January 30, 2017

Commission Meeting Minutes

Mendocino County Office of Education

Commission Members Present

Lucresha Rentería	Jim Flaherty	Paul Tichinin
Ben Anderson	Tammy Moss Chandler	Jeremy Mann

Commission Members Absent

John Passalacqua	Dan Hamburg	Bryan Lowery

Public Present who signed in

Renee Gannon

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 1:05 p.m. and welcomed visitors. The commission, staff, and guests made introductions.

ITEM 2 PUBLIC COMMENT ON NON-AGENDIZED

Commissioner Tichinin asked for public comment.

Renee Gannon was recognized by the Commission for making a hand-made quilt of the *Little Engine that Could* as a raffle item to benefit the Imagination Library program. She was originally asked by Anne Molgaard to make a quilt for a large Imagination Library fundraiser. She spent time with *The Little Engine That Could* and decided to depict the train when it reaches the top of the mountain as an example of perseverance and success. It took six months and several hundred hours to make.

Commissioner Moss Chandler and Commissioner Rentería both joined the meeting at 1:13 p.m.

Menaka Olson, Communications Manager, asked the Commission to let her know if they had any ideas for locations to sell the raffle tickets. Commissioner Tichinin said that Fort Bragg is going to be having their Memorial Day quilt show so they can potentially display the quilt there. Commissioner Rentería suggested First Fridays in Fort Bragg or Second Saturdays in Mendocino. Menaka commented that the plan is to pull the winning ticket at the Homecomin' event in Dollywood in June.

ITEM 3 CONSENT CALENDAR *(Action)*

- Meeting Agenda
- Draft Minutes from the December 19, 2016 Commission Meeting
- Approve Resolution to remove Dr. Jeremy Mann and Anne C. Molgaard from the Savings Bank Accounts and add Paul Tichinin and Roseanne J. Ibarra as the new signers
- Confirm Chair's appointment of Tammy Moss Chandler to Executive Committee as 2nd Vice Chair

Motion made to approve the Consent Calendar
Motion/Rentería, Second/Anderson (all ayes, no nays) Motion Passed

MAXIMUM EFFECTIVENESS AND EVALUATION

ITEM 4 FISCAL REPORTS *(Action)*

Executive Director Ibarra presented the fiscal reports to the Commission for July-December 2016. As of the end of December, we were $280,000 in the red Not all of the Proposition 10 funding has been received. Proposition 10 funds are typically two months behind. Commissioner Anderson asked how much their monthly Prop 10 allocation is; it is about $60,000-70,000. This last month was lower than usual due to the Board of Equilization's

administrative cost and not receiving the backfill. For the Commission, the largest expense is for Family Resource Centers and Imagination Library.

Commissioner Anderson pointed a mistake in the reports. In the Budget vs. Actual for year to dates, it says for July 2015 to date and it should be July 2016 to date. Jenna Munos, Administrative Fiscal Manager, clarified the information on the budget vs. actuals will be an inaccurate report because it is based on 13 months and the information on the balance sheets and summary pages are accurate. She will make the changes to the report either way to ensure they are being provided the correct information. Commissioner Tichinin suggested including the budget vs. actuals between July 2015-June 2016 and July 2016-Janaury 2017 at the next meeting they review fiscal reports so they are able to compare it.

Commissioner Flaherty asked about the revenue changing by June and asked if they would be in same area as the year before. Executive Director Ibarra said they have a budget tracker to see where they stand by June 30, 2017 and they are currently on track. The Prop 10 allocation for next year will dip dramatically and then rebound the following year due to the backfill from Proposition 56. Commissioner Mann asked what their projected income for FIRST 5 Mendocino for this year; it is $744,000. He also asked what the annual budget is for Imagination Library; Executive Director Ibarra let him know it is $100,000 for both the cost of books and staff time.

Motion to accept the fiscal reports for July – December 2016
Motion/Flaherty, Second/Mann (all ayes, no nays) Motion passed

ITEM 5 FIRST 5 SERVICE CORPS AMERICORPS CONTRACT FOR 2016-17 *(Action)*

In July 2016, FIRST 5 Mendocino (F5M) was attempting to get two VISTAS and six AmeriCorps but we were unsuccessful. Currently, we have one full time AmeriCorps member, Julie Grover, stationed at NCO as well as the ARC Family Resource Center (ARC FRC). We have three open positions to fill by February 16, 2017. There is a penalty fee of $2,000 if these positions are not filled. Safe Passage, Raise & Shine and the ARC FRC were hoping to hire part time AmeriCorps. The ARC FRC is short staffed; they are receiving grant funding but need more employees. Commissioner Tichinin asked whether or not they would get charged the penalty fee if they hired two AmeriCorps for the ARC FRC but are not able to get one for Safe Passage. Michael Villa, AmeriCorps/VISTA Member Coordinator, clarified that they will have to pay the fee for the positions that do not get filled.

Commissioner Mann asked about the advertisement of the positions that are open. Executive Director Ibarra let them know they have posted the positions on social media and job recruitment sites as well as just speaking to people about it to spread the information.

