

ITEM 3 – CONSENT CALENDAR (ACTION)

- ❖ Meeting Agenda
- ❖ Draft April 27, 2020 Commission Meeting Minutes (*pp. 3.2 – 3.5*)
- ❖ Draft August 24, 2020 Commission Meeting Minutes (*pp. 3.6 – 3.11*)
- ❖ Draft September 28, 2020 Commission Meeting Minutes (*pp. 3.12 – 3.15*)
- ❖ Draft October 26, 2020 Commission Meeting Minutes (*pp. 3.16 – 3.18*)

ACTION/DECISION NEEDED

- ❖ The Commission will approve/disapprove the Consent Calendar items in a single motion; Commissioners may also pull specific items about which they need further information or discussion.



April 27, 2020

Commission Meeting Minutes
Via Zoom

Commissioners Present Via Video Conference

Paul Tichinin	Lucresha Rentería	Ben Anderson
Sandra Applegate	Erica Baumker	John Haschak

Public Present

Julie Fetherston	Maritza Villa	Jenna Flesch	Samantha Bond	Bonnie Boek
Megan Cavalli	Andres Alvarado	Jade Aldrich	Holly Unluata	Catherin McKay

ITEM 1 Welcome & Introductions

Commissioner Tichinin called the meeting to order at 1:03 p.m. and welcomed visitors. The Commission, guests 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. No comment public received. Commissioner Tichinin closed the public hearing.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- Draft February 24, 2020 Commission Meeting Minutes
- Draft March 23, 2020 Commission Meeting Minutes

Motion to approve the consent calendar

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

A roll call of the Commission was taken. **Yes:** Anderson, Applegate, Baumker, Tichinin & Rentería

MAXIMUM EFFECTIVENESS

ITEM 4 FIRST 5 CALIFORNIA ANNUAL REPORT TO THE PUBLIC (ACTION)

Commissioner Tichinin opened a public hearing to present the First 5 California Annual Report for fiscal year 2018-19 to the public. No comments were received, and the hearing was closed.

Motion to approve the First 5 California Annual Report for fiscal year 2018-19

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

A roll call of the Commission was taken. **Yes:** Anderson, Applegate, Baumker, Tichinin & Rentería

ITEM 5 EXTENSION OF CURRENT STRATEGIC PLAN THROUGH DECEMBER 31, 2020 (ACTION)

The current Strategic plan has already been extended but due to having to shelter in place and all the changes in result of the pandemic, Julie Fetherston, Interim Executive Director, is suggesting to extend the Strategic Plan to the end of the year. This will allow them to have more time to effectively discuss all the changes as well as a better and clearer understand of the changes.

Motion to approve the extension of the current Strategic Plan through December 31, 2020

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

A roll call of the Commission was taken. **Yes:** Tichinin, Rentería, Anderson, Applegate, Baumker & Haschak

ITEM 6 PLANNING MEETING DISCUSSION (ACTION)

Staff and IED Fetherston are suggesting rescheduling the planning meeting to a later date due to the current changes of sheltering in place. With staff working from home, it will take longer to put it the information together with accurate information. The commissioners commented that postponing until June is ideal. The commission and staff discussed dates and times for June.

Motion to reschedule Strategic Planning Meeting to Friday, June 12th, 2020

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

A roll call of the Commission was taken. **Yes:** *Tichinin, Rentería, Anderson, Applegate, Baumker, & Haschak*

ITEM 7 UPDATE ON IMPACT AND QUALITY COUNTS CALIFORNIA

In the Fall 2017, they began to coach at 18 sites which included a total of 36 classrooms. It was divided between California state preschool programs, head start, early head start and private childcare centers. They had a great response, and the two coaches were under FIRST 5 Mendocino's (FSM) supervision. In 2018-19 their coaching sites were at 26 with a total of 48 classrooms. During that year, they utilized a program called Teaching Pyramid that focuses on the social emotional learning aspect for 0-5. Between 2018 and 2019, the coaching positions were created under Mendocino County Office of Education (MCOE) which caused a delay in getting rollout to coaching with COVID-19 following right after. There was a decline in the sites and classrooms; one site lost staff completely and there was a structural reorganizing within head start. Currently, they are still coaching the sites remotely to continuing no contact with the children and they are in the process of writing a new grant. It will bring many funding sources together and will urge focus on family childcare homes, private centers, and state funded programs if they are interested. There is no known date as to when they will find out about the grants and awards.

ITEM 8 INTERIM DIRECTOR'S REPORT (ACTION)

Increase Family Resilience

- **The Pearl Family Resource Center** – Services, including Differential Response, have resumed via phone, text, and email, although call volumes are down. Staff are working to provide virtual Triple P parenting groups, weekly story time, and stress relief for parents (coping tools).
- **COVID-19 response: supporting families and partners supporting families** –FIRST 5 Mendocino and The Pearl FRC staff are compiling resources and activities to share with our partners able to provide direct service to families during this time. The goal is to distribute backpacks provided by United Way of the Wine Country which will include: Care, Cope, Connect books, Potter the Otter coloring pages with crayons, Step It Up with Pup bilingual books, and Triple P pocket guides.
- **Imagination Library** – We are creating care packages for childcare providers with some Imagination Library books, activities that correspond with the books and information on the Census (in English and Spanish).
- **COVID-19 Mental Health outreach and Abuse Prevention** – In collaboration with HHSA Advocacy and Collaboration Team, Adventist Health, Project Sanctuary, and RCS, FIRST 5 Mendocino has been working on an Abuse Prevention Campaign. To reach out to families sheltering in place, we are planning a series of fliers (in English and Spanish) with information, tips and resources to be distributed through grocery stores throughout the county. We have also shared the digital form for anyone to use and print or to share on social media. An image of the first flier is below.

