



September 23, 2019
 Commission Meeting Minutes
 Potter Valley Youth & Community Center

Commissioners Present

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

Public Present

Jill Carey Linda Nagel Connie Rodriguez

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.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- Draft Minutes from July 29, 2019 Commission Meeting
- Draft Minutes from August 26, 2019 Commission Meeting

Motion to approve the consent calendar

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

MAXIMUM EFFECTIVENESS

ITEM 4 FISCAL REPORTS (ACTION)

For the end of June, factoring in receivables and all their assets, 1.1 million. They finalized their audit and the report will be provided at the next meeting. For the end of July, in terms of cash on hand, they had \$147,000; with receivables and assets, they are over \$990,00. Commissioner Anderson asked staff to provide budget to actuals to compare what they projected to where they are.

Motion to approve the fiscal reports June and July 2019

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

Commissioner Flaherty joined the meeting at 1:12 p.m.

ITEM 5 REVIEW CONFLICT OF INTEREST POLICY (ACTION)

At the August meeting, the conflict of interest policy was included in the draft employee handbook and upon reviewing it, one of items noted was to amend the policy. The section removed discussed having a written conflict of interest advisory before each meeting.

Motion to adopt the revised conflict of interest policy

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

ITEM 6 DRAFT PREGNANCY, BREASTFEEDING & CANNABIS BROCHURES (ACTION)

Commissioner Moss Chandler asked about the medical overview on the draft brochures. She mentioned California Department of Public Health has provided guidance to counties in California on this topic. She would like to Dr. Karen Smith, to review the brochures to ensure it is accurate information. Executive Director Ibarra commented the brochures were created based on the information and conversations that happened at the December 2018

Commission Meeting that included guests from the Breastfeeding Coalition, Public Health representatives and clinic representatives.

Megan Cavalli, Community Education Manager, asked for clarification on the section that reads “there is no safe amount” as she remembers from the December meeting according to the harm reduction model, there is no known safe amount. Commissioner Moss Chandler thanked those who were involved in creating the brochures and for any feedback considering she is not a medical provider and would like to get clarification as well to ensure they are providing correct information to the community. Guest from the public commented that it should read “no safe amount” since the word “known” implies that there is a safe amount which currently, there is not. Commissioner Flaherty commented they should revisit the information on the brochures due more information being released since December. Also, in many communities, the assumption that using marijuana for morning sickness in the first trimester is safe. The brain is in the most developing and vulnerable state during that time. He thinks they should formally address that issue as well.

Commissioner Tichinin would like to have Samantha Bond, Public Relations Manager, to contact Commissioners Flaherty and Moss Chandler to ensure they have most current information for the brochures. Commissioner Moss Chandler would like to continue to work with F5M and even potentially create a poster they could provide to dispensaries and clinics. It is being suggested to put a date on the brochure when it is updated to ensure accuracy.

Item 6 tabled until the next commission meeting with direction to staff.

ITEM 7 EMPLOYEE HANDBOOK (ACTION)

Commissioner Applegate commented about the equal opportunity section where it states, “undue hardship to First 5” but in a different section it does not list “first 5”; she believes it should read the same. Commissioner Anderson pointed out the numbering on the pages is confusing; suggested to changing it to be simple. ED Ibarra reflected on the question the attorney asked about F5M employees being considered county employees and not providing meal and rest breaks. She checked with First 5 Association (FSA) and according to their attorney, all first 5 employees across the state are county employees. She recommends that the commission provide meal and rest breaks to employees and not change it.

