



July 29, 2019

**Commission Meeting Minutes**  
Safe Passage Family Resource Center

**Commissioners Present**

Paul Tichinin      Ben Anderson      Tammy Moss-Chandler      John Haschak  
Sandra Applegate      Jim Flaherty      Lucresha Rentería

**Public Present**

Dan Anderson, RCS      Miriam McNamara, NCO Head Start      Supervisor Dan Gjerde

**ITEM 1**      WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 1:00 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.

Maria Avalos, Bilingual Program Assistant for Community Education, announces this would be her last week with FIRST 5 Mendocino. She has been thankful for the opportunities she has received from FSM and will use any skills and knowledge in her future.

**ITEM 3**      CONSENT CALENDAR (**ACTION**)

- Meeting Agenda
- Draft Minutes from May 17, 2019 Commission Meeting

***Motion to approve the consent calendar***

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

**MAXIMUM EFFECTIVENESS**

**ITEM 4**      OPEN-SPACE FOR 0-5 ISSUES IN FORT BRAGG

Executive Director Ibarra commented the Commission wanted to hear from the community about the pressing issues related to children 0-5 in Fort Bragg. The four items that have come up were Mendocino Coast District Hospital's potential closing of the birthing center, low Imagination Library (IL) enrollments, diapers and Safe Passage due to the several changes in leadership over the past year. She asked the guests to inform them of any matters they want to bring attention to so the commission can address and discuss those issues. Commissioner Tichinin commented he has made note about the housing issues.

**ITEM 5**      ADOPT STRATEGIC PLAN FOR 2019-20

Commissioner Tichinin opened the public hearing to adopt the strategic plan for 2019-20. No public comment received. Public hearing was closed.

***Motion to adopt the Strategic Plan for 2019-20***

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

**ITEM 6 INDEPENDENT AUDITOR**

The executive committee reviewed the proposals and are recommending approval of the proposal from Jensen Smith, Certified Public Accountants, Inc.. Commissioner Haschak commented he noticed they are in Sacramento and asked if that was that closest auditor to them. Executive Director Ibarra informed the Commission that this was the only proposal that was received and that this firm has experience working with other First 5's.

Motion to adopt the recommendation of the Executive Committee to approve the three- year agreement to contract with Jensen Smith for independent auditing services for FY 2018-19 for \$7,300, for FY 2019-20 for \$7,300 and for FY 2020-21 for \$7,300 for a total of \$21,900.

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

**ITEM 7 BILINGUAL BONUS**

FIRST 5 Mendocino's (F5M) current Salary and Benefits Policy provides that Bilingual Adjustment is based on the Foreign Service Exam or a similar rating scale. The Foreign Service Exam is unavailable to anyone outside the foreign service. In order to verify bilingual competency, staff recommends using Language Testing International's speaking and writing exam as recommended by Pearson VUE, who administers the Department of State's Foreign Service Officer Test. Passing both exams will result in the additional 5% pay, passing one exam will be at 2% (written exam being at 3%).

Commissioner Haschak asked how much the test will cost; \$80 per person (F5M covering the first exam). Commissioner Anderson asked if they should table this agenda item and research what the county is currently doing. Executive Director commented the bilingual bonus has been factored in for employees starting July 1, 2019 and they have already asked staff to take the test so that staff do not experience a disruption in the bilingual differential, provided they pass the exam(s).

***Motion to adopt the bilingual bonus as presented***

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

*Commissioner Moss-Chandler joined the meeting at 1:30 p.m.*

**ITEM 8 REVISION TO FY 2019-20 BUDGET (ACTION)**

There have been changes in the budget since it was approved in May at the planning meeting. The main changes on the income side of it were to account for the reduction in Title IV-E funding and updated projections for Prop 10 which staff was made aware of after the May meeting. On the expense side, the EC approved a step increase for eligible staff and the removal of the emergency funding request. Title IV-E allocations are coded differently per the auditor's recommendation.

Motion to approve the FY 19-20 Budget revisions and adjustment

Motion/Haschak, Second/Applegate (all aye, no nays) Motion Passed

**ITEM 9 ALTERNATIVE OPTIONS FOR THE SANDBOX CHILD CARE CENTER (ACTION)**

At the May planning meeting, the Commission reviewed options for their existing programs such as The Sandbox Child Care Center, the ARC Family Resource Center (ARC FRC) and Imagination Library (IL). IL is one of their larger investments and considering what are some of their alternative funding options to be sustainable and continue to serve the 64% of children in Mendocino County.

