



August 26, 2019

Commission Meeting Minutes
Consolidated Tribal Health Inc.

Commissioners Present

Paul Tichinin Ben Anderson John Haschak Sandra Applegate Jim Flaherty

Public Present

Lisa Fredickson Linda Nagel Tatiana Cantrell Jilly Carey

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

Executive Director Ibarra is suggesting to the commission to receive commission packets electronically in the future to save on paper. They will provide paper copies to those who need it and will provide two copies at the meeting for the public to have access to at the meeting.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- Draft Minutes from July 29, 2019 Commission Meeting
- Letter to Dr. Nadine Burke-Harris RE: Sustainable funding for First 5
- LEASE – City of Ukiah and ARC FRC – August 1, 2019 – August 1, 2024

Commissioner Anderson would like to pull the lease from the consent calendar and have a discussion.

Motion to approve the consent calendar without the draft minutes from July 29, 2019 and the lease between the City of Ukiah and the ARC FRC- August 1, 2019 to August 1, 2024

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

The lease is a 5-year lease with a temporary reduction of rent. Under section 3 item A, every January the rent would be considered for increase. They have an agreement with Health and Human Services Agency (HHSA) for reception services, but it is not used for the rent and while the city is aware, it is not written into the lease. Staff was directed to get acknowledgement in writing from the City to approve the reception services arrangement F5M has with HHSA. Commissioner Anderson suggested they add a clause of being able to pull out from the lease if the rent raises due to not being able to afford it.

Motion to authorize Executive Director Ibarra to sign the lease between the City of Ukiah and FIRST 5 Mendocino between August 1, 2019 to August 1, 2024, provided the issues mentioned above are resolved.

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

MAXIMUM EFFECTIVENESS

ITEM 4 SAVINGS BANK CHECKING ACCOUNT (ACTION)

F5M has opened a savings account for accounts payable which was opened to save on A87 cost through the county. They are wanting authorization from the commission to have only one signer. Jenna Flesch, Business Manager, let the commission know the amount for the checks can go as high as \$100,000 due to multiple payment dates and payroll falling on the same day.

Jenna suggested they start doing electronic transfers that way no money is being taken out of the account. ED Ibarra suggested to have the signers be available once a week to sign the checks; preferably on Thursdays when the batches are being submitted. Commissioner Anderson commented he prefers two signers when it reaches a certain amount and when any payments are made to the ED.

They are suggesting the ED will sign if it is \$20,000 or below and they will require a commissioner to sign when it goes above that amount. The signers on the Savings Bank account will be the Executive Committee and the Executive Director. For Saving Bank, they will authorize one signer. For the internal policy, the Executive Director can sign checks for up to \$20,000 and any check that is over \$20,000 will require a signature from one commissioner. Also, internally, they will have managers sign the check request and the Executive Director will sign the check.

Motion to approve the opening of the Savings Bank checking account with the authorization of the Executive Director to sign checks in amount of \$20,000 or below and requiring an additional signature from a Commissioner above \$20,000 Motion/Haschak, Second/Flaherty (all ayes, no nays) Motion Passed

ITEM 5 FISCAL REPORTS (ACTION)

At the end of May 2019, their total amount for cash was at \$205,000. They have receivables that are due in the amount of \$420,000 as well as other assets which brings it all to \$814,000; cash on hand is at \$200,000. They are currently about 3 months behind in Prop 10 funding; have not received May allocation.

Commissioner Tichinin let staff know the summaries for the fiscal reports are critical for the Commission to have and review. If they are ever needing more information on the reports, they can contact ED Ibarra to get a copy of it.

Motion to approve the fiscal reports for February, March, April and May 2019 Motion/Haschak, Second/Applegate (all ayes, no nays) Motion Passed

ITEM 6 DRAFT EMPLOYEE HANDBOOK

ED Ibarra commented their employment law attorney has gone through the draft employee handbook and the draft provided contains his edits.