Improve Parenting

- **Triple P:** Triple P is back! Last week we had our first online training and it was a success. Parenting groups have also resumed in an online format and are almost full.

Maximum Effectiveness

- **COVID-19 Staffing and Families First Coronavirus Response Act (FFCRA)** – Staff continues to work from home. All staff are required to work at least 50% of their hours and duties have been

modified as necessary to meet the changing circumstances. Those staff who have adequate work that can be done remotely can work up to 100% if approved by their supervisor and the Director.

FIRST 5 Mendocino is offering FFCRA Extended Paid Sick Leave (EPSL) and expanded Family Medical Leave (EPFL) to all eligible staff. An overview of these benefits is provided in Appendix A. Since the FFCRA leave is refundable through the payroll tax, it does not impact our overall budget, but does impact our cash flow.

- **Letter to Auditor** – The revised and approved letter to the Auditor has been sent, awaiting a reply.

Advocacy and Collaboration

- **Quality Counts California (includes the Improve Programs so All Children Thrive -IMPACT)** – The IMPACT program has been joined with CDE block grants to form a new collaborative grant RFP for improving and supporting early childhood development and learning. Originally due in April, the 2020 Proposal due date moved to mid-May. Director Fetherston has been working with the IMPACT Consortium to develop the proposal for the next cycle (2020-2023). The new proposal will include an additional focus on supporting and improving Family, Friend and Neighbor (FFN) and Family Child Care (FCC) networks in addition to traditional centers. This new focus provides an opportunity to leverage our current Triple P programs providing training and support to this important network of care providers and the families they serve. The program budget will be like our current budget and most of the funds will be subcontracted to MCOE for program implementation, administration, coach wages, training, and oversight.
- **Advocacy Day 2020** – The annual Advocacy Day was rescheduled as an online format. In conjunction with our First 5 colleagues in our districts, Interim Director Fetherston and Public Relations Manager Bond participated in meetings with Senator McGuire and Assemblyman Wood. The group focused on the following talking points as part of a strategic coordinated effort of the First 5 Association:
 - Family strengthening: the importance of maintaining home visiting programs particularly in these times of stress both during the pandemic and the recession to follow. This includes the important role these programs play in maternal perinatal mental health.
 - Childcare: the essential role of affordable, quality, and subsidized childcare to ensure economic stability and recovery, workforce stability and development (including healthcare workforce).
 - Comprehensive Health and Development: advocating for improved coordination of all medically necessary services so that children quickly and effectively receive services for developmental concerns or delays. Addressing coordination of services to integrate prenatal and postnatal care to close gaps in system.

The information was well received and coordinated follow up is being planned.

- **COVID-19 Emergency Supplies for Childcare Centers** – First 5 California, the California Department of Education and SupplyBank.org have been working in conjunction with Cal OES to coordinate the purchase and delivery of supplies to keep childcare centers open for essential workers. First 5 California has spent \$4 million to purchase a first round of supplies which will be delivered in the next two weeks. First 5 Mendocino is coordinating with our local Resource and Referral Agency (Rural Communities Child Care) to distribute the supplies.

Raise & Shine Nonprofit Update

- **The Sandbox** – The Sandbox remains closed currently. CEO Fetherston and Director Cantrell have been participating in the Childhood Planning Council meetings to monitor and contribute to planned response for emergency childcare for essential workers if we see a surge in COVID-19 cases.

Director Cantrell and her staff are ready to resume services when the Shelter in Place order is modified or ends.

- **California Department of Education (CDE) State Preschool Grant** – CDE has not yet announced the awards for the grant. We are optimistic and ready to get started on the expansion and renewal plans as soon as we are notified.
- **Methodist Church Lease** – The church BOD has allowed us to extend our current lease for another month under the current circumstances. The new lease will be revisited next month.

IED Fetherston mentioned they had new information on the Brown Act & Ethics training. There is a webinar for the Brown Act training in May and the Ethics training will take place in November. Due to majority of staff and commission needing to take these training, they are looking into getting everyone registered; must be taken every 2 years. Once they have more information, they will email everyone.

ITEM 9 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS

Commissioner Rentería mentioned that there have been many changes since the last meeting. They are wearing masks around each other and having their temperature taken when they arrive at work. The previous week, in conjunction with the city of Fort Bragg and the county, they conducted 120 surveillance tests and currently awaiting some test results. They are also in process of creating protocols during this time to avoid any spread of COVID-19.

Commissioner Haschak is glad the letter has gone out to the auditor and if IED Fetherston is needing any assistance to the response, he is willing to help.

Commissioner Anderson said they are trying to figure out how to better assist patients through video chat. Many are having trouble getting connected due to poor service. They hope to have a solution soon.

Quorum check for next meeting – June 12, 2020

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

No: Commissioner(s) Haschak & Moss Chandler

Tentative: None

Commissioner Tichinin adjourned the meeting at 2:28 p.m.



August 24, 2020

August Meeting Minutes

Zoom Conference Call

Commissioners Present Via Video Conference

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

Public Present

Julie Fetherston	Maritza Villa	Jenna Flesch	Samantha Bond
Megan Cavalli	Bonnie Boek	Stephanie Zazueta	Andres Alvarado

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 1:10 p.m. and welcomed visitors. The Commission and staff made introductions.

