



May 17, 2019

Planning Meeting Minutes

The Community Foundation of Mendocino County

Commissioners Present

Paul Tichinin John Haschak Barbara Howe
Sandra Applegate Jim Flaherty Lucresha Rentería

Public Present

Steve Zuieback Dan Anderson, CEO RCS

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 9:30 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 22, 2019 Commission Meeting
- DRAFT Executive Committee Minutes from May 6, 2019
- Child Champion Award Nominee for November 15, 2019

Motion to approve the consent calendar

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

ITEM 4 RECOMMENDATION TO MOVE THE ARC FRC TO THE FIRST 5 MENDOCINO OFFICE AS OF JULY 1, 2019 (ACTION)

Executive Director Ibarra brought her proposal forward to the Commission to reduce the cost of rent as they will be operating with less Prop 10 dollars in the years to come. This proposal is for the ARC Family Resource Center (FRC) office to be moved into the FIRST 5 Mendocino (FSM) office, saving them \$2,500 per month. The plan is to conduct this move without having the ARC FRC lose any of the services they offer nor any clients they currently have. She wants to continue to rent the conference space for the playgroups as well as one of the offices for when it is needed. They will have to give the City of Ukiah a 30-day notice so she would like for the Commission to approve the proposal with given time.

Commissioner Tichinin would like to discuss this item in a closed session due to contracts they currently have in place and would like to keep contract negotiations in private. Commissioner Rentería suggested to give the direction as to reduce rent by \$10,000 and how they get through negotiations and contracts is up to them.

Commissioner Flaherty believes it could have a negative impact about families use while children are receiving care with Boys & Girls Club. Staff clarified that the FRC is not used by the parents for that purpose. The Commission took staff's opinions and concerns into consideration. The F5M office does not do direct service and usually refers out to local agencies so as of right now, the office is not set up to receive clients. They are thinking about how to restructure on how the FRC functions.

Motion to table until later in the agenda when the budget is discussed in Item 7D

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

ITEM 5 2017-20 STRATEGIC PLAN: REVIEW YEAR 2 (2018-19)

YEAR 2: FY 2018-19 REVIEW

Increase Family Resilience

Funder

- Implemented FRC funding formula

Educator

- Using social media outreach strategy
- Triple P Peer support (Head start)
- Community Resilience Model (CRM) Agency Support
- Resilience Con – Staff enrichment
- Sponsor of Resilience Leadership Summit in Fort Bragg

Systems Builder

- Participate in Childhood Trauma Action Teams (Ukiah & Fort Bragg)
- First 5 Network Leadership Cohort

Connector/Convener

- 1st State of the Child and 2 Champion Awards (November 2018)
- Liaison with Round Valley Indian Tribes and Mendocino County Behavioral Health

Improve Parenting

Funder

- Year 4 of IMPACT/Quality Counts Mendocino

Educator

- Launches Talk, Read, Sing, Draw, Plan Campaign
- Partnership with HHSA Oral Health Advisory Board for Oral Health Kits for New Parents
- MHSA contract to offer Triple P Groups county-wide
- Collaboration with Inmate Services to do Triple P onsite

Systems Builder

- Breastfeeding Friendly Award
- Positive Parenting Awareness Month recognized
- Promotion of MediCal to Imagination Library families to supplement program funding

Connector/Convener

- 1st State of the Child and 2 Champion Awards (November 2018)
- Liaison with Round Valley Indian Tribes and Mendocino County Behavioral Health

Decrease Substance Abuse

Funder

- Continues bridge funding for Ford Street

Educator

- Developing two new brochures on cannabis use while pregnant and cannabis use while breastfeeding to replace *Things Your Baby Hopes You Know About Marijuana* brochure

Connector/Convener

- Facilitated discussion with stakeholders to align on messaging for cannabis use while breastfeeding

Maximum Effectiveness

Systems Builder

- Staff Changes
 - Megan Cavalli, NEW Community Education Manager
 - Stephanie Zazueta, NEW Community Education Assistant
 - Andres Alvarado, NEW Differential Response Caseworker
 - Holly Unluata, NEW ARC Family Resource Center Manager (new hire)
 - Maria Avalos, NEW Community Education Assistant
 - Samantha Bond, NEW Public Relations Manager
- Clarity of Raise & Shine vs. Raise & Shine nonprofit
- Raise & Shine to Community Education
- Communications to Public Relations
- Clarity with team
- Defining our voice
- Defining our position statement: *FIRST 5 Mendocino works to facilitate changes that support families with young children through advocacy and enhancing systems; increase family resiliency through improving parenting and decreasing substance abuse*
- Defining how we are organized