Section 103. Employee Medical Examinations

ED Ibarra foresees possibly in the future, there may be a circumstance where they will need to request a medical examination; such as an employee having behavior that is out of the norm. Commissioner Anderson commented that it covers medical and suggested they add behavioral health evaluation (psychiatric). Lisa Fredrickson, public, asked if that would cause an issue for discrimination since it could be considered a medical issue. Commissioner Anderson said it would not be doing so because it would be subjected to when the said employee behaves out of the norm and concerns arise. He also suggested the amount of time for administrative leave should be reconsidered due to the employee possibly not being able to get an appointment right away or the employee getting an appointment that same day, being cleared and still being out for two more days.

Section 310. Health Insurance Program

ED Ibarra's suggestion is that FSM would pay for only the staff portion and it would be the employees' responsibility to cover their dependents. Staff currently received a health stipend of up to \$600 (depending on staff being full-time or part-time) that covers their insurance premium. They currently have BlueShield as an option for employees', but staff are welcome to get insurance from the agency of their choice. They are wanting to add both dental and vision insurance to the stipend; ED Ibarra believes it should be made available to staff.

Section 403. Employment Termination

The attorney had a question about "repayment of outstanding debts to FIRST 5 Mendocino"; under what circumstances would this need to be "repaid". ED Ibarra commented that the employee would need to repay FSM if the said employee was overpaid, a travel reimbursement was submitted incorrectly or if a stipend was overpaid. Commissioner Flaherty commented that the word "debt" makes it confusing; suggested the word "repayment". ED Ibarra cleared that this is to let the employee know at the time of termination what they are due for final payment such as time they worked, vacation time or overages they discovered (ex. overpayment on a travel reimbursement would be deducted). Commissioner Anderson suggested changing it to "explanation of final check amount".

Section 502. Work schedules

They are questioning if F5M employees are considered public employees. ED Ibarra has contacted First 5 Association to see how other First 5's has resolved this.

Section 507. Reimbursement of Commission Expenses – F. Cell Phone Business Use

The attorney had written in that F5M will pay a flat monthly stipend of \$50.00 for cell phone reimbursement; ED Ibarra is in support of it, but it does raise a few concerns. She has cautioned staff to not use their personal cell phone in case there is ever a public information inquiry and their cell phone could be exposed to the public. A main concern is that staff could be checking their email after hours and not being paid which could be a liability issue and potential lawsuit.

104. Conflict of Interest Code

Commissioner Flaherty believes that it should be removed because they are commissioners, not staff and it should be done at the county level when they are sworn in.

Section 104. Conflict of Interest Code – G. At each meeting (When Making Decisions about any Funding)

Commissioner Tichinin commented that the commission will have at each meeting a written conflict of interest advisory for every commission agenda explaining circumstances.

208. Medical Information Privacy

Commissioner Flaherty commented they would have to train all the employees to be HIPAA compliant and requires a lot of more work. He does not believe this needs to be for F5M; can say they will protect employee's information to the extent that they can.

Commissioner Tichinin called for a break at 2:40 p.m.

Commissioner called the meeting to order at 2:48 p.m.

ITEM 7 **EXECUTIVE DIRECTOR'S REPORT**

Increase Family Resilience

❖ ***SYSTEMS BUILDER & FUNDER***

- ***Healthy Mendocino & PCCY Subcommittee*** – On August 1, 2019, ED Ibarra presented a draft workplan for the inland Childhood Trauma Action Team (CTAT). The proposal blends feedback from committee members into a year-long workplan with the goal of designing a county-wide action plan for ACEs, Trauma and Resilience. The plan includes collaboration and advocacy work from July 1, 2019 to June 30, 2020.

❖ ***FUNDER***

- ***Family Resource Centers (FRCs)*** – The Management Team, including the ED and all Managers, are working to draft Fiscal Year 2019-20 Scopes of Work (SOW) for the eight FRCs that the Commission funds. The SOWs include the following core services: information & referrals for families with children ages 0-5, outreach on F5M programs and services and Triple P deliverables. This year F5M will include an incentive for FRC staff to attend Triple P facilitator trainings to increase Triple P offerings at the FRCs.