ITEM 2 PUBLIC COMMENT ON NON-AGENDIZED ITEMS

Commissioner Tichinin asked for public comment on non-agendized items and opened the public hearing. No comment public received. Commissioner Tichinin closed the public hearing.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- DRAFT Minutes from June 12, 2020 Planning Meeting Minutes

*Motion to approve the consent calendar**Motion/Applegate, Second/Haschak (all ayes, no nays) Motion Passed*

A roll call of the Commission was taken.

Yes: Tichinin, Flaherty, Haschak, Moss Chandler, Applegate, Baumker, Anderson**ITEM 4 ITEM 4: FISCAL REPORTS (ACTION)**

There was a change to the liabilities & equity category due to the FFCRA leave that is being provided for staff. Other than that, there has not been much of a change.

COMMISSIONER RENTERÍA JOINED THE MEETING AT 1:16 P.M.

*Motion to approve fiscal reports for April and May 2020**Motion/Baumker, Second/Applegate (all ayes, no nays) Motion Passed*

A roll call of the Commission was taken.

YES: Tichinin, Haschak, Moss Chandler, Applegate, Baumker, Anderson & Rentería**Abstained:** Flaherty**ITEM 5 DRAFT CREDIT CARD PROCEDURE POLICY (ACTION)**

They have had some issues in the past with credit card receipts, so they are wanting to put a clearer policy in place to help with the process. Commissioner Baumker asked if there was previously a credit card policy; IED Fetherston confirmed there was, and this policy was an update with additional requirements. The update on the policy is to prevent receipts from being lost or submitted incomplete.

*Motion to approve the Credit Card Procedure Policy with the changes they will review in the future**Motion/Flaherty, Second/Baumker (all ayes, no nays) Motion Passed*

A roll call of the Commission was taken.

Yes: Tichinin, Haschak, Moss Chandler, Applegate, Baumker, Anderson, Flaherty & Rentería**ITEM 6 DRAFT FAMILY SUPPORT SPECIALIST JOB DESCRIPTION (ACTION)**

The Differential Response contract that was through The Pearl Family Resource Center (PFRC) may not move forward for

the new fiscal year. They have been looking at the functions the FRC has been able to provide the community and which they can do at the FSM office. To retain Andres Alvarado, Caseworker, they developed this job description that allows for him to support families directly through Triple P Groups and through other contracts such as OCAP and VOCA. IED Fetherston is wanting the commission to review and either approve or deny the job description is because it is direct service, and they have previously mentioned that FSM should not be providing direct service. Due to The Pearl being moved to the FSM office, she feels it should be considered.

Commissioner Baumker asked what the connection is between FSM, The Pearl and Ukiah Vecinos en Accion (UVA). IED responded that it was formed in collaboration with the previous FRC staff. The manager and Andres both attended the meetings, and he was directed to attend to be the liaison between FSM and UVA. Since then, he has not been able to be as involved but she prefers that he is so they can continue to have the relationships they build within the community.

***Motion to approve and adopt the Family Support Specialist job description as revised
Motion/Anderson, Second/Applegate (all ayes, no nays) Motion Passed***

A roll call of the Commission was taken.

YES: Tichinin, Haschak, Flaherty, Moss Chandler, Applegate, Baumker, Anderson, & Rentería

ITEM 7 **REVISED 2020-21 BUDGET (ACTION)**

The changes for the revised 2020-21 budget reflects the Family Support job description and the Home Visiting Coordination grant that they were recently made aware they received. Jenna Flesch, Business Manager, mentioned that there is less in The Pearl FRC due to the recent changes for them. Both Jenna and Holly Unluata, The Pearl FRC Manager, worked together to find solutions for the current programs/services they normally provide but under the new conditions. With removing the Pearl FRC from the FRC expenses, they were able to reallocate to other Prop 10 classes to help support maintain both Andres and Holly as FSM employees.

Commissioner Flaherty mentioned they could possibly establish an MOU with the County for the car seat installation should they run into any issues with that program. Jenna responded that they do have car seat technicians in Ukiah but not throughout the county which could be an issue for those families who will need to travel to Ukiah or have the technician drive to that family. IED Fetherston mentioned that they do not normally provide those services, it was a service that was included in the contract.

***Motion to approve the revised 2020-21 Budget as presented and clarified
Motion/Hashack, Second/Flaherty (all ayes, no nays) Motion Passed***

A roll call of the Commission was taken.

YES: Tichinin, Haschak, Flaherty, Moss Chandler, Applegate, Baumker, Anderson, & Rentería

ITEM 8 **EXTERNAL PARTNERS SURVEY RESULTS**

This is part of the strategic planning process and has not been done in a while. It was sent out to an extensive list and had a total of 66 responses which were useful for IED Fetherston to get the information she is needing. IED Fetherston presented the results to the commission. Triple P was one of the main programs that was mentioned in the responses; showing that it has made a great impact with their partners.

Commissioner Anderson commented it would be good to survey the commission next to see where they are at with the new information. IED Fetherston is working on a functional analysis to see what their primary functions that they are trying to hit in the various age ranges and what level of the socioecological model are they trying to hit. She asked the commission if they would prefer for her to present any information they may be needing before she sends them the survey; the commission said yes, and possibly have an open discussion for it at the next meeting. Commissioner Flaherty suggested that she ask specific questions that will go along with her vision of the equity plan.

ITEM 9 **EQUITY STATEMENT & PROCESS FOR EQUITY PLAN (ACTION)**

They have been discussing that as a part of the Strategic plan, they will have an equity plan and the first step is to have an equity statement. Samantha Bond, Public Relations Manager, drafted the statement which aligns with both First 5 California (FSCA) and First 5 Association (FSA) of what other First 5 agencies are talking about. It is a starting place and would like to get feedback from the commission so they can continue to make the correct steps forward.