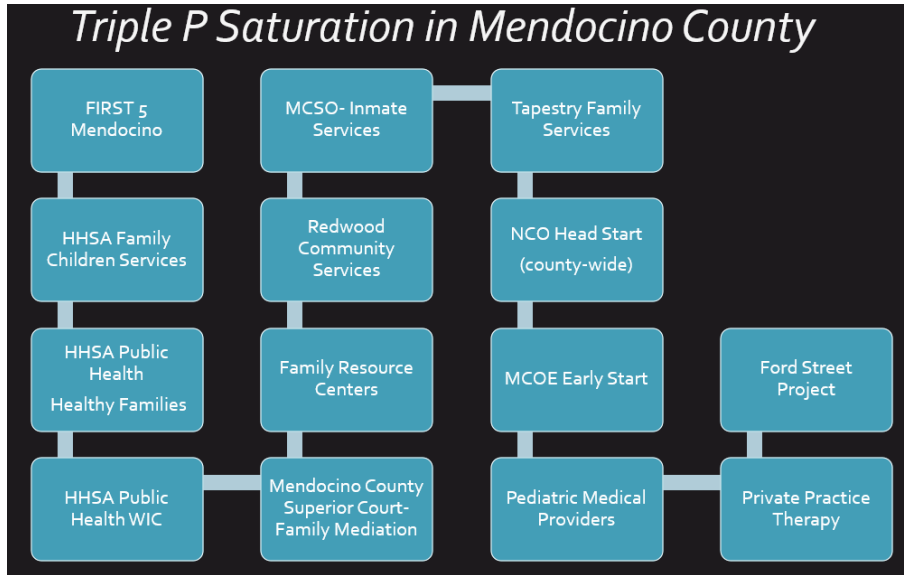
***Motion to adopt the employee handbook with the changes on the page numbering
Motion/Flaherty, Second/Moss Chandler (all ayes, no nays) Motion Passed***

ITEM 8 COMMUNITY EDUCATION UPDATE

18-19 Trainings – have held 40 county-wide trainings, 612 individuals trained, 53 agencies participated and increased peer support (27%).

18-19 Triple P Group Outcomes – total of 32 Triple P (3P) Groups held in Fort Bragg, Willits and Ukiah. 7 Spanish groups (1 teen/2 family transitions) and 25 English groups (1 teen/8 family transitions). Total children served was at 331 with 14% being ages between 0-2, 27% aged 3-5 and 59% for ages 6 and over.

2018/19	2019/20	2020/21	2021/22	2022/23
Increase groups county-wide	Build relationships with MCOE & target schools county-wide through outreach	Staff training in 3P PECE – 3P support for educators	Outreach to K-5 educators 3P groups on campus & 3P behavior contracts	Train K-5 educators and classroom support staff, aftercare staff
Increase peer support	Train the Sandbox as a model preschool for utilizing 3P	Train state preschool staff, admin and teachers in PECE 3P	Quarterly peer support to preschools to increase fidelity & sustainability	Continued peer support to partners and facilitators
Implementation with Inmate Services	Peer support to all FRC’s support with data collection, reporting and 3P utilization	Implementation 3P into state & private preschools	Roll out online training for medical staff as available by Triple P America	Oversight of data collected with county partners
Increase fidelity through peer support	Targeted peer support training – NCO Head Start, Health Families	Increased Data collection and analysis to support sustainability	Targeted outreach to charter schools and private preschools	Increase 3P teen support collaboration with partners who support teen programs
Increase groups offered in rural areas and types of groups	Monthly Zoom meeting facilitator peer support to increase fidelity	Increase MHSA contract, additional groups & CRM, PIP	Continued peer support to partners and facilitators	Peer support county-wide to increase parent reach by all agencies using 3P



Positive Parenting Awareness Month will be in January 2020. They will be working with the Board of Supervisors to get the proclamation on the agenda. Triple P America have an open letter in support and are working with their lobbyist to have a statewide proclamation. They will be working on a press release for both the coast and inland.

ITEM 9 RECOMMENDATION FROM EXECUTIVE DIRECTOR ON LONG TERM PLANNING AND NEXT STEPS

The managers and ED have listed out the options and used a decision matrix that Steve Zuieback had previously used. They listed what an ideal option needs to have; fiscal sustainability, having an impact on 0-5, that it is effective, etc. The highest scoring was to further develop their nonprofit and to sell The Sandbox (TSB) and the FRC to another agency. In looking at the budget, they have a surplus of almost \$12,000; the wages have gone up due to hiring a part time chief operating officer to assist with the transition and another staff member for the FRC (about 10%).

