



May 18, 2018

Planning Meeting Minutes

Alex Rorabaugh Center, Room H11
1640 S. State St., Ukiah, CA

Commission Members Present

Lucresha Rentería	Sandra Applegate	Barbara Howe
Paul Tichinin	Jim Flaherty, M.D.	Ben Anderson

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 9:34 a.m. and welcomed visitors. The Commission and staff made introductions.

ITEM 2 PUBLIC COMMENT ON NON-AGENDIZED

Commissioner Tichinin asked for public comment on non-agendized items and opened the public hearing.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- Draft Minutes from April 24, 2017 Commission Meeting
- Executive Committee Minutes
- Vote to appoint Commissioner Barbara Howe to the Executive Committee

Motion to approve the consent calendar

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

ITEM 4 REVIEW YEAR 1 OF CURRENT 2017-20 STRATEGIC PLAN AND PLAN FOR 2018-19

YEAR 1: FY 2017-18 REVIEW

Increase Family Resilience

As a Funder

- Triple P requirement was added to the Family Resource Centers (FRCs) scopes of work
- Community Resiliency Model (CRM) was a great tool and resource to use in response to the fires that happened in October 2017
- The Coastal Coordinator position increased from 16 hours to 20 hours

As an Educator

- Triple P Transitions and Triple Lifestyles were added. It is the curriculum on how parents can have positive ways to interact with each other and how to have a healthy lifestyle

As an Advocate

- They are participating in Childhood Trauma Action teams (Ukiah & Fort Bragg)
- They are wanting clearly defined messaging around Adverse Childhood Experience and Resiliency. Currently in the process.
- First 5 Network strategy that was rolled out in the fall

As a Connector/Convener

- ARC FRC served as a liaison between the community and law enforcement/government

Improve Parenting

As a Funder

- They have rolled out the IMPACT program, Quality Counts Mendocino. It is grant money they are receiving from First 5 California for preschool/childcare providers

As an Educator

- They have incorporated Triple P Peer Support

As an Advocate

- They are doing a Breastfeeding Friendly Award to inform employers about the breastfeeding laws and to recognize those employers who are doing an outstanding job in a having a designated space with a locking door for breastfeeding
- Positive Parenting Awareness Month was recognized
- Promotion of CalFRESH & MediCal to Imagination Library families to supplement program funding

As a Connector/Convener

- Brought Mendocino County Superior Court/HHSA Family & Children's Services/Mendocino County Youth Project to the table to meet the gap in Parenting Apart with Triple P Transitions

Decrease Substance Abuse

As a Funder

- Increased funding to Ford Street Project

As an Educator

- Updated "Things Your Baby Hopes You Know About Marijuana" brochure

As a Connector/Convener

- Coordinating with Public Health to align on messaging

YEAR 2: FY 2018-19 PLAN

Increase Family Resilience

As a Funder

- Equally fund FRCs to be open at least 20hrs./wk. to provide 0-5 information & referrals
- Strengthen FRC Network
- Increase funding to ARC FRC to defray deficit
- Increase funding to Healthy Mendocino for website and action teams

As an Educator

- Build in Triple P Peer Support as follow up on trainings

As an Advocate

- Targeted outreach & fundraising calendar
- First 5 Network Leadership Cohort

As a Connector/Convener

- 1st Annual Mendocino County State of the Child & 20th Anniversary Celebration to honor Dr. Jeremy Mann (November 2018)

Improve Parenting

As a Funder

- Maintain funding for Imagination Library (IL)

As an Educator

- HHSA grant for Triple P Groups increased by \$24,911

As an Advocate

- Imagination Library's 10-year Anniversary
- Seek alternative funding sources for IL
- Build on Positive Parenting Awareness Month

Decrease Substance Abuse

As an Educator

- Impact of substance abuse on the developing child
- NTI Upstream digital pass (Dr. Ira Chasnoff)

As an Advocate

- First 5 & CDPH convening on cannabis

COMMISSIONER TICHININ CALLED FOR BREAK AT 11:05 AM

COMMISSIONER TICHININ CALLED THE MEETING BACK TO ORDER AT 11:15 AM

ITEM 5 UKIAH VECINOS EN ACCION (ACTION)

Executive Director Ibarra introduced Ukiah Vecinos en Accion (UVA) to the Commission. They have been receiving donations and to be able to receive the donations, they need to be a part of the nonprofit to utilize the account.

Lydia Lopez, ARC Family Resource Center (ARC FRC) Program Manager, presented to the Commission. UVA started after the Community Dinners they hosted addressed immigration issues. Once they continued the dinners, they realized there were more issues such as the Latino community was not sure where they could go for general information. The ARC FRC receives many calls from partner agencies on how they can connect to the Latino community.

