



November 5, 2018

Commission Meeting Minutes

MCOE

Commission Members Present

Paul Tichinin Ben Anderson Barbara Howe Sandra Applegate Lucresha Rentería (Video Conference)

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 1:06 p.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.

Commissioner Tichinin commented that he enjoyed being able to be a part of the State of the Child on Friday, November 2, 2018 and was able to honor both Dr. Jeremy Mann and Anne Molgaard.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- Draft Minutes from August 27, 2018 Commission Meeting

Motion to approve the consent calendar without the minutes
Motion/Howe, Second/Anderson all ayes, no nays) Motion Passed

A roll call of the Commission was taken.

Rentería, yes; Howe, yes; Tichinin, yes; Anderson, yes; Applegate, yes.

ITEM 4 INTRODUCTION OF NEW AMERICORPS MEMBER

Miranda Villalobos is the new AmeriCorps member at the ARC Family Resource Center (FRC). She used to volunteer at the elementary schools where she assisted the children in the specific areas in which they were having trouble in. Her current role at the ARC FRC consists of doing child care for the playgroups, assisting in the delivery of the programs and assists in the office. She will also serve at The Sandbox Child Care Center, working with children in the classroom. She was interested in becoming an AmeriCorps due to it being related to the previous work she had done at the elementary schools. She also saw it as a learning opportunity that will benefit her as well as her future. She is thankful for the work she has been able to do so far and is excited to continue.

Megan Cavalli, Community Education Manager, and staff recognized Miranda for her help and hard work at the State of the Child event.

MAXIMUM EFFECTIVENESS

ITEM 5 FISCAL REPORTS (ACTION)

Executive Director Ibarra commented it was the last report for the last fiscal year. They had several

outstanding receivables but recently have received most of it. She asked the Commission if there were any questions or comments. None was received.

Motion to accept the fiscal report for June 2018

Motion/Applegate, Second/Howe (all ayes, no nays) Motion Passed

A roll call was taken.

Rentería, yes; Howe, yes; Tichinin, yes; Anderson, yes; Applegate, yes.

ITEM 6 INDEPENDENT AUDIT (**ACTION**)

Executive Director Ibarra commented that this is the second year they have the audit for the nonprofit included. Most of the funds went into Policy/Shared (increase family resilience, ARC FRC) and the second largest went to parenting programs and the third largest is support programs.

They had \$119,904 in the treasury at the end of the fiscal year with a \$109,000 in an outside bank account (Savings Bank of Mendocino County) for payroll. They had Prop 10 and Prop 56 that is outstanding totaling over \$120,000. Grants and contracts are close to \$350,000 with Title IV-E being the largest grant they receive. Their total assets are over \$785,000. Raise & Shine (R&S) will reimburse FIRST 5 Mendocino (F5M) for admin services.

On page 6.14 of the meeting packet, it shows the summary of all the expenses for the fiscal year such as salary and program expenses bringing it to over \$2 million. The revenue brought in was \$1.9 million with \$129,087 was a deficit. At the end of the year, they were at \$634,865. The auditor provided a letter to management which states they did not have a significant deficiency or material weaknesses but there were two items the auditor highlighted for them. There were corrections that were needed for entry such as duplications which are easy to fix and ensuring they are paying close attention to the budget as they are spending down reserves. Commissioner Tichinin asked if they had any resolution on the augmentation from First 5 California (F5CA); Executive Director confirmed they would be granted \$63,584 but the contract is still being finalized. It will not be reflected until the new fiscal year and it has been approved for only a year but could change.

On the R&S audit, it shows unrestricted and temporarily restricted amounts. In total, their assets were \$447,000 and their liability was \$167,000; ended up with a total of \$279,483. This is everything they have under the nonprofit such as The Sandbox, the Healthy Kids Mendocino (HKM) fund, any donations they receive for Imagination Library (IL), an account for the ARC FRC, a grant for \$10,000 they received and account for Ukiah Vecinos en Accion (UVA). Last fiscal year, R&S paid for administrative services which was 5% of their total budget totaling \$14,987. In last year's audit, the letter for management suggested they should have their own policies and procedures instead of following F5Ms. Fiscal policies and procedures were developed and approved by the board. This year, the management letter said the reliance on the auditor for drafting of the financial statements, including footnotes, is recurring finding but it is a common finding for small nonprofits and often is not cost effective to hire an accounting firm.

Commissioner Tichinin opened a public hearing on the independent audit. No public comment was received. The public hearing was closed.

Motion to accept the independent audit for FIRST 5 Mendocino and Raise & Shine

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

A roll call of the Commission was taken.

Rentería, yes; Howe, yes; Tichinin, yes; Anderson, yes; Applegate, yes.

ITEM 7 2017-18 ANNUAL REPORT (**ACTION**)

Jenna Flesch, Business Manager, presented the 2017-18 annual report to the Commission. Actual expenses for the year totaled to \$2,067,467 and revenues totaled to \$1,907,394 with Prop 10 at \$611,475, grant revenue at \$997,357, miscellaneous revenue at \$350,146 and investment/interest at \$3,553.