ITEM 6 2017-20 STRATEGIC PLAN: PLAN FOR YEAR 3 (2019-20)

YEAR 3: FY 2019-20 PLAN

Increase Family Resilience

Funder

- Reduced funds, maximize efficiency

Educator

- Targeted Triple P peer support (educators and Healthy Families Mendocino)
- Optimism Summit

Systems Builder

- Targeted public relations team calendar to align all our work
- Authentic collaboration to define a county-wide plan for ACEs/Trauma/Resilience work
- Strengthen FRC Network
- Strengthen relationship with educators

Improve Parenting

Funder

- Final Year of IMPACT
- Fund development specialist contracted to seek funding for IL/ARC FRC etc.

Educator

- Launch customized Kit for New Parents
- Partnership with Supply Bank for 200 FREE Diaper Kits as an incentive each month

Systems Builder

- Diaper Depot; ask FRCs to do diaper drives to support this work

Decrease Substance Abuse

Funder

- Last year providing bridge funding to Ford Street Project

Educator

- Sponsor trainings regarding the Impact of substance abuse on the developing child
- Distribute NEW brochure through a community education campaign

Maximum Effectiveness

Systems Builder

- Sponsor trainings regarding the Impact of substance abuse on the developing child
- Distribute NEW brochure through a community education campaign

Connector/Convener

- 2nd Annual Mendocino County State of the Child & 10th Anniversary of Imagination Library (November 2019)
- Community meetings to gather input for the 2020-2025 Strategic Plan

ITEM 7 PRIORITIZING RESOURCES TOWARDS STRATEGIC PLAN (ACTION)

A. REVIEW BUDGET TO ACTUALS FOR FISCAL YEAR 2018-19

Upon Commissioner Moss Chandlers request, they added the reserves (draw down) in the Income section. It was included so they could see what is used and what is not used. They got significant increases to their grant revenues and have not used as much reserves as they expected to. Although the document shows they are underspent by \$134,000, the planning for next fiscal year would be that they will be more conservative in their spending. With the new fiscal year, they will be able to cover operations cost while they receive their grants and Prop 10 funding.

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

They have savings account (\$2,509), main nonprofit account (over \$10,000), IL account (over \$7,000; have an upcoming payment to Dollywood), The Sandbox account (\$116,000), ARC FRC account (\$15,000; a portion of the \$10,000 grant will be shifted to FSM for staff time), Healthy Kids Mendocino fund (\$147,626; restricted funds), Food Program (\$6,636; for The Sandbox) and UVA (\$761).

C. FINANCIAL PROJECTIONS FOR FISCAL YEAR 2019-20

1. BUDGET ASSUMPTIONS

Income - They are due to receive a total of \$581,809 for Prop 10 funding; will not be pulling from reserves this fiscal year. They will receive backfill from Prop 56 (estimated \$40,000); this year they received \$52,000. They did not include an amount for the Small County Augmentation; does not mean they cannot apply again. Title IV-E contract will be \$589,996 [UPDATE: Grant reduced to \$484,654 as of June 21, 2019]. Health and Human Services Agency (HHSA) grant for Triple P Parenting Groups for ages beyond 0-5 for a total of \$60,000 HHSA Differential Response (DR) is at \$136,236, OCAP is at \$19,768 and Early Start at \$16,181. IMPACT is at \$65,463. They are actively pursuing other fundraising efforts to sustain IL and the ARC FRC.

Expenses – Grants going to the FRCs, Ford Street Residential Detox & Treatment (6 months), IL and Emergency Funding Requests. They anticipate having one AmeriCorps member, rents and

utilities to remain stable with the assumption the ARC FRC rent will decrease significantly from FY 2018-19 and current staffing levels are expected to remain unchanged and stable.

2. **PROP 10 ALLOCATION COMPARISON**

The percentages have not changed much, the dollar amounts have due to having less Prop 10 dollars.

3. **GRANTEES AND INVESTMENTS**

Last year, the Commission approved \$144,000 and for this current fiscal year, the amount used was \$143,628. For the next fiscal year, they did not reduce FRCs, however they need their totals at the end of June to factor in the number of 0-5 they have served. FRC Network was decreased to \$10,000, Ford Street Project is at \$27,600 (6 months), other grantees (HKM funds) such as PDI is at \$3,000 + support staff and Diaper Depot at \$1,735.

