



December 19, 2016

**Commission Meeting Minutes**  
The Center Conference Room

**Commission Members Present**

Lucresha Rentería      Jim Flaherty      Paul Tichinin  
Ben Anderson      John Passalacqua

**Commission Members Absent**

Jeremy Mann      Tammy Moss Chandler      Dan Hamburg      Bryan Lowery

**Public Present who signed in**

Carol Mordhorst

**ITEM 1      WELCOME & INTRODUCTIONS**

Commissioner Tichinin called the meeting to order at 1:09 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. None received.

**ITEM 3      CONSENT CALENDAR (Action)**

Meeting Agenda

Draft Minutes from the October 17, 2016 Commission Meeting

Motion made to approve the Consent Calendar

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

**MAXIMUM EFFECTIVENESS AND EVALUATION**

**ITEM 4      RECOGNITION OF CAROL MORDHORST**

Commissioner Tichinin thanked Carol Mordhorst for her services as the Interim Director.

**ITEM 5      FISCAL REPORTS (Action)**

Fiscal Reports were not available. This agenda item is postponed.

Executive Director Ibarra let the Commission know the fiscal reports were not ready. She provided a budget tracking document to show budget to actuals. Commissioner Rentería asked about \$95,000 being cancelled. Executive Director Ibarra clarified that there was a check cut for \$95,000 for Imagination Library (IL) to pay Dolly Parton but the correct amount was for \$62,000.

Executive Director Ibarra commented that Prop56, the \$2 tobacco tax will provide back fill for any losses to Prop 10.

Commissioner Anderson asked if line 6700 was a fee for not filing taxes in time. Jenna Munos, Administrative Fiscal Manager for FIRST 5 Mendocino, commented that they had changed Payroll Company for the April payroll period. The payroll company said they would file their first quarter taxes but did not end up doing so. They had to re-file so there was a penalty fee. Commissioner Flaherty asked about what insurance line 6630 was for; it is for their liability insurance which is paid for biannually.

**ITEM 6**      **COMMUNITY FOUNDATION** *(Action)*

Community Foundation is charging a quarterly fee of 1.5% as of July 1, 2016. Both Healthy Kids Mendocino (HKM) and Imagination Library funds are held there but the only account the fee will affect will be HKM. On the current Community Foundation statement for HKM, we were charged the fee which totaled \$644.08. Executive Director Ibarra asked the Commission whether or not they would like to continue to keep the funds there given the quarterly fee which will total to about \$2,500 a year. They could move it into an account at the county. Another option is that they could open a separate account at Mendo Lake Credit Union (MLCU) or use the Raise & Shine (R&S) account.

Executive Director Ibarra said it made more sense to move it to MLCU instead of losing \$2,500 a year but if they were applying for grants, they would need to provide financial documents and she is not sure if that would affect them or not.

Motion to transfer the balance of the Healthy Kids Mendocino fund to the nonprofit account at Mendo Lake Credit Union as restricted funds for the purpose of children's health which was previously defined by the Commission when the Healthy Kids Mendocino fund was originally established.

Motion/Passalacqua, Second/Flaherty (all ayes, no nays) Motion passed

**ITEM 7**      **APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER** *(Action)*

The Executive Committee (EC) is in need of a third member. Commissioner Tichinin has asked Commissioners Mann, Anderson, Flaherty and Hamburg. These Commissioners were not able to join the committee due to scheduling conflicts.

Executive Director Ibarra commented that the third member would also be a part of the nonprofit board but they would not be meeting as often as the F5M Commission.

The Commission was concerned about Commissioner attendance at previous meetings. Commissioner Tichinin commented that there will be a letter sent to any Commissioner who has missed more than 2 meetings. He will be in contact with Executive Director Ibarra about the Commissioners who have missed meetings and the third member for the EC.

**ITEM 8**      **SPECIAL FUNDING REQUEST POLICY REVISION** *(Action)*

The Special Funding Request Policy had been revised to change it to the Emergency Funding Request Policy. Commissioner Rentería commented that the EC had already looked at the revised policy and felt as if the wording and changes were clear. Commissioner Anderson asked if it needed to state that the funding is being used for its intended purpose. Executive Director Ibarra confirmed that it is in both the budget and the scope of work. She also mentioned that staff will ask grantees to provide their total budget. If there is a group that is not well known, staff will ask for additional documents to determine if the organization is strong and likely to continue in operation.