Improve Parenting

❖ ***SYSTEMS BUILDER & FUNDER***

- ***Community Resilience Model Facilitator Training*** – Community Education Manager, Megan Cavalli, and ARC FRC Manager, Holly Unluata, attended the Community Resilience Model (CRM) training on July 22-26, 2019 in Claremont, California. Staff attended the facilitator training to add to our local pool of CRM facilitators and to improve our delivery of Triple P and FRC services.

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

- ***IMPACT*** – The new allocation from the HUB for Mendocino County is \$40,000; reduction from last fiscal year. They are planning to on-board at least two new IMPACT Coaches.

Maximum Effectiveness

❖ ***CONNECTOR & SYSTEMS BUILDER***

- ***First 5 Network*** – During the First 5 Network meeting on July 25, 2019, the network identified the following ten priority areas for First 5 Association staff:

- Sustainability – California Department of Tax and Fee Administration (CDTFA)
- Home Visiting
- Early Childhood Mental Health/Trauma/ACEs
- Maternal Wellness
- Prenatal/New Parent Supports/Birth Disparities
- Integrated Data Systems
- ECE Master Plan
- Developmental Screening
- FRCs
- Early Intervention Systems

The First 5 Association's Executive Committee will refine this list and identify targets within these areas.

- ***First 5 California*** – On July 25, 2019, the commission approved \$20 million to do a home visitor salary survey across California and approved \$102 million for IMPACT 2.0 for three years. On their consent calendar, the Commission reaffirmed the \$63,582 in special funding for FSM for Fiscal Year 2018-19.
- ***Administration***
 - ***Performance Evaluations*** - ED Ibarra is completing staff performance evaluations for Fiscal Year 2018-19 as well as the managers.
 - ***Coastal Coordinator*** – On August 8, 2019, ED Ibarra met with the PR Manager and Coastal Coordinator to further define the Coastal Coordinator position given the clarity in the voice and branding of FSM.
 - ***Management Team*** – ED Ibarra has been conducting weekly Management Team meetings to foster more collaboration among staff and for staff to see how their work intersects.
 - ***2019-20 Workplans*** – The ED is currently working with Managers to define the 2019-20 Workplans for the PR Team, the Community Education Team, the ARC FRC Team and the Business Manager. These tools will be used to better coordinate our work and to manage our time throughout the year.
 - ***Audit*** – The 2018-19 Audit will be conducted on August 27 and August 28, 2019.

Advocacy

❖ ***SYSTEMS BUILDER***

- ***Census 2020*** – The F5AC released Census 2020 Fact Sheets. The ED and PR Manager will be designing how these materials will be rolled out in Mendocino County. Materials: Our Kids Count Fact Sheet (English) & Our Kids Count Fact Sheet (Spanish)
- ***Breastfeeding Proclamation*** – The Mendocino County Breastfeeding Coalitions received a Mendocino County Board of Supervisors Proclamation on Tuesday, August 20, 2019.
- ***Breastfeeding Friendly Workplace Award*** – The Mendocino County Inland and Coast Breastfeeding Coalitions named the following 2019 winners: Fort Bragg Unified School District (coast) and J. Robert Ortega, Mendo Smiles (inland)

Raise & Shine Nonprofit Update

❖ ***The Sandbox Child Care Center***

- ***New Hires*** – Malissa Donegan started on August 5, 2019 as the Business Coordinator. Malissa has an associate degree in Business Management and a Human Resources Certificate. She has extensive human resource experience. Michele Ulvlika started on August 19, 2019 as the Lead Toddler Teacher. Michele has a Bachelor of Arts degree in Child Development and extensive experience in the classroom.
- ***Director Recruitment*** – Recruitment is in process.
- ***Pomo Pathways*** – The Sandbox entered into an agreement with Mendocino College to provide childcare (0-12 years) to Mendocino College students that are enrolled in Pomo Pathways held at Coyote Valley in Redwood Valley. The Sandbox will provide staff on Tuesdays, Wednesdays and Thursdays from 8:15 a.m. to 1:45 p.m. from August 20, 2019 to December 12, 2019.
- ***Graduation & Open House*** – The Sandbox team held the preschool graduation and an Open House on Saturday, August 17, 2019; 5 children graduated.