The ARC FRC was created by F5M and has been funded by them since the beginning. The Sandbox is operated under their nonprofit and while it brings in revenue and is sustainable on their own, it requires a lot of staff time to manage it; F5M provides staffing support to The Sandbox.

The next steps they need to take are to look at the transition steps for the transfer of The Sandbox to Redwood Community Services (RCS) and to hear from Holly Unluata, ARC FRC Programs Manager, on how it would look for the ARC FRC to go under RCS.

<b>Option 1: Redwood Community Services</b>
<ul style="list-style-type: none"> <li>❖ Trauma-informed preschool               <ul style="list-style-type: none"> <li>▪ April enrollment: 33                   <ul style="list-style-type: none"> <li>• 5 foster care (currently 4, 2 starting in August)</li> <li>• 2 w/ individual Family Service Plans (speech &amp; language)</li> <li>• 3 w/ individualized Programs Plans (developmental disabilities)</li> <li>• 2 receiving behavioral services</li> <li>• 2 pending; staff working with parents to get services</li> </ul> </li> </ul> </li> </ul>

Dan Anderson, Executive Director of RCS, recapped as the commission had many questions when this was first presented. RCS has noted they are increasing the number of young children that they have in their foster care placement that have high behavioral and emotional needs. Those same children are attending The Sandbox Child Care Center which has brought them to the idea of having The Sandbox under them. The next steps would be to notify the community, answer any questions staff may have, take care of any legal issues they may have among other things. There would not be a name change.

<b>Pro</b>	<b>Con</b>
<ul style="list-style-type: none"> <li>▪ Respected and established agency</li> <li>▪ Has the expertise to do direct service with high needs populations</li> <li>▪ Strong fiscal and administrative team</li> <li>▪ Will meet the current behavioral support needs at The Sandbox which staff are not trained to currently provide</li> <li>▪ RCS is a long-standing partner that originally approached F5M to start the childcare center in 2011</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adjustment for staff</li> <li>▪ Staff concerned about potentially not having a job if a new agency comes in</li> <li>▪ Staff concerned about turnaround time for checks and hiring staff when under an agency umbrella</li> <li>▪ Commission concern that currently families may be negatively impacted</li> </ul>

<b>Option 2: Become its own Non-profit</b>
Tatiana Cantrell, Interim Director at The Sandbox Child Care Center, is proposing they become its own Non-profit. She has had experience in opening a center and has the knowledge to begin the process. The proposed timeline for this transition is around 6 months.

<b>Option 3: Extension of Imagination Station</b>
The Commission had asked ED to partner with Saprina Rodriguez about whether she would be interested in having a center in Ukiah. Has not had the chance to get a meeting scheduled.

<b>Option 4: North Coast Opportunities</b>
The Commission also asked for ED to follow up with Patty Bruder from North Coast Opportunities but has had the same issues with scheduling a meeting.

At the next commission meeting, the commission would like to have a discussion with Tatiana about her proposal as well as information from Saprina and Patty. Commissioner Moss-Chandler asked if the Mendocino County Child Care Planning Council (CCPC) has been able to weigh in on the discussion; ED Ibarra replied that they have not but could present it to them and receive any feedback they have.

Commissioner Anderson is wanting to gather more information to help them decide on which direction they are going but could continue down the path they have started with. He would like to have Tatiana and someone from RCS to be a part of the interview panel as advisory role for the Executive Director position at The Sandbox.

Motion to continue to gather information on all possible tracks and bring back to the August commission meeting for a vote and to narrow it down

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

**ITEM 10 ALTERNATIVE OPTIONS FOR THE ARC FAMILY RESOURCE CENTER (ACTION)**

Based on the previous presentation, Holly Unluata presented the five options to the commission.

