Cryer, Second/Hamburg. Motion carried.

Mini FRC at the Alex Rorabaugh Center

Discussion held regarding a proposal for a mini FRC in South Ukiah. The Boys and Girls Club of Ukiah is located in half of the Alex Rorabaugh Center (ARC). The space available is approximately 550 square feet.

Service providers such as Healthy Kids Mendocino, Mendo-Lake Credit Union and others are interested in offering services at the site.

Commissioner Tichinin inquired about the publicity strategy for the new FRC. Executive Director Molgaard stated bilingual staff will conduct outreach to the neighboring community. It is likely the mini FRC will operate from 11:00 a.m. to 7:00 p.m. during the week to maximize access to working parents and community members. Discussion held. Commissioner Hamburg stated the ARC is already the focal point for South Ukiah. Commissioner Tichinin stated that staff should have a cell phone not a land line.

Executive Director Molgaard stated the approximate cost is \$1,000 per month; for one year the investment would total \$12,000. The mini FRC would provide the community the services they need such as financial literacy, health insurance, car seats and other services.

Motion to approve a one-time investment of up to \$15,000 to rent space from the City of Ukiah at the ARC to provide locally based services in Southern Ukiah and to partner with other agencies with similar mission and target population from July 1, 2011 to June 30, 2012. Motion/Hamburg, Second/Cryer. Motion carried.

SETTING THE CONTEXT

ITEM 6 Review Current 2010-13 Strategic Plan

A. Budget to Actuals (*Action*)

Discussion held regarding an increased donation to the Community Foundation of Mendocino County to support the Imagination Library program. The increased funding

allocation will signal FIRST 5's commitment to the program, will encourage individual giving by other funders and the public, and may begin to establish an endowment

Motion to approve funding the Imagination Library program at \$300,000.
Motion/Tichinin, Second/Cryer. Motion Carried.

Discussion held regarding the lease or purchase of a new copy machine.

Motion to authorize the purchase of a copier with maintenance agreement.
Motion/Tichinin, Second/Mann. Motion carried.

ITEM 7 **DECISION MAKING**

B. Prioritizing Human Resources (*Action*)

1. Employee Wage Allocation

Administration and Raise & Shine employee time distribution discussed.

2. VISTA Time Allocation:

- i. Ashley Bergen, Child Abuse Prevention Coordinator, works 100% on Child Abuse Prevention, also works with FRCs on this issue;
- ii. Mary Pettit, Outreach Coordinator, works on breastfeeding, administration, annual report, 2-1-1 and Kit for New Parents;
- iii. Jamie Boban, Family Resource Center Advocate, works 100% on FRCs;
- iv. Adrienne Binder, Nutrition and Fitness Advocate, works 50% with nutrition and 50% with SPARK;
- v. Melanie Underhill, Imagination Library Coordinator, works 75% on Imagination Library, 15% on School Readiness and 10% on evaluation.

ITEM 7 **DECISION MAKING**

C. Prioritizing Fiscal Resources (*Action*)

1. Approve and Adopt the 2011-12 Budget (*Action*)

i. Overall 11-12 Budget (Continued)

Leveraged a total of \$500,000 this year with \$260,000 through Raise & Shine and \$120,000 through the VISTA program.

Motion to approve the budget as amended and to rename the 104-Special Funding Request allocation 104-Special Funding. Motion/Levine, Second/Wilson. Motion carried.

D. Long-Term Financial Plan

Chart reviewed and discussion held.

Motion to adopt scenario two with figures modified for the current balance based on earlier action taken. Motion/Mann, Second/Levine. Motion carried.

There being nothing further to come before the Commission, the meeting adjourned at 2:16 p.m.