Motion to approve the Service Corps AmeriCorps Contract for 2016-17
Motion/Flaherty, Second/Mann (all ayes, no nays) Motion passed

ITEM 6 DRAFT POLICY AND ADVOCACY PROTOCOL *(Action)*

Commissioner Tichinin explained that the draft policy and advocacy protocol will give the Executive Committee authority to take action and issue a letter on behalf on the full commission and then they will present it to the commission at the next meeting. Executive Director Ibarra commented that the rationale for this protocol stems from the Children's Now Letter that the commission signed in December 2016; we were within the time frame to bring it to the Commission for approval but there may be time sensitive matters where this may not be the case.

Motion to accept the draft Policy and Advocacy Protocol
Motion/Rentería, Second/Moss Chandler (all ayes, no nays) Motion passed

ITEM 7 DRAFT 2017 POLICY AGENDA *(Action)*

The Draft 2017 Policy Agenda focuses on local issues. The attachments included in the draft policy agenda are: Resolution 16-01 – A Resolution of FIRST 5 Mendocino's Strong Support for the Interest of Young Children in Cannabis Related Policy that the Commission passed in October 2017 and Resolution 09-02 – A Resolution of FIRST 5 Mendocino Declaring Endorsement of Family Friendly Workplace Policies, passed in October 2009.

On the first page of the draft policy agenda (7.3) underneath "Local" they have Health and Human Services Agency (HHSA) listed. One thing that has been brought to their attention from HHSA Social Workers is that there is an issue with retention. Executive Director Ibarra wants to be able to advocate as much as they can and ensure that HHSA is getting what they need. Another thing they are doing is a lot of work in the county about ACEs and Trauma Resiliency; she wants to ensure they are advocating to policy makers as well. At the state and

federal level, she wants to ensure they are advocating for the safety net programs.

Commissioner Anderson commented on changing the wording underneath "Local, State and Federal Policy Priority Areas" from 'this list is not inclusive' to 'this list is not all inclusive'. Commissioner Flaherty suggested a change under "Local, II *Other*, A", to be more descriptive on the effects of trauma by adding adverse childhood experiences because it may be misinterpreted on what type of trauma on the developing brain. Commissioner Moss Chandler asked if they were not going to reference the FIRST 5 Association (F5A) statewide policy agenda. Executive Director Ibarra said that if the commission supports the statewide policy agenda then staff will add a sentence in the second paragraph in the Overview stating so.

Menaka Olson, Communications Manager, asked about Commissioner Moss Chandler's suggestion of including F5M programs under headers of F5A because while she feels that F5M Strategic Plan is a lot different, she believes it is a good explanation of how their programs fit in locally as well as in the state. Commissioner Rentería asked even though it is not their direct Strategic Plan does the Commission want to be able to have a policy statement that comes out that would be in support of the state.

Commissioner Mann suggested instead of writing "Oppose the repeal of the Affordable Care Act" change it to "Continue to support the expansion of health care for all". Commissioner Rentería said that she thinks that they shouldn't change it because in some way they need to say they are not going to accept repeal. Commissioner Tichinin clarified that the policy is that they will engage to ensure quality reasonable cuts including to full repeal of the Affordable Care Act without adequate replacement.

Commissioner Flaherty asked if they could amend Resolution 16-01 since it was approved before they knew what the outcome for Proposition 64 would be. Commissioner Tichinin would like for this policy and resolution to get brought back at the next meeting with the changes for adoption.

ITEM 8 UPDATE ON RAISE & SHINE NONPROFIT *(Action)*

Executive Director Ibarra let the Commission know they are closely monitoring the nonprofits budget which includes Imagination Library (IL) and The Sandbox. She is concerned about The Sandbox because they are anticipating they are going to be severely in the red. On the budget spreadsheet provided, it has them at negative$52,000 for the end of June 2017.

Executive Director Ibarra presented two board resolutions regarding the allocation of $40,000 from last fiscal year that was not transferred to The Sandbox. Option 1 is to not move the money and leave The Sandbox as it is and Option 2 is to move the money over to the nonprofit account for The Sandbox.

In October 2015, the Commission approved The Sandbox to receive a $40,000 grant for the startup costs. In February 2016, the Commission approved $90,000 for the nonprofit which of $50,000 went directly to Raise & Shine (R&S). They noticed that the $40,000 was never moved from the F5M account to the nonprofit. If they move the money, it will put the nonprofit at -$12,000. Commissioner Anderson asked for the reason it was not moved. Jenna commented that the $90,000 was originally supposed to include the $40,000 and the remaining $50,000 was meant to be a loan. There was miscommunication about it and the $90,000 ended up being a loan and the $40,000 was a grant; it was a total allocation of $130,000. Executive Director Ibarra commented if the Commission decides to move the $40,000, they will be using the reserve money for it because it is not in their budget for this fiscal year.