D. ADOPTION OF THE 2019-20 BUDGET (ACTION)

Total income is at \$1.7 million and they proposed to be underspent by \$8,554; changes include ARC FRC rent, FSP grant and the decrease in Prop 10. Admin Allocation has a surplus of \$5,000 (payment from The Sandbox). A-87 costs are estimated at \$30,000; currently working with the county CEO on potential having the costs forgiven. The ARC FRC is budgeted at \$52,929. The Differential Response contract covers staff time as well.

Motion to adopt the 2019-20 budget as presented

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

Reconsideration for tabled Item 4

Motion to authorize Executive Director Ibarra to bring down the total cost of the ARC FRC and to give 30 days' notice to the City of Ukiah to vacate the ARRC to fit in with the budget, not affect current services, to support current county services and to negotiate down the net expenses of the ARC FRC
Motion/Rentería, Second/Howe (all ayes, no nays) Motion Passed.

E. AUTHORIZATION OF 2019-20 CONTRACTS AND GRANTS (ACTION)

Motion to authorize Executive Director to enter into the contracts for fiscal year 2019-20.

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

COMMISSIONER TICHININ CALLED FOR BREAK AT 12:00 PM

COMMISSIONER TICHININ CALLED THE MEETING BACK TO ORDER AT 1:00 PM

Commissioner Haschak left the meeting. Quorum still present.

Commissioners in attendance: Tichinin, Renteria, Howe, Applegate and Flaherty

ITEM 8 DRAFT BUDGET FOR 2019-20 (ACTION)

A. LONG RANGE FINANCIAL FORECAST

The Commission was provided the tax revenue projections through 2023 so they could see the decline in Prop 10 dollars as well as for taking it into consideration for their long-term planning. They have been looking into the cannabis revenues but so are many other entities.

B. REVIEW PROGRAMS AND DATA

At the March meeting, they had discussed the programs in FSM with Steve Zuieback. Executive

Director Ibarra created a document that lists the key programs as well as an overview of those programs. For example, they have The Sandbox listed with the cost of running it and how many children they have enrolled. The ARC Family Resource Center (FRC) consists of all the playgroups, seasonal programs, Differential Response, and more. She also included an overview of Imagination Library (IL) and Triple P Mendocino (TPM).

C. RECOMMENDED ALTERNATIVES FOR EXISTING PROGRAMS

Based off on the previous discussions with the Commission, ED Ibarra provided a document with recommended alternatives for existing programs.

The Sandbox Child Care Center

Currently	A Raise & Shine Non-profit program under F5M
OPTION 1	Redwood Community Services (RCS) is exploring a therapeutic childcare center. RCS is interested in The Sandbox.
OPTION 2	The Sandbox to become its own non-profit. Would take at least 1 year (possibly more). Would stay under R&S/F5M while becoming established.

Dan Anderson, ED for Redwood Community Services was present and answered questions from the Commission regarding the vision for the childcare center. Mr. Anderson explained that the therapists would be on-site and available to assist in the classroom. The center would not exclude children nor have a requirement that all children must be eligible for therapeutic services. The vision is that this would be a trauma-informed preschool.

ARC Family Resource Center

Currently	F5M program funded by county and state grants w/ overage covered by Prop 10
OPTION 1	RCS interested in co-locating The Sandbox and the ARC FRC
OPTION 2	Mendocino County Health & Human Services Agency (HHSA) exploring potential partnership
OPTION 3	ARC FRC to become its own non-profit. Would take at least 1 year (possibly more). Would stay under F5M.

Holly Unluata, ARC FRC Program Manager, presented to the Commission.

Staffing

Currently has 2 staff at the office. Andres Alvarado as the Differential Response Caseworker and Miranda Villalobos as an AmeriCorps member.

Charting the Course

- ❖ 5 Year Strategic Plan
- ❖ Rebranding & renaming the ARC FRC to a familiar and recognizable household name
- ❖ Transition to a mobile FRC to meet the needs of the community
- ❖ Building relationships, trust, collaborations and partnerships with community members and local agencies

Vision

Building trust with families through playgroups, support groups and outreach

- ❖ Mobile FRC
 - 1 day a week in Anderson Valley
 - 1 day a week in Hopland
 - 3 days a week in Ukiah (South, Mid-town and North)
- ❖ F5M Gobbi office as the main office
- ❖ Services at various locations through Ukiah (ARRC, library, parks and other

- collaborations/partnerships)
- ❖ Reducing their overhead will allow them to reach more of the community
- ❖ Mobile FRC to be a Model FRC – *An FRC of the FUTURE that grows with the needs and changes of the community*

They currently have many services that they offer but are wanting to establish a few new ones such as:

- ❖ Community Resilience Model Classes and 1:1
- ❖ Cooking classes
- ❖ Postpartum support
- ❖ Reading at the library
- ❖ Medi-Cal, Cal FRESH and Covered California Certified Enrollment counselor

Even though they already have some relationships with local agencies, they would like to continue to build more collaborations and partnerships.