Commissioner Baumker suggested to revisit the word “destroys” in the second sentence of the second paragraph as it sounds finite and has a negative effect to it. IED Fetherston commented that at first she felt that it should have been removed as well but when she thought about the science of ACEs and toxic stress, it does not say “all opportunities” so it feels accurate to it being simply “opportunities”. Samantha confirmed that it can be changed if needed. Commissioner Moss Chandler liked the suggestion of adding a modifier so it reads “every act of hate and racism can destroy opportunities for children to develop

and grow”. Commissioner Flaherty suggesting thinking about expanding the concept from “daily acts of hate and racism...” and would like for it to address the accumulative daily acts lead to generational drama. Commissioner Flaherty and Baumker both feel like it needs to be impactful. A few grammatical errors were made. Commission recommends they rework the statement and bring it back to the commission with the changes for approval. Commissioner Moss Chandler would like to see the statements from FSCA and FSA when the statement gets brought back to the commission.

ITEM 10 REVIEW AND DISCUSS COMMISSION SEATS

It was recently made aware that Commission Moss Chandler is retiring from county service. Next week was supposed to be her last week but she just worked with CEO Carmel Angelo and she agreed to stay on until the end of the calendar year due to some important transitions that are happening within the agencies. It has been discussed before other members that could be valuable from the county services perspective. Bekkie Emery, Social Services Director, and Dr. Jenine Miller, Behavioral Health and Recovery Service Director, have been recommended to be the representatives for the Commission. They hope to be appointed by October at the latest.

IED Fetherston commented if Bekkie Emery and Dr. Jenine Miller decided to apply for appointment for the commission, they will have a full board. Commissioner Tichinin is in support of the two candidates and suggested that they possibly send in letters of recommendation for them to the BOS. Commissioner Haschak commented the letters are not necessary as they are added to the BOS agenda to get appointed and usually get approved.

A revise of the Commission bylaws is being recommended for the next meeting.

ITEM 11 STATUS REPORT ON EXECUTIVE DIRECTOR SEARCH

Commissioner Tichinin has met with the HR Director for Mendocino Coast Clinics to have her assist them with the interviewing and hiring an Executive Director. Due to COVID-19, the process has been impacted and the next steps of a formal listing for interviews has been delayed. He is recommending that they do a 10-14-day listing for the position both online and through the MCC with a closing date of September 8th. Then have the Executive Committee or a special committee do a screening and complete the reference checking to narrow the applications down. Once they have the final three, the full commission can have an interview and possible action. They will consider on having a special meeting before the September commission meeting due to the agenda having many items.

ITEM 12 INTERIM DIRECTOR’S REPORT

Increase Family Resilience

COVID-19 Response

Material Support and COVID Stipends

F5M continues to work with NCO RCCC to distribute necessary supplies, purchased by FSCA, to childcare centers throughout Mendocino County. Distributions have included diapers, wipes, cleaning supplies, PPE, and a range of books. They continue to distribute diapers and wipes to pediatrics, social service providers, and FRC’s throughout the county. To date, approximately 4 pallets of diapers have been distributed through our partners.

In addition, IMPACT money through the regional HUB became available to provide financial incentives to 32 home childcare and private centers who had remained open for all or part of the Shelter in Place. They were able to send \$1,000.00 to large centers and \$575.00 to home daycare centers who applied.

Substance Abuse Prevention outreach

In collaboration with HHSA Advocacy and Collaboration Team, Adventist Health, Project Sanctuary, and RCS, F5M has been working on an Abuse Prevention Campaign. To reach out to families sheltering in place, this team has developed their second flier on reducing substance use (in English and Spanish) with information, tips, and resources to be distributed through grocery stores throughout the county. The digital form will be shared for anyone to print or to share on social media.

The Pearl Family Resource Center:

Currently, The Pearl staff have moved their office to the Gobbi street site. The move occupied a good deal of staff time. However, in addition to these tasks, the staff continue to support families remotely, holding Triple P (3P) groups, providing 3P Primary Care 1:1, providing direct material support where appropriate, as well as developing new offerings and resources for this virtual world. Staff also continues to assist with the distribution of essential materials and resources to external partners and other FRC’s.

The Differential Response (DR) grant has been completed and the final report will be submitted at months end. No news about a new cycle is available, unfortunately, assumptions are that the DR program will not continue. This means that services offered will be changed accordingly, and strategic.

The OCAP grant has been completed and has been submitted.

Community Resilience Model

The members of the Indian Child Welfare Act (ICWA) Coalition identified the need for more opportunities for providing Community Resilience Model (CRM) skills at their August meeting. F5M Community Education staff are working to develop some virtual short skill development workshops and assessing the feasibility of offering 1:1 peer support.

Home Visiting Coordination Grant

They are receiving the Home Visiting (HV) Coordination Grant. The goals for the grant are:

1. Increased cross-agency understanding of local population needs and readiness to collaborate on local home visiting services
2. Efficient, coordinated, and sustainable local home visiting that serves more families more effectively
3. Interconnected local early childhood systems with home visiting embedded as a vital component leading to strong family outcomes
4. Networks of cross-county coordination and collaboration that promote shared learning and capacity-building, resource sharing, and expertise to strengthen local systems change efforts

The funding will be for two years and is \$100,000 per year. They will be hiring a full-time coordinator to oversee the program. FSCA will provide technical assistance to help county agencies strengthen local early childhood development and family support systems, including home visiting, and collect information about policy- and process-related successes and challenges, to promote policies, processes, and requirements that support local efforts. NCO EHS HV Program and Mendocino County HHS Department of PH MCAH HV program Healthy Families Mendocino are their key collaborators on this project.