- **Enrollment** – We are licensed for 36 children, for a maximum of 12 in each classroom. We are currently under-enrolled. As of August 21, 2019, our enrollment is 21 children:
 - Toddler: 5 (4 CalWORKS and 1 private pay)
 - Preschool 1: 8 (4 NCO, 1 IECF and 3 private pay)
 - Preschool 2: 8 (2 CalWORKS, 1 NCO, 1 IECF and 4 private pay)
 They have 2 foster care children and 4 pending enrollments. Staff is working to recruit more enrollments.

ARC Family Resource Center (FRC)

- **Public Relations** – Staff has been defining the voice and marketing strategies for the FRC; not finalized.
- **Community Marketplace** – The final Community Marketplace will be held on Sunday, September 8, 2019. The marketplace will not continue after this date due too much staff time needed.
- **Differential Response Caseload** – As of August 21, 2019, there are 8 active and 4 pending cases.

Grants

- Phoenix Trent, contracted grant writer, is working on the W.K. Kellogg Foundation grant for the ARC FRC.

100 Women Strong – Inland Mendocino

- Raise & Shine was nominated for the next 100 Women Strong event that will be held on Thursday, September 5, 2019 at the Willits Center for the Arts located at 71 East Commercial Street in Willits. The event begins at 5:30 p.m. The nominees are Ukiah Valley Trail Group, Nuestra Alianza de Willits and Raise & Shine. CEO Ibarra will present for Raise & Shine. For more information visit www.100strongmendo.com

Announcements

- **Monday, September 9, 2019** at 4:00 p.m. – Executive Committee meeting
- **Monday, September 23, 2019** at 1:00 p.m. – Commission meeting in Ukiah

ITEM 8

PUBLIC RELATIONS UPDATE

Samantha Bond, Public Relations Manager, presented on FSM’s voice and branding.

FIRST 5 Mendocino is a legal public entity. Their roles are funder, educator, trusted convener and advocates.

| What We Do | | | |
|--|--|--|--|
| Grant Makers | Train Professionals | Outreach Materials | Advocate |
| <ul style="list-style-type: none"> ▪ Give out grants as needed in the community ▪ Collect/analyze data from grant recipients | <ul style="list-style-type: none"> ▪ Triple P ▪ CRM/ACEs ▪ Provide Peer Support | <ul style="list-style-type: none"> ▪ Give to partner agencies | <ul style="list-style-type: none"> ▪ Promote policy changes ▪ Attend meetings ▪ Bring the right people to the table |

| Communication Goals | Core Values |
|---|---|
| <ul style="list-style-type: none"> ▪ To communicate quality information to partners & the public in a fashion that is inclusive and transparent ▪ To communicate clearly and concisely about programs, offerings and services ▪ To utilize all means of communications (social media, website, etc.) ▪ To have information accessible to the entire county ▪ To be the “experts” on 0-5 ▪ Make sure that 0-5 is a priority in the community | <ul style="list-style-type: none"> ▪ Advocate for the health and wellness of the youngest population and their respective families ▪ To create an educational learning environment for children, parents and providers ▪ Support an empower individuals and agencies ▪ Build connections within the community ▪ Build resiliency in the community ▪ Advocate for those that have no voice |

| Tone & Voice | | | |
|--|--|---|--|
| Personality | Tone | Language | Style/Approach |
| <ul style="list-style-type: none"> ▪ Empathetic ▪ Creditable ▪ Passionate ▪ Inviting ▪ Friendly | <ul style="list-style-type: none"> ▪ Open ▪ Fun ▪ Positive ▪ Encouraging | <ul style="list-style-type: none"> ▪ Non-Bias ▪ Empathetic ▪ Informative ▪ All inclusive ▪ Integrity | <ul style="list-style-type: none"> ▪ Positive ▪ Empowering ▪ Modern/fresh ▪ Innovative |