Preparing to get underway

- ❖ Services to all families with a focus age group of 0-5
- ❖ Main time for services is from 9 am – 12 pm
- ❖ After school transition from 3 pm – 6 pm to reach children age 6 and over

How would the ARC FRC receive funding to stay afloat?

- ❖ Differential Response – already receiving
- ❖ Mendocino County for Medical, Cal FRESH and Covered California)
- ❖ Early Start (contract through 2021) – already receiving
- ❖ FIRST 5 Mendocino (FRC funds) – already receiving
- ❖ OCAP – already receiving
- ❖ Community fundraising event (community marketplace, Back to School, etc.)
- ❖ Finding grants and receiving money is the responsibility of the FRC

How would FSM benefit from their FRC?

- ❖ Model FRC
- ❖ Builds Community Resilience
- ❖ Visible example of FSM priorities
- ❖ Bridging community

Leaving the pier

- ❖ Set, Sail & Leave the pier by June 30, 2021
- ❖ The renamed and rebrand FRC will have been rebuilt strong and sturdy enough to sail on its own as a nonprofit
- ❖ Throughout the two years through a strategic plan building their solid foundation to ultimately touch the lives of families and assist with their growth in life

Imagination Library

Currently	FSM program funded by private donations and overage covered by Prop 10
OPTION 1	Consider only funding books for children in low-income families (such as families receiving Medi-Cal and WIC)
OPTION 2	Consider only funding books in certain regions of the county where children are under-performing on their reading scores.

Option 3 was added; Only fund Reach Out and Read. At the September meeting, they would like to

provide more detail on what it would cost to serve 1k children/to provide grants to do Reach Out and Read. Consider this as an incentive for well child checks. Executive Director will find out if clinics are willing to do Reach Out and Read; Commissioner Rentería will assist in communicating with clinics. Commissioner Howe will talk to Adventist Health. Executive Director will contact their fund development consultant to look at other funding and will contact school district superintendents to find out their willingness to support IL. If they continue IL, they will need to right-size the program. To prepare them, they will need data on the % of families in Medi-Cal; analysis of geographical/regional need and use of the existing programs along with costs of providing service based on various scenarios.

D. STEVE ZUIEBACK WILL FACILITATE THE LONG-TERM PLANNING DISCUSSION

Commission provided their thoughts as a team around The Sandbox. Commissioner Howe was happily surprised by RCS's interest in The Sandbox. Commissioner Applegate likes the transition to RCS as well. Commissioner Rentería doesn't think the option of The Sandbox becoming its own nonprofit is sustainable.

No actions taken. Recommendations made and additional information will be provided at the July 2019 meeting.

Commissioner Tichinin revisited Item 7D to hold a public hearing. Commissioner Tichinin opened the public hearing at 3:16 p.m. and asked for public comment. The public hearing was closed at 3:17 p.m. with no comments from the public and no revisions by the board, the original motion stands.

Commissioner Tichinin moved Item 11 before Item 9 and Item 10

ITEM 11 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS

Commissioner Howe provided handouts about the PG&E power shutoff. Public Health (PH) convened over 50 organizations that interact with people with functional needs. They want to get the information to all those organizations that are electricity dependent. It could go up to four days without electricity and could happen up to six times during the fire season.

Quorum check for next meeting

Yes: Commissioner(s) Flaherty, Rentería, Applegate, Tichinin and Howe

No: Commissioner(s)

Tentative: Commissioner(s) Moss Chandler, Anderson and Haschak

ITEM 9 CLOSED SESSION – PERFORMANCE EVALUATION

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

ITEM 10 RECONVENE OPEN SESSION – PERFORMANCE EVALUATION

Commissioner Tichinin reconvened in open session. Report out is a satisfactory evaluation for the Executive Director. The board took action on the position on the salary scale and issued a two-year contract.

Commissioner Tichinin adjourned the meeting at 3:47 p.m