Improve Parenting

Triple P Classes

All classes are being offered online via ZOOM.

Parenting Group	Completed	Upcoming
Level 4 Group For caregivers of children up to 12 years. This intervention involves the application of parenting skills to a broad range of target behaviors.	Fridays June 5 – July 24 2:00 p.m. – 4:00 p.m.	Fridays Aug. 28 – Oct. 16 10:00 a.m. – 12:00 p.m.
Level 4 Group/Pathways en Español	Wednesdays June 10 – July 29 1:00 p.m. – 3:00 p.m.	Wednesdays Aug. 12 – Sept. 30 5:00 p.m. – 7:00 p.m.
Level 5 Family Transitions – <i>Parenting Apart</i> For families going through divorce or separation. The practitioner typically assists parents in need of skills to manage conflict with former partners, coping with distressing emotions and managing the transition from being a two-parent family to a single-parent family.		Tuesdays Sept. 1 – Sept. 29 5:30 p.m. – 7:30 p.m.

Triple P Professional Development Training Calendar is coming soon, awaiting approval of the Title IVE contract.

Reducing Substance Abuse

Breastfeeding and Marijuana Brochure

The Breastfeeding and Marijuana Brochure is at the printer; expect to be receiving the first batch by the 25th of August and will have them ready for distribution. Kaiser Permanente has already purchased a batch for their own distribution.

Maximum Effectiveness

COVID-19

Staffing and Families First Coronavirus Response (FFCRA)

They have re-opened the office to staff on a limited basis, complying with all local and state requirements including creating work pods with a maximum of six employees per pod. The office remains closed to the public. All staff continues to be required to work at least 50% of their hours and duties have been modified as necessary to meet the changing circumstances. Most staff are now able to work most of their normal hours.

F5M administration is tracking the use of FFCRA Extended Paid Sick Leave and expanded Family Medical Leave. If qualified staff use all leave and are still unable to work their full hours due to childcare/family circumstances, they can enroll in the EDD workshare program. Per commission approval, benefits will continue to be accrued for the F5 payroll amount.

Apricot

Apricot is a new data management system that is being built to the specific needs of F5M, including capabilities to expand and grow as the needs arise. This will allow F5M and its collaborators to effectively collect more data and assess the efficacy of programs and services, all while allowing for better connections of services. The development is ahead of schedule and they expect the first round of testing to begin in September.

Advocacy and Collaboration

Quality Counts California (includes IMPACT)

F5M has received the award letter for the QCC IMPACT grant. A subcommittee of the consortium met to discuss the allocation of funds, implementation, and necessary MOU's based on the submitted proposal. They are very excited about the potential for change in this cycle of implementation. MCOE has re-imagined their early learning department and changes have been made to increase coordination and integration across all quality improvement programs and the Local Planning Council (LPC). Kristin Hills will be the new manager of the department and will be providing strategic direction and oversight to the new QCC coordinator.

This cycle will be focusing on supporting and improving Family, Friend and Neighbor (FFN) and Family Child Care (FCC) networks in addition to traditional centers. MCOE will continue to oversee the program; have an MOU in progress. In addition, they are creating an MOU with NCO RCCC program to support a bilingual quality improvement coach, provide financial incentives to encourage participation, and reward incentives for implementing quality improvement changes.

In collaboration with their Consortium partners, F5M will be working on a parent education campaign to help parents understand the importance of early learning environments and identify quality childcare and preschool sites.

External Partner Updates:

This section provides some brief updates of their external partners locally and at the state level of items that may be of interest to the Commission and inform or impact F5M work.

Breastfeeding Coalition

Commissioner Baumker has joined the Breastfeeding Coalition. In her first meeting, she expressed the need for additional support for pregnant and new mothers. The F5M Managers team discussed possible additional supports that can be leveraged to support primary care providers.

Health and Human Services Agency (HHSA) Advisory Board updates

Roseanne Ibarra has joined the HHSA Advisory Board. She presented to the group on the outcome of the Individual, Institutional and System Racism Panel presentation to the Board of Supervisors (BOS) and the outcomes, one of which will be the development of an Equity Task Force that will advise the BOS.

Oral Health Committee

Due to COVID restrictions, dentists who have re-opened are operating at a reduced capacity to accommodate the new regulations. This has impacted the availability of slots for pre-kindergarten screening. The committee is considering providing dental kits for the community and PPE materials to aid in dental practices reopening.

First 5 Association

The Association is working hard to advocate for maintaining subsidized childcare spots as part of the COVID relief packages. The Vape Tax is still stalled.

First 5 California

First 5 California has a new parent resource website: <https://www.first5california.com/en-us/>

The Spanish version of the New Kits for Parents should be available in September.

Raise & Shine Nonprofit Update

The Sandbox

The Sandbox (TSB) re-opened June 1st in two stages and is now serving children and families. Slots are reduced due to Public Health requirements for COVID-19. Strict protocols for cleaning, parent drop off and regular health checks are in place. They have a new lease with the United Methodist Church through July 31, 2023 which includes a new classroom to accommodate the addition of the infant room.

California Department of Education (CDE) State Preschool Grant

The California Department of Education has awarded TSB a General Child Care and Development Program (CCTR) contract in the amount of \$244,224 to provide expanded full-day, full-year childcare. TSB will be using this grant to open an infant room for 12 children ages 0-3. Currently, due to COVID, there will be only 10 spots: six spots 0-18 months, the other six spots will be for children 18 months+. TSB staff has been working hard to prepare the new space and hire the additional staff needed. They received a stipend from MCOE to assist in new materials as infant care has been an ongoing identified need for Mendocino County. The infant room will be open to new families September 1; still open spots subsidized for families that qualify.