In terms of funding, currently, they are supporting the FRC staff. Funds would need to be moved to the nonprofit account to cover staffing cost. By May, they would know how much funding FSM would be providing to the nonprofit. They have staff who have developed the voice and branding for the nonprofit. They have many plans in place for the next fiscal year to ensure the transition goes smoothly.

In terms of selling both the childcare center and the FRC, they would need to inform the public of the decision, allow for feedback to be brought in from the community. They would have to determine a buyer and fiscal sustainability as well as an attorney to sell and take care of any licensing documents.

ED Ibarra recognizes this decision is difficult and is doing what she can to ensure they have all the information and options listed for them to be able to come to a decision. The childcare center has been at 50% enrollment for the past two months which is worrisome due to it not being successful once sold. Commissioner Flaherty asked about combining both TSB and the FRC; ED Ibarra commented that due to the reputation TSB has received with the licensing issues, pest problems and talk within the community, she would not want to do so to prevent the FRC from being connected and having their reputation going down as well.

ED Ibarra recommends they go forward with developing the Family Center with the nonprofit. Commissioner Anderson asked how successful they think her recommendation will be. ED Ibarra commented the FRC does not concern, it is TSB that concerns her due to its reputation and has even considered closing. Commissioner Tichinin suggests they do not make a final decision today but instead give direction on what would be a priority which would be the fiscal solvency of TSB. At the next meeting, have the ED update the commission about where they stand and if they should move forward with closing. In discussing making a turnaround for TSB in terms of reputation, appearance and security, Commissioner Anderson believes they should have the R&S Board meet to discuss all those concerns before they decide.

ITEM 10 EXECUTIVE DIRECTOR'S REPORT

Increase Family Resilience

❖ **SYSTEMS BUILDER & FUNDER**

Healthy Mendocino & PCCY Subcommittee – On September 5, 2019, the inland Childhood Trauma Action Team (CTAT) contacted Ukiah Unified School District to find out what supports are needed in the aftermath following the lockdown that occurred several weeks ago at Ukiah High School. CTAT will provide the district any support that is needed. CTAT will also advocate to the Mendocino County Office of Education for social-emotional curriculum in afterschool programs. In preparation for ACEs screenings, that will be Medi-Cal billable as of January 1, 2020, CTAT will contact Partnership Health Plan to determine if training will be available to providers on how to administer the screening and how to manage the aftermath.

Improve Parenting

❖ **FUNDER, EDUCATOR & SYSTEMS BUILDER**

IMPACT 2020 Workgroup – ED Ibarra will serve on First 5 Network's IMPACT 2020 Workgroup to represent the Northwest Region. This will be a collaborative between F5CA, F5A and First 5 Orange, Fresno, Mendocino, Mono, Los Angeles, and representatives to be selected from the Bay Area and Sacramento regions. The purpose is to provide input to the state regarding the design of the program for the next funding cycle from 2020-2023. The group will meet monthly until December 31, 2019. F5CA will then draft the Request for Applications. F5CA approved \$103 million over three years for IMPACT 2020.

Oral Health Rack Card – In partnership with the Oral Health Advisory Board, F5M's Public Relations Manager Samantha Bond, developed oral health rack cards for F5M's customized Kits for New Parents. These cards will accompany the new oral health kits.

❖ **SYSTEMS BUILDER**

FREE Diaper Boxes – With funding from First 5 California, Supply Bank is providing Mendocino County with free diaper boxes. We recently received 166 boxes of 100 diapers and wipes that will be distributed to families throughout Mendocino County via the Women, Infants, and Children (WIC) Program. The free diaper boxes will be given out to eligible families starting in October as an incentive for attending their first WIC appointment.

Maximum Effectiveness

❖ **CONNECTOR & SYSTEMS BUILDER**

First 5 Network – The 2019 Summit will be held from December 9-11, 2019 in La Quinta, CA.