Improved Parenting

18% (\$369,691) went into improved parenting; serving a total of 4,647 children and 965 parents. They served 62% of the eligible population in Mendocino County with IL where those children received at least one book. 142 Kits for New parents were distributed to the parents through providers. 193 children (0-5) received services from Pediatric Initiative Dental (PDI). 61 caregivers participated in Triple P trainings.

Decreased Substance Abuse

4% (\$78,738) went into decreased substance abuse; serving a total of 19 children and 19 parents. They had three pregnant mothers receive services through Ford Street Project (FSP) with two successful treatments. 58% of the treatments were successful and they had a decrease of 10% from 16-17. They also served six fathers with four being successful.

Increased Resiliency

57% (\$1,108,197) went into increased resiliency; serving a total of 424 children and 1,481 parents. A total of 359 children were served by the FRC's (county wide). 329 providers were trained with Title IV-E funding. They hosted 10 Triple P trainings, two Community Resiliency Model (CRM) trainings, one Motivation Interviewing (MI) training, and the Understanding Trauma Conference with Linda chamberlain. They also provided funding for partners and staff to attend the NICWA conference in Alaska and the Helping Families Change conference in Santa Rosa.

Demographics served was presented; a total of 5,221 children (potential duplication with IL recipients and other services) and 2,464 parents. 47% served were Caucasian, 40% were Hispanic, 5% were Native American and 7% was other/unknown.

Motion to accept the 2017-18 annual report

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

A roll call of the Commission was taken.

Rentería, yes; Howe, yes; Tichinin, yes; Anderson, yes; Applegate, yes.

ITEM 8 ELECTION OF OFFICERS (**ACTION**)

Commissioner Hamburg will be retiring at the end of the year which then leaves a vacant seat. Executive Director Ibarra has reached out to Supervisor Carre Brown who has shown interest.

Commissioner Tichinin asked Commissioner Anderson if he would be interested in joining the Executive Committee (EC).

Motion to appoint Commissioner Anderson as the Vice Chair for the Executive Committee and continue to have Commissioner Howe and Commissioner Applegate on the Executive Committee

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

A roll call of the Commission was taken.

Rentería, yes; Howe, yes; Tichinin, yes; Anderson, yes; Applegate, yes.

Commissioner Tichinin thanked Commissioner Rentería for serving on the EC as both Chair and Vice Chair throughout the years.

ITEM 9 DRAFT 2019 COMMISSION MEETING SCHEDULE (ACTION)

Commissioner Tichinin encourages for the commission to attend the Make Kids Smile event that is held in February. There is no set date for the F5CA Summit but will be provided to the Commission once it is set.

Motion to adopt the 2019 Commission Meeting Schedule
Motion/Howe, Second/Applegate (all ayes, no nays) Motion Passed

A roll call of the Commission was taken.

Rentería, yes; Howe, yes; Tichinin, yes; Anderson, yes; Applegate, yes.

ITEM 10 MOVEMENT OF FIRST 5 MENDOCINO FUNDS OUT OF THE COUNTY (ACTION)

Executive Director Ibarra provide three options on where to hold FSM funds to save on A-87 cost that is charged by the County where the funds are currently being held. There is no language that they must keep their funds at the county, however, due to receiving public dollars, they have a higher standard of care on how they need to manage those funds. To cover legal requirements, most counties maintain their funds at the county where there is oversight.

There are a few counties such as Shasta County that are receiving their Prop 10 and Prop 56 dollars at the county but then request a check and move those funds to another bank that they use to pay their accounts payables. Commissioner Anderson asked if they are being billed a fee per transaction; the answer was yes; a fee is charged each time a check is cut, a deposit is made, and/or an electronic transfer is made. This year, the fee will be close to \$30,000. Executive Director Ibarra feels as if it is a poor use of their tax dollars. They mentioned to their auditor and the advice given was to be careful in doing any move of funds out of the county to be sure we are legally compliant in the process. Commissioner Anderson asked if they were aware of any counties that are doing well after the move; Shasta County is doing well. They are hoping they can partner with them and get advice to ensure they are following all the legal requirements. They are not looking to disengage from the county.

Based on option 2, Commissioner Rentería asked if Executive Director Ibarra would be a signer as well as a Commissioner; ED Ibarra commented that it is an option but with having at least two or three commissioners to sign checks. It can be problematic for her to become a signer as she is the one who approves the check requests. Each check would require two signatures where one must be a commissioner. Commissioner Howe asked if there was a timeline if they tell the county there are wanting to remove the funds. They are hoping to decide on an option by the beginning of the year and put it in place by February 1st. In the meantime, they want to bring in information from Shasta County and find out if any other counties have done so as well and been successful. Commissioner Anderson would like to have the auditor review it before they go through with it and ensure they are compliant with state laws.

By consensus, option 2 would be the best. Commissioner Rentería asked if the options given are what they are wanting to give to the Board of Supervisors (BOS) or if they would like to provide another option. In looking through the financial policy, it does not state that a signer needs to be a commissioner. She is suggesting they set it up to only have a commissioner signature when it reaches a certain limit. Another suggestion is to establish a separate account where they pay everything out of. Currently, they have deposits and donations that should not be going to the county; only Prop 10 and public funds.