Under 'Process for Considering Special Funding Requests', bullet point 2 changes to "the total project budget and amount requested" and add a final bullet point for "Commission may require income and expense declarations".

Motion adopt the Special Funding Request Policy as amended  
Motion/Flaherty, Second/Rentería (all ayes, no nays) Motion Passed

**ITEM 9**      **INLAND WINTER HOMELESS SHELTER** *(Action)*

The Inland Winter Homeless Shelter opened on Thursday, December 15, 2016. They do not have any reports yet due to only being open for a few days. Commissioner Rentería said they were thinking about doing a \$5,000 donation initially due to having only \$10,000 in the Emergency Fund Request budget. She felt it best to have information on how many are families who have a child aged 0-5 before contributing more. She would rather contribute to the facility rent and not the staff.

Motion to allocate \$5,800.00 for one month's rent to the Homeless Services Action Group  
Motion/Rentería, Second/Anderson (all ayes, no nays) Motion Passed

## **ITEM 10** **CHILDREN NOW REQUEST TO SIGN ONTO LETTER** (*Action*)

The Commission reviewed the Children Now request to sign onto the letter of support to Members of Congress to protect the Affordable Care Act.

Motion to sign onto the Affordable Care Act support letter from Children Now.

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

## **ITEM 11** **COMMUNICATIONS REPORT**

Menaka Olson, Communications Manager, presented to the Commission. There is a new Raise & Shine billboard in the Capella area which now has the F5M logo, both F5M and R&S websites are being updated, R&S rack cards have been edited, Things Your Baby Hopes You Know About Marijuana brochures are updated and have been requested from many different states. Menaka and a few other F5M employees attended the ACEs Conference in San Francisco in October as well as the First 5 Summit in Sacramento in November. Facebook has been very useful when it comes to connecting with the community. The ARC Family Resource Center (FRC) posts both in English and Spanish which definitely helps get a bigger audience.

They have done less outreach events this year due to not having the staff to do it. The events they have been able to attend went well.

She connects with the Mendocino County Breastfeeding Coalition both inland and on the coast. There is going to be a Certified Lactation Educator training in San Jose both in February and March which will be a total of 5 days. They have the funds to send 1 person but she would like to be able to send 2 people from Mendocino County. Anderson Valley Health Clinic won the award for breastfeeding friendly employer.

Imagination Library is currently doing well. They have raised over \$25,000 since the beginning of January 2016. The MacCallum House Fundraiser raised almost \$1,000 on November 16, 2016. The Redwood Health Club is having an indoor triathlon where all the funds will be going towards Imagination Library. Executive Director Ibarra has had some communication with Antonio Lopez from Moving Forward Mendocino which is prioritizing support for Imagination Library.

### **Community Resiliency Model**

The training on October 14, 2016, went well. They had a total of 119 people which was more than they expected. The next training, Train-the-Trainor is on February 14-17, 2016. We receive the CMSP grant. Commissioner Rentería asked if they were going to be having any of the trainings available on the coast. Menaka said they are attempting to do so but many people are not able to attend.

## **ITEM 12** **ACTIVITIES COORDINATOR AND COASTAL REPRESENTATIVE FINAL REPORT**

Tanya Ayala, Activities Coordinator and Coastal Representative, presented to the Commission her final report. She did a playgroup through Safe Passage as well as other events that had a connection with literacy. One of the events was a pajama party where they gave out free pajamas and books and had reading stations. They also did a Mother's Day celebration where the children were given the chance to say a few words to their mother as they handed them a rose and card.

She partnered with the Fort Bragg Police Department for the Winter Warmth event. They gave out jackets, sleeping bags and information for the smoke alarms that F5M provides. They served about 80 children. She went to the local preschools and taught them the rules of touch safety. The Children's Fund did a small clothing swap to ensure families had the clothing they needed; serving around 100 families.