First 5 California – On September 13, 2019, Governor Newsom announced Mayra Alvarez, President of the Children's Partnership, as a new F5CA Commissioner starting in October. First 5 California's 2020 Child Health, Education and Care Summit will be held from February 3, 2020 to February 5, 2020 in Irvine, California. The summit's theme is Equity in Action: Elevating Children, Families and California's Workforce. Early bird registration opens in October.

❖ **FUNDER**

Prop 10 Funds – Proposition 10 funding disbursements were delayed by the state due to changes in accounting. As of September 18, 2019, FIRST 5 Mendocino received \$50,730 for May and \$44,569 for June. We anticipate FY 2019-20 Proposition 10 allocations will be forthcoming.

Audit – The 2018-19 on-site Audit was completed on Friday, September 13, 2019; currently being drafted.

Healthy Mendocino Advisory Board – ED Ibarra will serve as the Chair of the Health Mendocino Advisory Board (HM). HM is restructuring. The Advisory Board will meet quarterly to provide guidance and directive to HM. The board will consist of key funders and leaders in Mendocino county.

United Way of the Wine Country – ED Ibarra was voted on to serve as a representative for Mendocino County.

Transfer – Jade Aldrich is transferring to the community education program assistant. She will continue to work out of the satellite office at Mendocino Coast Clinic's Wellness Center in Fort Bragg.

Advocacy

❖ **SYSTEMS BUILDER**

Breastfeeding Proclamation – The Mendocino County Breastfeeding Coalitions received a Mendocino County Board of Supervisors Proclamation on Tuesday, August 20, 2019. A representative from Mendo Smiles attend the presentation and was presented with their award as the inland Breastfeeding Friendly Workplace for 2019.

Raise & Shine Nonprofit Update

❖ **The Sandbox Child Care Center**

Enrollment – We are licensed for 36 children, for a maximum of 12 in each classroom. We are currently under-

enrolled. As of September 18, 2019, our enrollment is 19 children:

- Toddler: 5 (3 CalWORKs, 1 NCO and 1 private pay)
- Preschool 1: 8 (4 NCO, 1 IECF and 3 private pay)
- Preschool 2: 6 (2 CalWORKs, 2 NCO, 1 IECF and 1 private pay)

Staff is working to recruit more enrollments. Please share that there are slots available at The Sandbox.

Community Care Licensing – There was a licensing visit on Tuesday, September 17, 2019 to investigate a complaint regarding pests. The center was issued a Type A violation for pests. Staff is scheduling another fumigation of the center. This will be the third spraying at the center.

Transition Phase – Under the interim director, staff is reviewing program philosophies and identifying training needs to enhance the center.

ARC Family Resource Center (FRC)

Differential Response Caseload – As of September 18, 2019, there are 9 active and 1 pending cases.

Walk-ins – As of September 18, 2019, there are 3 active walk-in cases with issues range from housing, parenting, budgeting and coping skills. Over the last month, staff has assisted 11 families.

Early Start – As of September 18, 2019, there is 1 open case and 2 pending cases. The ARC FRC is the Early Start Family Resource Center for inland Mendocino County and provides services and referrals to ES families.

100 Women Strong – Inland Mendocino

Raise & Shine was nominated to present at the third 100 Women Strong gathering that was held on Thursday, September 5, 2019 at the Willits Center for the Arts in Willits. The nominees were:

- Ukiah Valley Trail Group
- Nuestra Alianza de Willits
- Raise & Shine

Ukiah Valley Trail Group was selected as the winner. Attendees were invited to support the other nonprofits that presented. Raise & Shine received nearly \$1,000 in donations from this gathering. Thank you to 100 Women Strong for this support.

Announcements

Monday, October 7, 2019 at 4:00 p.m. – Executive Committee meeting

Monday, October 21, 2019 at 1:00 p.m. – Commission Meeting in Ukiah

ITEM 12 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS

Quorum check for next meeting

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

No: Commissioner(s)

Tentative: Commissioner(s) Moss Chandler

Commissioner Tichinin adjourned the meeting at 3:27 p.m.