While the ARC started UVA, they do not have the staff to fully assist the community with questions or concerns. They have 11 members; some are from partner agencies and some are wanting to be a part

of it for their own interest. UVA will carry a project; the poverty action team has a community market project that UVA has adopted. By the ARC FRC being present in UVA, it will ensure they are reaching the undersurface but also to ensure they do not lose focus on 0-5 population.

They will be hosting quarterly dinner gatherings where they can stay connected with the community. The benefits on having UVA under the ARC FRC will help them with grants and hopefully be able to have additional staff members. They were offered a grant but since they do not have an account, they have not been able to accept the offer. They are hoping to get direction on how to be able to accept any other funding that may come.

They have a full board which consists of Chair, Vice Chair, Secretary and Treasurer. Commissioner Howe asked what the process would be if someone wanted to be a member. Lydia let the Commission know they are currently working on a member application. Commissioner Applegate asked if in terms of staff time, it is not going to take any more work than they are already doing. Lydia confirmed that now that they have a board, they will mainly be acting as coordinators.

Motion to accept the recommendation from staff that a Memorandum of Understanding (MOU) develops and that they take UVA as project of the ARC Family Resource Center
Motion/Howe, Second/Applegate (all ayes, no nays) Motion Passed

ITEM 6 LOS CIEN MENDOCINO COUNTY

Executive Director Ibarra has been a part of Los Cien Sonoma County since she started in her position for Congressman Huffman's office. Herman J. Hernandez started the group in 2009. Los Cien is a nonprofit; they host luncheons once a month. They discuss many different issues and it was created to build unity in the community and share information. There are a variety of people that attend the luncheons which is great for networking.

She hopes to host the first luncheon in July to provide information on what Los Cien is. The overall purpose is to talk about issues on a high level, talk to policy makers, taking questions from the community and creating that dialogue. Executive Director Ibarra believes this would be an incredible way for FSM to get exposure to a broader audience. The intention is for it be county wide; has reached out to different areas.

The Commission displayed unanimous support for Executive Director Ibarra to continue being a part of Los Cien.

ITEM 7 PRIORITIZING RESOURCES TOWARD STRATEGIC PLAN (ACTION)

A. REVIEW BUDGET TO ACTUALS FOR FISCAL YEAR 2017-18

Executive Director Ibarra reviewed the budget tracker with updates as of May 17, 2018. There were overages which upon review, there were incorrect coding as well as a check that was entered twice. They will not know the actual projections until the end of June.

There was an increase for their Title IV-E contract. The significant increase was for the A-87 costs; which has doubled and is currently pending. The insurance increased due to getting a car for Differential Response. They are holding funds to assist with Healthy Families Mendocino outreach; there is \$25,000 that they could pull from the HKM funds but is currently still being held. One of the bigger expenses that are still pending are payouts to providers. They are also expecting around

\$10,000 they need to payout for AmeriCorps before June. They need to pay out the balances to the FRCs which is a little over \$90,000. They have not paid the additional \$25,000 to IL due to already having enough funds in the nonprofit account to pay Dollywood for the books. The total revenue expected to come, The Sandbox will be paying the admin fees this year; 5% of their total budget.

B. REVIEW FUND STATUS AT COMMUNITY FOUNDATION

As of March 31, 2018, the ending fund balance is at \$3,200.24. They previously had two accounts in Community Foundation of Mendocino County (CFMC) but due to them recently starting a fee to hold those account, Healthy Kids Mendocino (HKM) was moved to Community First Credit Union and IL was left at CFMC in case there were any donations. The IL fund will not be assessed any fees because it has a small balance and minimal transactions.

C. REVIEW NON-PROFIT FUND STATUS AT COMMUNITY FIRST CREDIT UNION

They have a significant amount of funding for HKM. They have a savings account, the main business account and an IL account that is used to pay Dollywood. The ending balance for The Sandbox as of April \$220,000.

D. FINANCIAL PROJECTIONS FOR FISCAL YEAR 2018-19

1. BUDGET ASSUMPTIONS

They are due to receive \$622,870; will be pulling \$127,130 from reserves to have a total of \$750,000 for Prop 10. They will potentially receive the backfill from First 5 California; currently pending. Title IV-E will be funding \$577,750 for trainings, Health and Human Services Agency (HHSA) grant for Triple P Parenting Groups for ages beyond 0-5 for a total of \$54,085. HHSA Mendocino Community Wellness and Prevention (MCWAP), is in its final year of funding for CRM trainings at \$11,000. HHSA Differential Response (DR) is at \$136,236, Victims of Crime Acts (VOCA) is at \$7,000, OCAP is at \$20,000 and Early Start at \$16,000. IMPACT, Quality Counts Mendocino is at \$161,352. They are actively pursuing other fundraising efforts to sustain IL and the ARC FRC. They are approved to get \$125,000 for the next two fiscal years for their Triple P work.