She was involved with the Child Abuse Prevention Council which has now been renamed to Advocates Supporting Coast Kids. One of the missions is to bring awareness to child abuse especially in her county. They partnered with Project Sanctuary to bring awareness on the impact that domestic violence has on children as they grow up. They collected children's shoes and each pair represented a child who was served by Project Sanctuary.

The main thing Tanya enjoyed the most was seeing the strength in the partnerships that she had in the community. She has done many other events that have given her the opportunity to learn and expand her experience and she has happy to have been able to be a part of it. She is going to travel to Rabat, Morocco and will continue to work with children at a nonprofit until June 2017.

### **ITEM 13    DIRECTOR'S REPORT**

Executive Director Ibarra presented her update to the Commission.

#### *First 5 IMPACT*

FIRST 5 Mendocino received a 5 year grant from First 5 California, totaling to \$565,980. They are in year two and they have received applications. There are 35 sites who are participating such as State Preschool, Head Start, The Sandbox and other private centers. CMSP Wellness & Prevention Pilot Project grant was funded. A total of \$49,500 was granted for CRM trainings.

#### *Healthy Mendocino Steering Committee*

Executive Director Ibarra and the F5M managers all attend one of the 5 Action Teams that Healthy Mendocino Steering Committee has created. The 5 Action Teams are: Housing, Poverty, Mental Health, Childhood Obesity/Family Wellness and Childhood Trauma. They hired Thais Mazur as the new coordinator.

#### *State Policy*

She has joined the First 5 Association (F5A) Policy Committee. They are predicting that revenues will be down by \$1.7 billion and there are concerns over federal cuts. Women's Caucus priority is child care and early education. Republican's Caucus priority is Denti-Cal; asking for \$200 million for Denti-Cal reimbursements.

#### *Federal Policy*

Trauma Informed-Care for Children & Families Act of 2016 was introduced at the beginning of December, referred to Committees on Health, Education, Labor and Pensions. Currently, there is no Republican support for the bill.

Executive Director Ibarra has completed many of her goals for her first 90 days at F5M. She has yet to meet with FDDC. She has joined F5A Policy Committee, Healthy Mendocino/CHIP Action Teams and is working on building relationships with Health & Human Services Agency, Policy Council on Children & Youth and the Child Care Planning Council. She also read through all their contracts to ensure that they were meeting all our deliverables, has built relationships with Commissioners, holds regular staff/managers meetings, attending the Steve Zuieback's Facilitation in Chaotic Times Training and she has made an effort to be present at county-wide community events.

She has many goals set for the next 90 days. She wants to continue to build and maintain relationships with F5M partners. She would also like to visit the Family Resource Centers and see how things are going. She would like to present the Annual Report to the Board of Supervisors. She needs to ensure they hire a secure replacement for their Coast Activities Coordinator position. She would also like to have fundraisers for IL, ARC FRC and The Sandbox.

First 5 Association Advocacy Day will be on January 30-31 with a Pre-Event Webinar on January 18. The Next Commission Meeting is on January 30, 2017.

### **REDUCED SUBSTANCE ABUSE AND IMPROVED PARENTING**

#### **ITEM 14    THE SANDBOX UPDATE AND TOUR**

Tanyjasu Simms, Director, provided an update on The Sandbox to the Commission. They have served a total of 52 children; currently serve 36 children with 7 on the wait list.

She has two supervising lead teachers and floating teacher in the preschool classrooms and has one supervising lead teacher and an associate teacher in the toddler classroom. She has Michael Villa as the Fiscal Coordinator and Cheryl DeFriez as an AmeriCorps VISTA who does grant applications, partners with Community Civic Groups and has organized reverse fieldtrips from community agencies.

They are doing a Cal Works Trainee Site and have a contract with HHSA to collaborate with persons entering the workforce with little or no work experience and for students taking early childhood education classes. They do offer long term and supervision incentives.

### **ITEM 15    COMMISSIONER REPORTS, ANNOUNCEMENTS & ADDITIONAL MATERIALS**

Commissioner Tichinin adjourned the meeting at 4:16 p.m.