| Primary Audiences | Motivations |
|--|--|
| <ul style="list-style-type: none"> ▪ Partners ▪ Direct service providers | <ul style="list-style-type: none"> ▪ Immediate impact on 0-5 ▪ Service expansion ▪ Credibility ▪ Collaboration |
| <ul style="list-style-type: none"> ▪ Policy Makers ▪ Parents/Guardians | <ul style="list-style-type: none"> ▪ System changes ▪ Information ▪ Resources (free or low cost) ▪ Mandated |
| Secondary Audiences | Motivations |
| <ul style="list-style-type: none"> ▪ Children | <ul style="list-style-type: none"> ▪ Inclusion ▪ Fun environment ▪ Growth |
| <ul style="list-style-type: none"> ▪ Businesses | <ul style="list-style-type: none"> ▪ Retention of employees ▪ Support ▪ Collaboration ▪ Return on investments ▪ Expansion |
| <ul style="list-style-type: none"> ▪ Law enforcement ▪ K-12 | <ul style="list-style-type: none"> ▪ Support ▪ Latent effects |

Raise&Shine is a 501(c)(3) Nonprofit. Their roles are direct service to families, be the “example” programs, and collect data. Their branding is the primary Raise&Shine logo, will include “funded in part by FIRST 5 Mendocino”.

| What We Do | | |
|--|---------------------|------------------------------|
| The Sandbox Childcare Center | Imagination Library | ARC FRC |
| Fiscal Sponsor for Ukiah Vecinos en Accion (UVA) | Diaper Depot | Healthy Kids Mendocino Funds |

ITEM 9

STAFF PROPOSAL FOR LONG-TERM PLANNING

| <i>Raise & Shine Family Center – Administration</i> | | | |
|--|--|--|--|
| Mission | | Vision | Age Range Focus |
| <ul style="list-style-type: none"> ▪ Healthy and Wellness of all children in Northern California ▪ Healthy Children – Body, Heart and Mind | | <ul style="list-style-type: none"> ▪ Resilient Families | <ul style="list-style-type: none"> ▪ 0-24 with primary focus on 0-5 |
| Staffing | | | |
| <ul style="list-style-type: none"> ▪ 7+ Member Board ▪ CEO/President | <ul style="list-style-type: none"> ▪ COO/Vice President ▪ HR Manager | <ul style="list-style-type: none"> ▪ Fiscal Manager ▪ Fund Developer | <ul style="list-style-type: none"> ▪ Quality Control Specialist ▪ Facility Maintenance |
| Operations | | | |
| <ul style="list-style-type: none"> ▪ Board Development ▪ Human Resource ▪ Fund Development <ul style="list-style-type: none"> ○ Grants ○ Events | | <ul style="list-style-type: none"> ▪ Quality Control <ul style="list-style-type: none"> ○ Fidelity in curriculums ○ Data collection ▪ Work in Connection with FSM <ul style="list-style-type: none"> ○ 20% Perpetuity through MOU | |
| <i>The Sandbox Child Care Centers</i> | | | |
| | <ul style="list-style-type: none"> ▪ Infant | <ul style="list-style-type: none"> ▪ Toddler | <ul style="list-style-type: none"> ▪ Preschool ▪ Afterschool |
| Staffing | | | |
| <ul style="list-style-type: none"> ▪ Director ▪ Assistant Director | <ul style="list-style-type: none"> ▪ Lead Teachers ▪ Substitute Teachers | <ul style="list-style-type: none"> ▪ Interns ▪ Volunteers | <ul style="list-style-type: none"> ▪ Parent Involvement ▪ Cook |
| Operations | | | |
| <ul style="list-style-type: none"> ▪ County Wide <ul style="list-style-type: none"> ○ Multiple sites throughout ○ Focus 0-5 | <ul style="list-style-type: none"> ▪ Curriculum <ul style="list-style-type: none"> ○ Trauma informed ○ Developmental milestones ○ Early literacy ○ Nutrition | <ul style="list-style-type: none"> ▪ Parent Engagement <ul style="list-style-type: none"> ○ Invite parents to participate in classrooms ○ Send information home (ex. healthy recipes) | |
| <i>Family Resource Centers - What will you do with your grain of Sand?</i> | | | |
| | <ul style="list-style-type: none"> ▪ Multi-Cultural | <ul style="list-style-type: none"> ▪ All inclusive | <ul style="list-style-type: none"> ▪ Educational ▪ County-wide |
| Staffing | | | |
| <ul style="list-style-type: none"> ▪ Director ▪ Assistant Director | <ul style="list-style-type: none"> ▪ Program Managers ▪ Programs Staff | <ul style="list-style-type: none"> ▪ Volunteers ▪ Resource Manager | |
| Operations | | | |
| <ul style="list-style-type: none"> ▪ Support Groups <ul style="list-style-type: none"> ○ Post-partum ○ Grandparents ○ Moms ○ Dads ○ Self-care ○ Foster Parents | <ul style="list-style-type: none"> ▪ Family Strengthening <ul style="list-style-type: none"> ○ Family events such as movie night and back to school ○ Nutrition & cooking classes ○ Reading/early education | <ul style="list-style-type: none"> ▪ Resources <ul style="list-style-type: none"> ○ Imagination Library ○ Diaper Depot ○ Cal Fresh ○ MediCal/Covered CA ○ WIC ○ Housing Support | |