ITEM 11 LONG TERM PLANNING

A few items the commission should consider is that they are spending down their reserves with an

average of \$170,000 a month on operating costs. Her concern is that they have at least three months of operation cost in the bank. For fiscal year 2019-20, their Prop 10 funding will be \$615,820 with spending \$750,000 per year, they will not have reserves to pull from. They will need to start to look at what areas they will need to decrease funding. It is not factoring the augmentation from F5CA. The commission approved the COLA increase through 2023 at the 2016 May planning meeting. The next time salary schedules will be reviewed will be in the next fiscal year, so they will need to be considering those increases as well.

There are possible areas for consideration. They have rental expenses for the F5M office which is at a reasonable rate. Rent for the ARC FRC is expensive. The space is beneficial for the programs they host, and the location is great due to being close to communities that need the services. Grant Funding to Ford Street serves as bridge funding as they become Medi-Cal eligible. They are in the last stage of the process and will be able to bill by March 2019. They have received new contracts for Triple P. They will also have a surplus from the nonprofit which could assist.

In December, she would like to review all 0-5 investments in the county and identify duplications and gaps. She has reached out to Steve Zuieback to assist with this discussion at the January meeting. Commissioner Tichinin asked to have a summary of what they have spent in general areas over the last 20 years.

ITEM 12 EXECUTIVE DIRECTOR'S REPORT

Executive Director Ibarra and Jade Aldrich, Coastal Coordinator, participated in the Action Network FRC Gualala River Run.

Increase Family Resilience

- ❖ Megan Cavalli and Jade Aldrich attended the Zero to Three Conference in October
- ❖ Staff and partners attended the ACEs Conference in October

Improve Parenting

- ❖ Triple P Mendocino – free trainings, register at Eventbrite.com
 - Motivational Interviewing 101 by Gayle Zepeda will be offered on September 20th (Ukiah) and October 23rd (Fort Bragg)
 - Triple P Level 4 Accreditation for facilitators will be October 16th – 18th

Decrease Substance Abuse

- ❖ December meeting topics will include a discussion on breastfeeding and cannabis use and 4 P's plus Substance Abuse Screening
 - Will be inviting guests from partnering agencies

Advocacy

- ❖ Meeting with Assemblyman Jim Wood's Chief of Staff and other health care stakeholders on October 2nd to share what are the most pressing health care issues for Mendocino County
- ❖ First 5 Northwest Region of ED's – DRAFT Trauma & Resilience Policy Statement
- ❖ 20th Anniversary & State of the Child – Had 56 attendees
- ❖ Mendocino Latinx Alliance – The Power of the Latinx Vote
 - Herman G. Hernandez, Board President of the Sonoma County Office of Education
 - Had a panel of 11 Mendocino County Candidates

Maximum Effectiveness

- ❖ Supplemental Funds from First 5 California

- Senator Mike McGuire’s office facilitated an allocation of \$60,000 for FY 2018-19; contract is pending
- First 5 Network Leadership Cohort will be held on October 3rd – 5th to discuss strategy, build leadership skills, and address equity
- Staff survey & staff meeting
 - Improve communication
 - Reconfigure staff evaluations to be professional development plans

Raise & Shine Nonprofit

- ❖ The Sandbox
 - The board approved rental of a private office for the Administrative team
- ❖ Ukiah Vecinos en Accion (UVA)
 - Disaster preparedness
 - Community Market (June 2019)
 - Leadership development
 - Board meeting – November 5th at 5:45 pm at the ARRC in Ukiah

Announcements

- ❖ Wed., November 7th at 9:00 am – Healthy Mendocino Inland Action Team Summit at ARRC in Ukiah
- ❖ Sunday, November 11th at 3:00 pm – CASA Sips, Eats and Sweets Fundraiser at Barra in Redwood Valley
- ❖ Thurs., November 15th at 5:30 pm – Healthy Mendocino Coast Action Team Summit at Town Hall in Fort Bragg
- ❖ Mon., December 3rd at 5:45 pm – UVA Board meeting at ARRC
- ❖ Tues., December 4th at 1:00 pm – Executive Committee Meeting
- ❖ Mon-Wed., Dec. 10-12th – First 5 Network Convening in Palm Springs
- ❖ Mon., December 17th at 1:00 pm – Commission Meeting

Commissioner Tichinin moved Item 15 before Item 13

ITEM 15 COMMISSIONER REPORTS, ANNOUNCEMENTS & ADDITIONAL MATERIALS

Commissioner Tichinin thanked staff for their hard work.

Commissioner Rentería commented that their annual fundraiser is January 25th and is already halfway sold out.

ITEM 13 CLOSED SESSION – LEGAL MATTER (ACTION)

Per Gov. Code 54957(2), the Commission will discuss the legal matter on hand.

ITEM 14 RECONVENE OPEN SESSION

Commissioner Tichinin reconvened in open session.

Commissioner Tichinin adjourned the meeting at 3:40 p.m.