They anticipate having one AmeriCorps member as well as have rents and utilities to remain stable. The Communications Manager position will not be filled. Instead, the work will be distributed among staff to save costs. Commissioner Flaherty asked what if distributing the duties among staff does not work. Executive Director Ibarra responded that if it does not work, they will need to revisit the position and potentially hire staff if needed.

COMMISSIONER TICHININ CALLED FOR LUNCH AT 12:30 PM

COMMISSIONER TICHININ CALLED THE MEETING BACK TO ORDER AT 1:10 PM

2. PROP 10 ALLOCATION

Under Improve Parenting, a total 30.1% was used in 17-18 and for 18-19, it is allocated for 25%. IMPACT remains stable. Triple P Groups decreased slightly due to Title IV-E funding. They reduced Kit for New Parents due to receiving less kits and Oral health is also being reduced. Executive Director Ibarra has not been able to attend any of the Pediatric Dental Initiative (PDI) meetings they hold due to not having enough time.

Under Decrease Substance Abuse, it has been reduced to 10.9% due to Family Dependency Drug Court (FDDC) and Recovery Support; grant is remaining stable, but staff time has been removed.

Under Increase Family Resiliency, Children's Action Committee (CAC) remains stable. FRC's grants will be changing with both increases and decreases. Funding all the FRC's all at the same rate is to provide base funding; \$18,000 each. There was discussion regarding the funding being split evenly. Commissioner Anderson feels like it would be fair for them to split it but at the same time, the locations that normally receive more, can cause an issue due to spending more than others. Commissioner Tichinin recommends having staff review the data and have a discussion once again.

2-1-1 Mendocino was reduced to 1.27% due to it not being used much for their focus area. The Network will increase to \$15,000 and the ARC FRC will increase their funding by \$44,000 bringing it to \$59,100. General outreach is being reduced slightly. The Mendocino Coast Children's Fund increased for staff time. There is a slight reduction for evaluation under admin; staff time increased by \$58,425. It was increased to attend CCPC monthly meetings, increased development and sustainability staff time to manage the nonprofit.

E. ADOPTION OF THE 2017-18 BUDGET

Total grant revenue is over 1 million dollars, interest is budgeted at \$1,000, Prop 10 is budgeted at \$750,000 and miscellaneous revenue is projected to be at \$401,197. Their total income will be \$2.2 million. The budget is currently balanced. Title IV-E is their largest grant and they receive 15% admin (\$577,000; has a surplus of \$50,000). Their most significant cost is staffing due to staff becoming full time and hiring a coastal coordinator.

Motion to adopt the 2018-19 budget as presented

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

Commissioner Tichinin opened a public hearing for the adoption of the 2018-19 budget. No public comment was received. Public hearing was closed.

F. AUTHORIZATION OF THE 2017-18 CONTRACTS AND GRANTS

Motion to approve all contracts based on an undetermined final figure for the Family Resource Centers
Motion/Rentería, Second/Howe (all ayes, no nays) Motion passed

ITEM 8 LONG-TERM FINANCIAL PLAN (ACTION)

A. APPROVE/MODIFY/ADOPT LONG-TERM FINANCIAL PLAN

Commissioner Tichinin opened a public hearing for the adoption of the long-term financial plan. No public comment was received. Public hearing was closed.

Executive Director Ibarra commented that as of 17-18, they will have \$213,871 in reserves. In 2018-19, they will be pulling \$127,130 which means they will have \$86,000 remaining. They will not have enough money in reserves to get them to \$750,000. Commissioner Tichinin mentioned they have planned for this since 2012.

B. DEVELOPMENT AND SUSTAINABILITY

Executive Director Ibarra talked about the potential alternative revenue sources for FSM. The

Small County Augmentation is currently pending. Senator Mike McGuire is a former First 5 Sonoma Commissioner and is interested in finding a sustainable funding source but does not know what that would be. Executive Director Ibarra asked if there were any ideas that should be added to the list.

Motion to adopt the long- term financial planning document
Motion/Howe, Second/Flaherty (all ayes, no nays) Motion passed

ITEM 9 COMMISSIONER REPORTS, ANNOUNCEMENTS & ADDITIONAL MATERIALS

Commissioner Tichinin thanked staff for attending the meeting as he feels it is important for them to be there, so they can be a part of the discussion.

Commissioner Flaherty had their first Cancer Awareness day at the Consolidated Tribal Health in April.

Commissioner Rentería mentioned that Safe Passage has found a new Executive Director and she will be starting at the end of the month.

Commissioner Applegate mentioned that there is a proposal to close the juvenile hall. The Grand Jury came out with a report against the proposal.

Commissioner Howe announced there is a new WIC manager.

Commissioner Anderson announced that May is Mental Health Awareness month.

Commissioner Tichinin adjourned the meeting at 2:28 p.m.