Due to the economic impact on the state budget, CDE did not fund any new preschool sites. Therefore, TSB was not awarded the second proposal to become a state preschool for ages 3-5.

Imagination Library

Imagination Library has begun its transition beginning with our communication to families, external partners, and donors. A bilingual postcard informing families of the change will be sent on September 1. External partners received an email letter and donors will receive a printed letter explaining the reason for the shift, thank them for their generous contributions.

ITEM 13 CLOSED SESSION – PERFORMANCE EVALUATION (ACTION)

Per Gov. Code §4954(b) the Commission will conduct a performance evaluation of the Interim Director.

ITEM 14 RECONVENE OPEN SESSION – PERFORMANCE EVALUATION

Commissioner Tichinin reconvened in open session. The board took an action on the position.

Motion to positive evaluation to the Interim Executive Director and to extend the contract for her position until the end of October to take them through the recruitment process

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

A roll call of the Commission was taken.

Yes: Tichinin, Anderson, Baumker, Haschak, Flaherty, Applegate, Moss Chandler & Rentería

ITEM 15 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS

Commissioner Haschak met with the auditor about the issues they have had with the payments and the A-87 costs. Commissioner Haschak was told that the auditor had verbal approval to withdraw the money and he thought the expenses were justifiable. Also, they can withdraw \$200,000 at a time and put that into the bank for payroll and avoid the charges for every check that is cut. They will continue to have the discussion around this topic in a future meeting so they can act if need to.

The Commission thanked Commissioner Moss Chandler for being able to sit on the F5M commission and have been fortunate to get her perspective and input for the items that have been discussed in the past.

COMMISSIONER TICHININ ADJOURNED THE MEETING AT 4:04 P.M.



September 28, 2020

September Meeting Minutes
Zoom Conference Call

Commissioners Present Via Video Conference

Paul Tichinin	Sandra Applegate	Lucresha Rentería	Ben Anderson	John Haschak
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Public Present

Julie Fetherston	Samantha Bond	Holly Unluata	Bonnie Boek	Jenna Flesch
Stephanie Zazueta	Megan Cavalli	Andres Alvarado	Andres Alvarado	Bekkie Emery

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 1:04 p.m. and welcomed visitors. The Commission and staff made introductions.

ITEM 2 PUBLIC COMMENT ON NON-AGENDIZED ITEMS

Commissioner Tichinin asked for public comment on non-agendized items and opened the public hearing. No comment public received. Commissioner Tichinin closed the public hearing.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- DRAFT Minutes from April 27, 2020 Commission Meeting
- DRAFT Minutes from August 24, 2020 Commission Meeting
- Title IV-E Contract
- Equity Statement
- Staff Report to the Commission

Motion to approve the consent calendar without the draft minutes from April 27, 2020 and August 24, 2020 Motion/Anderson, Second/Applegate (all ayes, no nays) Motion Passed

A roll call of the Commission was taken.

Yes: Tichinin, Applegate, Rentería, Haschak & Anderson

ITEM 4 ITEM 4: ONGOING HUMAN RESOURCES CONSULTATION (ACTION)

Interim Executive Director Fetherston clarified that with laws constantly changing and now having changes due to COVID-19, it has been discussed that hiring a human resources consultant would best to ensure everything is being done correctly and in a timely manner. They attempted to hire locally but had no luck. The consultant’s proposal that are included in the materials were recommended to them. They have key policies they want to revise and set up processes that could be strengthened. IED Fetherston believes having the additional support for that would be beneficial to Jenna Flesch, Business Manager, with what she currently works on as well as to staff to receive clearer information.

Motion to approve the on demand, limited consultation contract for Human Resources Motion/Haschak, Second/Anderson (all ayes, no nays) Motion Passed

A roll call of the Commission was taken.

YES: Tichinin, Applegate, Rentería, Haschak & Anderson

ITEM 5 STRATEGIC PLANNING DISCUSSION

IED Fetherston is now in step two of her strategic planning project. The one item she must continue working on is the external capacity map for the commission. The overview for today is listed below.

What are the needs? Discuss primary functions that must be served for		
▪ Pre-Natal Care	▪ ACEs/Resilience	▪ Quality Child Care
▪ Breastfeeding/infant nutrition	▪ Child Development & Screening	▪ Quality Early Childhood Education
▪ Perinatal Mental Health	▪ Early Child Mental Health	▪ Parent Support
▪ Brain Development 0-2	▪ Reduces Substance Abuse	▪ Material Support

What does the data show? An overview of Mendocino County child data	
<p>Total 0-5 population = 6,140</p> <ul style="list-style-type: none"> 0-2 = 2,831 (46%) 3-5 = 3,309 (54%) 7% of the total county population 30.5% of 0-17 	<p>Total Births (2017) = 992</p> <ul style="list-style-type: none"> 50.4% White 35.8% Hispanic 5.1% Native American 8.7% Other

Data Issues

Metadata quality

- Collection design, reporting (e.g. early prenatal care, poverty)

- Prenatal substance use and substance use by prenatal status
- Fetal alcohol syndrome rate and breakdown

Available/current data

- Perinatal mental health
- Breastfeeding at 6-12 months
- Child disabilities by type and other breakdowns

- Early childhood mental health use and availability
- Number of children not enrolled I pre-school (have unmet preschool needs)

POSITIVE OUTCOMES

The following Mendocino County indicators are on par with the rest of California:

- Infant mortality rate
- Pre-term births
- Number of babies with low birth weights

Mendocino County scores better than the rest of California on these indicators:

- Percent of breastfeeding mothers in the hospital
- Food insecurity

NEGATIVE OUTCOMES

The indicators where they fall behind contribute to impaired outcomes in cognitive, social-emotional, and academic outcomes. They increase the risk of chronic toxic stress for both children and parents, leading to a range of negative outcomes well-documented in the ACEs literature. The inequities are even more startling when viewed through racial and economic lenses: families of color and low-income households having worse outcomes that point, at least in part, to institutional racism and generational trauma.

