



September 25, 2017

Commission Meeting Minutes

Action Network

Point Arena, CA

Commission Members Present

Lucresha Rentería	Tammy Moss Chandler	Dan Hamburg
Paul Tichinin	Ben Anderson	Sandra Applegate

Staff Members Present

Lydia Lopez	Yoana Alvarez	Jenna Flesch	Yadira Sanchez
Townley Saye	Menaka Olson	Samantha Bond	

Staff Members Present

Javier Chavez, Action Network

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 1:45 p.m. and welcomed visitors. The Commission and staff made introductions.

Javier Chavez, Action Network, introduced himself and provided a background on how Action Network and FIRST 5 Mendocino began their partnership. Action Network became a Family Resource Center (FRC) about 15 years ago and the first grant they received was from FIRST 5 Mendocino. He has worked at Action Network since the beginning. They have a youth program, after school program, parenting classes and playgroups.

ITEM 4 OATH OF OFFICE FOR NEW COMMISSIONER

Supervisor Dan Hamburg administered the oath of office to Sandra Applegate.

ITEM 2 PUBLIC COMMENT ON NON-AGENDIZED

Commissioner Tichinin asked for public comment on non-agendized items and opened the public hearing. No comments were received.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- Draft Minutes from May 19, 2017 Planning Meeting
- Mendocino Coast Children's Fund MOU for Fiscal Year 2017-18

Motion to approve the consent calendar

Motion/Moss Chandler, Second/Rentería (all ayes, no nays) Motion Passed

MAXIMUM EFFECTIVENESS AND EVALUATION

ITEM 5 INTRODUCTION OF NEW STAFF

Samantha Bond, Community Outreach and Nonprofit Coordinator, introduced herself to the Commission. Before working for F5M, she worked for Mendocino County in the probation department. Since she has started at F5M, she has been working on the new Memorandum of Understanding with the local fire departments and getting them up to date smoke alarms. She has also been working on the

Imagination Library data as well. She is currently looking at the different fundraising options for the ARC FRC and The Sandbox.

Yoana Alvarez, ARC Family Resource Center Caseworker, introduced herself to the Commission. Before working for FSM, she worked as a phlebotomist at Ukiah Valley Medical Center for seven years. She has two daughters and has been living in Ukiah for the past 10 years. So far, she has enjoyed working as the caseworker and is excited for what her future at FSM will provide for her.

ITEM 6 FISCAL REPORTS

Executive Director Ibarra let the Commission know that the County has closed the reports for June, but they have yet to receive them; they will be provided at the next meeting.

Grant revenue is at \$754,757; the approved budget amount was \$810,000. In last year's audit, there were a few items that had not gone through from the prior fiscal year. Some of those items were received in this past fiscal year 2016-17 but were for the prior fiscal year. Under expenses 6200 – outside services, in June there is a negative \$25,733 which has a note that there was a correction done by the auditor. For the reserves, the total amount that was approved to pull was \$87,000 but for the past fiscal year, they have only used \$74,000.

Everything is on track for expenses. There were a few things at the last meeting that were not coded to the correct account; corrections were made. Commissioner asked if the code 9000 was a reimbursement from the state. Jenna Flesch, Administrative and Fiscal Manager, clarified that it was left there from last year's budget which is why there is a negative. Commissioner Anderson asked if the admin was going to get adjusted for 2017 -18; Jenna confirmed it has.

Motion to approve the fiscal reports for March, April and May 2017
Motion/Rentería, Second/Anderson (all ayes, no nays) Motion Passed

ITEM 7 EXECUTIVE DIRECTOR'S REPORT

Executive Director Ibarra gave her report to the Commission. They had a luncheon last week to update the sponsors on how the local trainers were doing for Community Resiliency Model (CRM). They are in the process of organizing the coastal training through the CMSP grant. They want to replicate what they did for the inland training which is a one-day training with the 4 day Train the Trainer training. They are also going to create their plan for training the front-line staff for clinics. Menaka Olson, Communications Manager, has been the leader for CRM and organizing the training but they have realized they need more help with that so Townley Saye, Raise & Shine Program Manager, will be assisting with that.

Improve Parenting

The ARC FRC have had eight cases for differential response since the grant has begun in May 2017. They held their Citizenship Day in July as well as the Back to School event in August where they offered children haircut services, backpacks, school supplies and a chance to make a tie dye shirt. They had a total of 116 children attend which was a great outcome.

Commissioner Moss Chandler and Executive Director Ibarra attended Dollywood Homecomin' in Tennessee where they raffled the Imagination Library quilt. They sold \$720 worth of raffle tickets; a total of \$2,300.00 was raised.

Megan Cavalli, Raise & Shine Program Assistant, helped with the 1st Annual Children's Triathlon in July 2017.

Menaka presented the Proclamation for National Breastfeeding Month for the Board of Supervisors (BOS) and was presented the Breastfeeding Friendly Award by Adventist Health Ukiah Valley.

Executive Director Ibarra and Yadira Sanchez visited the south coast in August where they could meet with the agencies and let them know who they were and the different resources that FSM offers. They also went to the Point Arena school and made great connections there. They both will continue to engage with the community.

Townley Saye and her staff held the Triple P Lifestyles training which incorporates nutrition with positive parenting. It is the first time the training has been offered in Ukiah; total of 13 attendees.