<b>Option 1: Moving ARC FRC under RCS</b>	
<b>Vision</b> – To have a bilingual, multi-cultural, inclusive, therapeutic and educational place to learn. Teaching parents’ tangible tools, actionable therapeutic techniques, and in turn building resilient families. A place family can gather to grow through the next phase of their life.	
<i>Pros</i>	<i>Cons</i>
<ul style="list-style-type: none"> <li>▪ Therapeutic services more readily accessible for clients</li> <li>▪ Further reach in the community</li> <li>▪ One of a kind</li> <li>▪ Extra resources in one center for families</li> <li>▪ Less disruptions in services for families</li> <li>▪ More one stop shop</li> </ul>	<ul style="list-style-type: none"> <li>▪ The impact to current families the ARC FRC is currently serving</li> <li>▪ The impact to county outreach</li> <li>▪ Uncharted waters</li> </ul>
<b>Option 2: Mendocino County Health &amp; Human Services</b>	
This option was presented at the previous meeting but is currently not an option at this time.	
<b>Option 3: Becoming a Non-profit</b>	
Requires a lot of steps which can be used for either direction they want to go in. Included in the steps are:	
<ol style="list-style-type: none"> <li>1. Name change and new branding</li> <li>2. Restructure and rename programs</li> <li>3. Business plan</li> <li>4. 5-year and a 10-year strategic plan</li> <li>5. Create a standard operating procedure (SOP) to include a safety plan and funding</li> </ol>	
The estimated time frame would be 2 years (by June 30, 2021)	
<b>Option 4: Staying with FIRST 5 Mendocino</b>	
<i>Pros</i>	<i>Cons</i>
<ul style="list-style-type: none"> <li>▪ Model FRC of F5M’s policies</li> <li>▪ Touching the lives of children 0-5-year in Ukiah and southern inland Mendocino</li> <li>▪ Empowering impact and tangible tools being given to children 0-5-year, parents and caregivers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Being understaffed</li> <li>▪ Our growth</li> <li>▪ Reaching families with children 6-14 years of age</li> </ul>
<b>Option 5: Join with another Non-profit</b>	
Currently not explored further	
<i>Pros</i>	<i>Cons</i>
<ul style="list-style-type: none"> <li>▪ Transition could happen at any time</li> <li>▪ Less financial stability would be required to get started</li> <li>▪ Similar services offered at different locations throughout Mendocino County</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stability</li> <li>▪ How it would operate</li> <li>▪ Feeling restricted</li> </ul>

***Motion to direct staff to continue to explore options 1 and 3  
Motion/Applegate, Second/Haschak (all ayes, no nays) Motion Passed***

ITEM 11 EXECUTIVE DIRECTOR'S REPORT

***Increase Family Resilience***

❖ ***SYSTEMS BUILDER & FUNDER***

- ***Family Resource Centers (FRC)*** – Final FRC grantee reports were due on July 15, 2019. Staff is currently reviewing the data and will be issuing final grant payments for those grantees that met their deliverables.

The FSM Management Team is currently reviewing the FRC's scope of work and considering possible adjustments for Fiscal Year 2019-20. The goal is to build FRCs capacity, sustainability and prevention services for 0-5. Final contracts for the new fiscal year are expected to go out by August 15, 2019. Given the new funding formula, that was approved by the Commission last year, staff must wait for final numbers of clients served and hours of service in order to calculate the FY 2019-20 funding allocation.

- ***Healthy Mendocino*** – ED Ibarra is working with Healthy Mendocino to facilitate authentic collaboration among child advocates who attend the monthly Childhood Trauma Action Team (CTAT) meetings in Ukiah. This model will be replicated with the CTAT. The goal is to design a county-wide plan to address childhood trauma by aligning strategic plans, asset mapping, coordinating training calendars and breaking down silos.

❖ ***EDUCATOR***

- ***Kits for New Parents*** – Samantha Bond, Public Relations Manager, facilitated a contribution from the Oral Health Advisory Committee to fund new oral health kits which include a finger brush for infants, a child's toothbrush, toothpaste, a timer and floss.

❖ ***SYSTEMS BUILDER & EDUCATOR***

- ***Title IVE Trainings for Professionals*** – Megan Cavalli, Community Education Manager, has developed the Fiscal Year 2019-20 training plan calendar. On June 21, 2019, FSM was informed that our Title IVE contract was reduced by \$93,103.83 for FY 2019-20. Cavalli adjusted our training plan to accommodate this reduction in funding. Cavalli will present to the Commission in August.

***Improve Parenting***

❖ ***FUNDER***

- ***Dolly Parton's Imagination Library 2019 Homecomin'*** – ED and Samantha Bond, Public Relations Manager, attended the 2019 Homecomin' conference for Dolly Parton's Imagination Library (DPIL). Staff learned about state support of DPIL in Hawaii, effective fundraising strategies and United Way's support of the program. Staff will implement strategies learned. Staff is designing a fund development plan for FY 2019-20 that will include an ask to service clubs, United Way and school districts.

❖ ***FUNDER, EDUCATOR & SYSTEMS BUILDER***

- **IMPACT** – Completed the third year of the Improve and Maximize Programs so All Children Thrive (IMPACT) program. This program is funded through a five-year grant from FIRST 5 California. The purpose of the grant is to provide coaching and professional development support to early childhood educators in Mendocino County to support providers to become rated which aligns with the direction First 5 California and the California Department of Education are headed with the Quality Improvement Rating System, also known as QIRS. For Fiscal Year 2018-19, there were 26 sites including Head Start, Early Head Start, State Preschool and three private centers that participated.