The disparities grow as children age, eventually reducing the availability and accessibility of higher education and job opportunities, which can lead to generational poverty and additional trauma.

Mendocino County falls behind the rest of California in the following indicators:

Early Childhood Education and Care

- Availability of quality, affordable childcare
- Preschool enrollment
- Third and fourth grade English Language Arts proficiency

Child Abuse and Neglect

- 2018 rates of substantiated cases of child abuse
- 20.2 per 1,000 children (1,904 total cases)
- 36.7 per 1,000 children for ages 0-5 years

Family Composition, Poverty, and Food Insecurity

- 24.8% of children in Mendocino County live below the Federal Poverty line
- 19% of children experience food insecurity, which is expected to rise to 30% in 2020 due to COVID-19
- 53% of children live in two-parent households
- 1.9% live in homes with no parents or other relatives

What is First 5's capacity?

If First 5 is to be a driving force in meeting the needs of local families with children ages 0-5, they must find innovative ways to increase efficiency and prioritize their efforts. This may include the need to re-evaluate current resource allocation and/or integrate new and expanded outcomes utilizing current programs. For example, rather than simply participating in a local consortium meeting, they should establish key outcomes that drive the way they participate to assure they are always strengthening existing programs and/or addressing gaps.

In examining First 5's current individual and organizational skills, knowledge, functions and bandwidth, several things emerged.

Room for Improvement

- First 5 was lacking the capacity to measure program data and external data, essential to their quality improvement efforts
- First 5 needed to streamline several key functions in HR and IT and to utilize contracted services to increase internal team functionality
- First 5 has limited available bandwidth to add additional programs

The Good News

- First 5 employees are passionate about their work and possess the skills and knowledge to directly address the five key protective factors

What is the County's capacity?

Our preliminary analysis highlighted three key findings:

- There is a limited amount of support for parents unless they are in crisis
- When they are in crisis, it can be difficult to navigate the system
- To prevent child abuse, we must normalize support for families

Why They Must Improve

The rate of child abuse and neglect in Mendocino County is unacceptable and in direct conflict with their mission. These rates are calculated by the number of cases, reported and substantiated, that meet the threshold of abuse and neglect necessary for CPS to intervene. This means that there are a range of situations that remain undetected, unreported and/or severe enough to cause harm to the child but not legally severe enough to warrant government intervention.

This has been true for the past 25 years, and despite a wide range of intervention and prevention strategies, they and their partners have not been successful in changing the outcomes.

They believe these inequities are built into governmental and societal systems and that without sustained, strategic effort across a range of scales, too many Mendocino County children will not become thriving adults. They must prioritize innovative solutions that leverage and build on local strengths, wisdom, and resources. They must continue to provide the skills, knowledge, and support to families and the organizations that serve them, while strengthening and revising the systems that create the conditions that are driving these inequities.

Let them develop a strategic plan that centers around their mission and vision and has a significant impact on the lives of children in their community.

First 5 Mission:

We strengthen early childhood systems and supports needed to ensure that Mendocino County children are safe, healthy, and ready to thrive in school and in life.

First 5 Vision:

Mendocino County children will be happy and healthy which will be reflected in its future thriving adults.

IED Fetherston provided a recap of both the commissions and staff's recommendations for the strategic planning discussion in February. After doing a preliminary analysis, IED Fetherston put together her general recommendations.

1. Build on the body of work they have and the skills and passions of their team:
 - Do not throw out their direct service (they are already committed and effective) but use it to drive and inform their strategy
2. Use both countywide and program level data to inform:
 - Quality improvement
 - Strategic integration of goals across sales
 - Staff professional development priorities
 - Communication/education priorities
3. Leverage existing relationships to:
 - Amplify the voices of parents and families
 - Find small wins that support system changes
 - Only attend meeting with clear purpose – identify intended outcomes and how it relates to our strategic goals

ITEM 6 SET PRIORITIES AND REVIEW NEXT STEPS (ACTION)

IED Fetherston's next step is to complete the external capacity map and the gap analysis and taking it back to the commission to review to get feedback. She asked the commission if she could use a small portion of the money allocated for the strategic planning process to get support on pulling data from different places to overlay on the capacity map. The commission all confirmed that they are in support of IED Fetherston using a portion of those funds and they would prefer to go with IED Fetherston's recommendation for the next steps. They will have the completed finalized Strategic Plan in January instead of December; commission confirmed that would be better.

ITEM 7 EXECUTIVE DIRECTOR HIRING UPDATE (ACTION)

Commissioner Tichinin let staff know that they have been able to work through the issues they were having with the job posting. The salary has been corrected, the description was updated and the "qualifications" that staff provided were reviewed. The close date is on Friday, October 2nd. All interviews will be done through Zoom with having the final interviews during a commission meeting. Commissioner Rentería suggested that it should just be the commission being a part of the interview process since the commission works with the Executive Director and if they do need any assistance, they will ask Karen to do the screening and reference checking if needed. The Commission feels that is best as well.

ITEM 8 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS

Commissioner Anderson, Haschak and Applegate all expressed their appreciation for staff and IED Fetherston for always providing good work despite everything that is going on.