Commissioner Tichinin commented that if the children whose parents are receiving subsidized child care are not in attendance for a certain minimum amount of hours in a month, then the compensation to The Sandbox is prorated. Commissioner Flaherty asked whether or not the contract that the parents sign states that and if it will affect their sign ups if it gets added in. Executive Director Ibarra said she would have to check the contract. The contract they have with CalWORKs states that a full time child (30+ hours), they will get reimbursed $825.00 for that child. If the child is there less than 120 hours, the reimbursement drops to $640, which then considers them as part time. Commissioner Anderson believes their only leverage is to specify to the parents that because they are taking a full time slot, they need to be there for the full time hours or they will be asked to give their spot to someone who is going to use the full time hours.

Motion to adopt Board Resolution Option 2, reaffirming previous action with the board for this fiscal year in providing a $40,000 grant to The Sandbox
Motion/Mann, Second/Rentería (all ayes, no nays) Motion passed

ITEM 9 DIRECTOR'S REPORT

Improve Parenting

Executive Director Ibarra, Jenna Munos and Townley Saye, Raise & Shine Program Manager, have started site visits for the Family Resource Centers (FRCs). They visited Safe Passage in Fort Bragg and met with Laura Welter; they have not been able to fill their AmeriCorps position and are looking to hire someone part time.

Townley and her staff launched their Triple P Mendocino County Facebook page. They have over 100 likes in less than a month. They have posted their flyers for their classes which allow people to register through the link provided.

Stephanie Long, RN at Anderson Valley Health Center will be attending the Certified Lactation Education Training in San Jose with a scholarship from FIRST 5 Mendocino.

Imagination Library has received their end of the year donations. Commissioner Tichinin and Commissioner Mann were thanked.

December Numbers from Manager's Reports

As of December, The Sandbox has 35 children enrolled with 9 on the waitlist. Raise & Shine has served 12 parents in December. They have 22 providers trained in Triple P and 11 Child Welfare Services workers have received Triple P peer support in Fort Bragg. Imagination Library has had 3,422 books delivered. The ARC FRC has served 11 parents with the immigration attorney, 14 parents by 'Time for Me' and 3 parents by 'Mama y Yo'.

She and Jenna also met with Jacque Williams and her staff at Ford Street. They were informed that they expect to spend down of their grant; $34,500 by this month. As of December 31, 2016, they have served 11 parents with children ages 0-5. Out of the 11 parents they served, five successfully completed the program, four did not and two were still going through the program when they received the last invoice. Commissioner Flaherty asked if the spend down was on their expected schedule or are they running out of funds. Executive Director Ibarra clarified that that grant was to last them until the end of June.

State – Prop 10 Revenue

This fiscal year the state is projecting $432 million but next fiscal year we will see a one-time decline.

For 2018, it will increase and will continue with the 3% decline afterwards. The drop is attributed to Prop 56; there will be a lag before they start to receive the backfill dollars. This means they will be using their reserve money more than they expected in 2017-18.

Advocacy day, Sacramento, January 30 – 31
Train the Trainor CRM Training, February 14 – 17
Brown Act and Ethics Training, February 22
Next Commission Meeting, February 27

ITEM 10 DISCUSSION & ADOPTION OF STRATEGIC PLAN & BUDGET CALENDAR

Executive Director Ibarra will be meeting with staff to discuss their budgets. In February they will present data from the reports they receive from their grantees and in March, they will review their draft budget as well as the indicators that the Commission has identified given the strategic plan. In April, they will be able to bring current grantees such as Jacque Williams from Ford Street to speak with the Commission. At the Planning Meeting in May, the final budget will be presented to the Commission. The reason for doing it bit by bit throughout the next few months is so that they can carefully review all the budgets and ensure that there will not be any confusion at the planning meeting.

Executive Director Ibarra was wondering if the Commission wanted to continue with their current Strategic Plan or if they would like to survey the community about what their partner agencies priorities are. Commissioner Mann recalled re-adopting the Strategic Plan the previous year and Commissioner Rentería cleared that they had but it was only for one year. She believes they should continue with their current Strategic Plan for another three years.

ITEM 11 COMMISSIONER REPORTS, ANNOUNCEMENTS & ADDITIONAL MATERIALS

Commissioner Mann will be retiring in April.

Commissioner Anderson said they are expanding their pediatrics practice. They have hired four new pediatric providers and a few nurse practitioners. They will serve a little bit of Lake County but mainly Ukiah.

Commissioner Rentería commented they had their fundraising event over the past weekend. It was bigger and better than before with a total of 600 attendees. The live auction went above it normally does but still have not been able to clear the $60,000 they would like to reach. She is now the current Rural Communities Committee Chair for California Primary Care Association for this year.

Commissioner Moss Chandler has now been with HHSA for eight months. They have two big initiatives that are particularly interesting for F5M. The potential expansion of drug medical services; it is not a part of the Affordable Care Act, just the waiver. She will make sure that Executive Director Ibarra receives any information that they receive. The second project under the same waiver is a Whole Person Care Pilot. It is all about integration of services across mental health, substance abuse, homeless and housing needs and an integrational primary care.

In August 2017, Commissioner Tichinin will be restarting his daycare for his second grandchild.

Commissioner Tichinin adjourned the meeting at 2:54 p.m.