### ***Maximum Effectiveness***

#### ❖ **CONNECTOR**

- Attended Community Foundation of Mendocino County's 25th Anniversary BBQ on Sunday, June 2<sup>nd</sup>

#### ❖ **SYSTEMS BUILDER**

- ED Ibarra served as a design coach for the First 5 Leadership Network, Cohort #2 to support the education of other First 5 executive directors and staff across the state. Executive Director Ibarra facilitated a group working through how to engage county chief administrative officers and chief executive officers more effectively in the work of early childhood and focus their efforts more proactively.
- **A-87 Cost** – Commissioner Tichinin and ED Ibarra met with Carmel Angelo, Mendocino County Chief Executive Officer on Tuesday, June 25, to request a three-year waiver of A-87 fees. CEO Angelo will work with Supervisor John Haschak to ask the Mendocino County Board of Supervisors for a three-year deferment of A-87 fees for F5M.
- **Storage** – Staff had a storage cleaning day on Thursday, June 27, 2019 to organize supplies and prepare for diaper box deliveries and storage needs.
- **Public Relations** – Staff is developing the marketing strategy to distinguish F5M and Raise & Shine for clear branding and communication to the public (will be presented in August)

### ***Advocacy***

#### ❖ **SYSTEMS BUILDER**

- **Census 2020 Complete Count** – Executive Director Ibarra is a member of the Mendocino County Census 2020 Complete Count Committee to assist in reaching the hard to county population of families with young children ages 0-5. Staff is also getting information from First 5 Association (F5AC). F5AC is working with a consultant to develop messaging and marketing strategies to reach families with young children which will be shared state-wide.

#### ❖ **EDUCATOR**

- **Service Clubs** – ED Ibarra presented to Kiwanis on Tuesday, June 11, 2019 and to South Ukiah Rotary on Thursday, June 27, 2019 regarding FIRST 5 Mendocino's investments in Mendocino County. Staff is currently designing an ask to service clubs for FY 2019-20 for Raise & Shine nonprofit. The programs to be funded under the nonprofit include: IL;

ARC FRC; Diaper Depot; the Healthy Kids Mendocino Fund; and The Sandbox Child Care Center.

❖ **SYSTEMS BUILDER & CONVENER**

- **Mendocino Latinx Alliance** – The 5th luncheon was held on Thursday, June 13 at Mendocino College. There were 42 attendees from across the county. Human resource specialist including Juanie Cranmer from Mendocino County, Aurelia Ramirez from Adventist Health Ukiah Valley and Tina Rader from Savings Bank of Mendocino County spoke on Diversity in Hiring: A Discussion with Human Resource Leaders on Workplace Diversity and Equity. The next luncheon will be on Friday, September 20, 2019 at Mendocino College. The topic will be the 2nd Annual State of the Latinx Community in Mendocino County. In addition, Los Cien Sonoma County invited Executive Director Ibarra to join in a meeting with lake county Latinx leaders whom are interested in forming a similar group. The meeting was held on Wednesday, July 10, 2019.

❖ **SYSTEMS BUILDER**

- **2019 Breastfeeding Friendly Award** – Staff is assisting the Breastfeeding Coalitions with the annual Breastfeeding Friendly Award that will be given in August. Winners have not yet been selected; nominations are currently being reviewed.

***Raise & Shine Nonprofit Update***

❖ ***The Sandbox Child Care Center***

- **Reduced Grant Funding** – On April 8, 2019, Raise & Shine was informed that the Mendocino County Health & Human Services grant to provide bridge funding to foster care children was reduced to \$20,000 from \$76,971. Staff expects that The Sandbox can sustain the \$56,971 reduction as those funds will likely come from childcare subsidies from other sources. This reduction is accounted for in the balanced and approved Fiscal Year 2019-20 Raise & Shine Budget.
- **Ukiah United Methodist Church (UUMC)** – The church has taken the property off the market. UUMC members were looking to relocate to a property that would be more affordable. Other properties required further investments. It was determined that at this time, a move would not be feasible.

**VACANCIES**

- **Director** – Tanyjasu Simms resigned as of Friday, July 12, 2019. The interim Director is Tatiana Cantrell. Cantrell has more than fifteen-years' experience in childcare. She is a former owner of Learning Roots, a private center in Willits. Recruitment for a director is underway.
- **Lead Toddler Teacher** – Recruitment for a toddler teacher is underway. We are currently under-enrolled in the toddler classroom; however, we anticipate additional enrollments in August.