| <i>Therapeutic/Wrap Around Services</i> | |
|---|-------------------------|
| ▪ Therapeutic Services | ▪ Referrals |
| Staffing | |
| ▪ Program Manager | ▪ Program Staffs |
| ▪ Partner with outside agencies | |
| Operations | |
| ▪ Triple P/CRM | ▪ Differential Response |
| ▪ Behavioral/Early Intervention | ▪ Counseling |
| <i>Timeline</i> | |
| Year 1: Development Stage | Year 2: Implementation |
| Year 3: Quality Improvement | Year 4 & 5: Expansion |

ITEM 10 ADDITIONAL OPTIONS FOR THE SANDBOX PRESCHOOL

Tatiana Cantrell, Interim Director at The Sandbox Preschool, presented her proposal to the Commission.

She received feedback from staff at The Sandbox (TSB) about the proposal from Redwood Community Services (RCS). Staff is worried that if TSB goes under RCS, they may not have a job any longer. Staffs concerns pushed Tatiana to investigate for TSB to become a stand-alone nonprofit entity; no longer being under R&S. Over the past weeks, she has worked with TSB’s budget, administrative staff and with Holly Unluata from the ARC FRC as this proposal includes putting the ARC FRC under their funding.

She believes it would be an important asset to the community in terms of childcare and resources but also as learning grounds for the field and fostering early childhood education in Mendocino County. Their proposal is to form their nonprofit with the timeline being around 6 months. She would like to have an infant license due to not having much options in Ukiah. They currently have a list of 15 families who are looking for infant care. They want to have more family engagement and be a one stop shop for families.

In the past year, TSB has made a profit and can stand alone. There are some grants that she is looking at such as a facility grant for updates to the building. They would have the ARC FRC onsite, so families have access to them as well.

Commissioner Tichinin asked her when she would need to have them decide. She let him know that at any time as she is already working on majority of the requirements needed.

ITEM 11 LONG TERM PLANNING

ED Ibarra’s plan is to consider all the options that have been presented and do an analysis and narrow the options down and then return to the commission with the final options. There are many things to be consider and putting it all forward will continue to cause confusion and will prolong the process.

ITEM 12 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS (ACTION)

Commissioner Anderson commented they have openings for two full time therapists.

Quorum check for next meeting

Yes: Commissioner(s) Anderson, Flaherty, Haschak, Tichinin

No: Commissioner(s)

Tentative: Commissioner(s) Moss Chandler, Applegate, Renteria

Commissioner Tichinin adjourned the meeting at 3:56 p.m.