Advocacy

FSM in conjunction with Policy Council Children & Youth (PCCY), their subcommittees and other child advocates presented to the BOS in June 2017. They are circulating the Future Generations Fund, 20 by 20 Petition to ask the individuals to sign who are in support of the BOS creating a separate fund designated for children in prevention services. FSM will be holding and hosting the State of the Child on November 3rd at the Ukiah Valley Conference Center and they will be talking about brain development.

State

Executive Director Ibarra, Menaka and Townley all attended the 4CA (California Campaign to Counter Childhood Adversity) Policy Maker Education Day in July. The purpose of this conference was to inform and educate their state legislators on trauma and the adverse childhood experiences study. Menaka and Executive Director Ibarra got the chance to meet with Assemblymen Woods Chief of Staff. First 5 Association is working on the First 5 Network for common strategic plan that will be present at the Summit on November 13-15 in Monterrey. AB 1250 did not make it out of Senate Appropriations Committee. It is possible that it may come up again next legislative session.

Federal

There is Bipartisan effort to extend Children's Health Insurance Program (CHIP) and Maternal Infant and Early Childhood Home Visiting (MIECHV) for the next five years.

Maximum Effectiveness

The latest update on the State Controller regarding the fiscal year 2015-16 audit findings are that they needed a management response letter which was issued in June and they received confirmation they received the updates from their auditor. They also had their audit for fiscal year 2016-17 in August.

Raise & Shine Nonprofit

They also had their audit done on September 1st. The nonprofit and FSM's audit will be combined. Healthy Kids Mendocino Fund (HKM) is now at Community First Credit Union in a separate designated fund for specific to children's health insurance or health related expenses. The Sandbox had their 1st Annual Children's Art Auction in July. In August, they had the First 5 California Express Van at their location. They have a total of six foster care children, four CalWORKs children, four private pay, 14 children for childcare subsidies and three spots open. They will be having their Playground Ribbon Cutting even on Thursday, October 12th.

Tuesday, September 26 at 9:00 a.m. – Small County Summit

Tuesday, October 10 at 1:00 pm – Executive Committee Meeting

Thursday, October 12 at 5:00 pm – PDI's 11th Annual Make Kids Smile Awards Dinner

Monday, October 23 at 1:00 pm – Next Commission Meeting

Wednesday, October 25 at 9:30 am – Healthy Mendocino Summit

Wednesday, October 25 at 10:00 am – First 5 Association Meeting

Thursday, October 26 at 10:00 am – First 5 California Commission Meeting

ITEM 8 STRATEGIC PLAN 2017-20 SCOPE (ACTION)

Executive Director Ibarra provided background information and a spreadsheet to the Commission

about the Strategic Plan. The question for the Commission is if they feel as if they should include anything else that is specific to being trauma informed. Commissioner Hamburg asked if it was for the next three years and how much exactly is being spent from Prop 10. Improved Parent is 32%, Substance Abuse is 13%, Policy is 45%, Maximum Effectiveness is 8% and support programs is at 33%.

Items currently included under policy shared are Children's Action Committee, Title IV-E, FRCs, 2-1-1 & Healthy Mendocino, FRC Network, ARC FRC, Immigration, Differential Response, General Outreach & Education, Home Visiting & Coast/MCCF which are areas where improve parenting and decrease substance abuse overlap, will become the new increase family resilience category.

Commissioner Applegate asked about Parenting Apart Workshop (PAW) and Supervised Visitation (SV). Executive Director Ibarra clarified that FSM no longer runs the program due to it posing a danger to staff.

Motion to adopt the Strategic Plan 2017-20 Scope

Motion/Rentería, Second/Anderson (all ayes, no nays) Motion Passed

ITEM 9 REVIEW CONFLICT OF INTEREST AND CONTRACTING & PROCUREMENT POLICIES
(ACTION)

The Conflict of Interest and Contracting & Procurement policies have not been reviewed since 2010 and need updating so they can be approved by the BOS. On the Conflict of Interest Policy under "At Each Meeting (When making decisions about funding" it should be changed to "any funding".

Motion to approve the revised Conflict of Interest Policy

Motion/Hamburg, Second/Rentería (all ayes, no nays) Motion Passed

Motion to approve the existing Contracting and Procurement Policy

Motion/Hamburg, Second/Anderson (all ayes, no nays) Motion Passed

ITEM 10 COMMISSIONER REPORTS, ANNOUNCEMENTS & ADDITIONAL MATERIALS

Commissioner Tichinin has been in contact with Carmel Angelo regarding the Future Generations Fund and will be meeting with her on October 5.

Commissioner Anderson will be the new Behavioral Health Director at Mendocino County Health Clinics starting on October 1st, 2017.

Commissioner Rentería commented that Adventist Health Ukiah Valley is wanting to spread their street medicine program to the coast. She has been working with the small strategic planning committee as well as a group with many community members.

Commissioner Hamburg commented that on October 4, 2017 the Ukiah City Council will be considering an appeal to the establishment of the Winter Shelter Facility and other community resource centers.

ITEM 11 CLOSED SESSION – PERFORMANCE EVALUATION

Per Gov. Code 54954(b) the Commission will conduct a performance evaluation of the Executive Director.

ITEM 12 RECONVENE OPEN SESSION

Commissioner Tichinin reconvened in open session at 3:58 p.m. Would like to report out they had a closed session. The Executive Committee will meet with the Executive Director.

Commissioner Tichinin adjourned the meeting at 4:00 p.m.