- **Temporary Preschool Teacher** – A Temporary Preschool Teacher was hired to work from July 12, 2019 to December 31, 2019, to cover for the permanent teacher who is out on maternity leave.
  - **Business Coordinator** – An offer for the Business Coordinator position was made. The offer is contingent upon background clearance. The pending start date is August 5, 2019.
- ❖ ***ARC Family Resource Center (FRC)***
- **AmeriCorps** – Miranda Villalobos last day as our AmeriCorps volunteer is August 15, 2019. Recruitment is underway for a new AmeriCorps.
  - **NEW Hours** – The ARC FRC’s hours are now Monday through Thursday from 8:30 a.m. to 5:00 p.m. The FRC was not seeing many clients come through the center on Fridays
  - **NEW Name** – Staff has been exploring re-branding the FRC with a new name and logo as the current name, ARC Family Resource Center, is associated with the Alex Rorabaugh Recreation Center (ARRC).
  - **Community Marketplace** – The FRC has hosted two Community Marketplace events (see article in agenda item 13). The first was on Sunday, June 2, 2019 and the second was on Sunday, July 7, 2019. This is an example of the FRC’s collaborative work with multiple agencies. The marketplace project serves two purposes: 1) to encourage community members to access trainings through West Business Development Center and 2) to provide a positive community event in South Ukiah. The challenge has been marketing the event and clearly defining what the market is. There have been multiple inquiries as to whether this is a “flea market” or “farmer’s market.” The intention is that the marketplace be upscale from a flea market and feature artisans with quality products and services in an inviting setting.
  - **Ukiah Vecinos en Acción (UVA)** – UVA elected new officers on Monday, July 8, 2019. The new officers are Lydia Lopez, Chair; Juan Orozco, Vice-Chair; Mayra Ochoa, Treasurer; Andres Alvarado, Secretary; and Sandra Arellano was appointed the Coordinator.
  - **Differential Response Caseload** – There are 8 active and 3 pending cases as of July 19, 2019. Pending cases mean that the client has not yet agreed to engage.
- ❖ ***Grants***
- **Phoenix** Trent, our contracted grant writer, submitted a request for funding from Umpqua for Imagination Library for \$8,000. We will be pursuing the W.K. Kellogg Foundation grant for the Family Resource Center and we are exploring the grant program through Wells Fargo Foundation.

***Announcements***

- ❖ Monday, August 12, 2019 at 4:00 p.m. – Executive Committee meeting at 166 E. Gobbi St. and by conference call
- ❖ Monday, August 26, 2019 at 1:00 p.m. – Commission meeting in Ukiah



ITEM 12 RECOGNITION OF AMERICORPS MEMBER

ED Ibarra and Holly Unluata thanked Miranda Villalobos for her service as the AmeriCorps member for the ARC FRC. They have seen her grow in the past year and hope she can use what she learned in her future. Miranda thanked the commission and staff for allowing her to be a part of FSM and the opportunities she was given.

ITEM 13 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS

Commissioner Flaherty mentioned he has some thoughts he wants to provide to the Executive Committee regarding marijuana tax. He had discussed with a colleague and learned about possible writing a letter to get a portion for funding along with Prop 10.

Commissioner Anderson acknowledge and thanked both the ED and staff for all their hard work they continue to provide. At the clinic, they have an immediate opening for a licensed psychologist or clinical social worker.

Commissioner Rentería commented that Mendocino Coast Clinics celebrated their 25-year anniversary. The Mendocino Coast Chamber of Commerce voted them as the large employer of the year. They also hosted a chamber mixer and received a congregational reading from Congressman Huffman's office. There is rumor that labor and delivery is closing; not enough staff and funding.

ITEM 14 CLOSED SESSION – STEP INCREASE FOR ELIGIBLE EMPLOYEES FOR 2019

Per Gov. Code 54957.6(a), the Commission will review the step increase for eligible employees for 2019.

ITEM 15 RECONVENE OPEN SESSION – STEP INCREASE FOR ELIGIBLE EMPLOYEES FOR 2019

Commissioner Tichinin reconvened in open session. The Commission approved the step increase for eligible employees for all of FY 2018-19.

***Motion to approve the step increase for eligible employees from July 1, 2018 to December 31, 2018 who were in their position for at least one year and who had an above satisfactory performance evaluation.***

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

***Commissioner Tichinin adjourned the meeting at 3:49 p.m.***