Commissioner Rentería commented that they are attempting to track their prenatal care patients now that their labor and delivery has closed in Fort Bragg. They are making sure the women are getting safe transfers to Ukiah. They have some funding from the Health Care District to ensure they are giving moms a \$50 gas card when they make the transfer and suppling those who needs assistance with a \$250 Visa card per day for whatever may happen around their birth plan. They are trying to do a pediatric tour for the moms so they know they can go back and get that care locally. They have seen a dramatic increase of behavioral health services. They will continue to do surveillance testing until the end of the year.

Bekkie Emery thanked everyone for allowing her to be a part of the meeting and having her get familiar with the information provided. She also thanked staff for the hard work they are providing. She is excited to be a part of the Commission and looks forward to future meetings and the work that will be done.

Quorum check for next meeting on October 26, 2020

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

No: Commissioner(s)

Tentative: Commissioner(s) Applegate, Baumker, Flaherty

COMMISSIONER TICHININ ADJOURNED THE MEETING AT 3:18 P.M.



October 26, 2020

Commission Meeting Minutes

Zoom Conference Call

Commissioners Present Via Video Conference

Paul Tichinin	Lucresha Rentería	John Haschak
Ben Anderson	Erica Baumker	Jim Flaherty

Public Present

Julie Fetherston	Maritza Villa	Holly Unluata	Andres Alvarado
Jenna Flesch	Samantha Bond	Megan Cavalli	Bonnie Boek

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 1:05 p.m. and welcomed visitors. The Commission and staff made introductions.

ITEM 2 PUBLIC COMMENT ON NON-AGENDIZED ITEMS

Commissioner Tichinin asked for public comment on non-agendized items and opened the public hearing. No comment public received. Commissioner Tichinin closed the public hearing.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- Fiscal Reports for June, July, and August 2020
- Staff Report to the Commission

Motion to adopt the consent calendar

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

A roll call of the Commission was taken. **Yes:** *Tichinin, Haschak, Anderson, Rentería & Baumker*

COMMISSIONER FLAHERTY JOINED THE MEETING AT 1:10 P.M.

ITEM 4 CLOSED SESSION – EXECUTIVE DIRECTOR CANDIDATE INTERVIEW AND COMMISSION DECISION (ACTION)

Commissioner Tichinin closed the session to conduct the interviews and have the commission select a candidate.

ITEM 5 RECONVENE OPEN SESSION - EXECUTIVE DIRECTOR CANDIDATE INTERVIEW AND COMMISSION DECISION

Commissioner Tichinin reconvened in open session at 2:30 p.m.

Report Out:

The Commission has selected a candidate during the closed session. They will wait announce their decision until they have spoken with each of them individually. They will then finalize the hiring at the end of the meeting.

COMMISSIONER TICHININ CALLED FOR BREAK AT 2:35 PM

COMMISSIONER TICHININ CALLED THE MEETING BACK TO ORDER AT 2:45PM

ITEM 6 **COMMISSION MEETING DATES FOR 2021 (ACTION)**

Interim Executive Director Fetherston would like to have a discussion around possibly having an extra meeting added to this year for November. To get the strategic planning done by January 2021, they would either need to have a meeting in November or elongate the meeting in December. The commission all agreed it would be good to have an extra meeting in November that will be focused solely on strategic planning.

Motion to hold a meeting on November 23, 2020

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

A roll call of the Commission was taken. **Yes:** Tichinin, Flaherty, Haschak, Anderson, Baumker & Rentería

The commission reviewed the draft meeting schedule for 2021. They discussed the alternative dates and the availability of the commission for the planning meeting.

Motion to adopt the draft 2021 Commission Meeting schedule with May 21, 2021 and December 13, 2021

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

A roll call of the Commission was taken. **Yes:** Tichinin, Flaherty, Haschak, Anderson, Baumker & Rentería

ITEM 7 **COUNTY AUDITOR OR NEXT STEPS (ACTION)**

The auditor is still restricting the amount of money that he believes they can transfer from their account at the County. Commissioner Tichinin is not sure if they should go to the Board of Supervisors (BOS) as an agendized item or possibly going to court. Another alternative would be a formal letter to County Counsel to research and given a determination on what legal authority the auditor controller must withhold funds when they are approved by the commission. IED Fetherston mentioned they still have not cleared up the rates going forward, will they be a revised, removed or if they must pay them as they stand.

Commissioner Flaherty commented they should move forward with the letter to County Counsel; Commissioner Haschak agreed and would not mind if it were brought to the BOS. The Commission agrees that it is a misuse of public funds and, they have spent so much time to work this out.

Commissioner Tichinin would like to move forward with having the executive committee draft a letter. It should reflect the points taken, that they want county counsel's opinion, they want the board to consider waiving or exempting them from the standard A-87 fees and that the board take action to resolve this. If they are not able to get this issue resolved, their next step will be to retain legal counsel. They have already authorized retaining an attorney and has already rendered them an opinion and confirmed that it is a legal step to take at this point. They will be adding a timeframe to the letter about each step that will be taken as they have been discussing this for a long time now.

Motion to have the Executive Committee draft the letter to County Counsel

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

A roll call of the Commission was taken.

Yes: Tichinin, Flaherty, Haschak, Rentería, Anderson & Baumker

ITEM 8 **STRATEGIC PLANNING PROCESS (ACTION)**

At the previous meeting, they talked about continuing to organize and gather data for both quantitative data and services that are provided throughout the county. She has hired Trevor Meckel to assist her with getting the information they are needing. She believes that is important to continue to gather information until they are clear on what the gaps are and fully understand the gaps.

IED Fetherston provided an example of data research. She mentioned they previously talked about prenatal care and that they are at 68% of mothers getting early prenatal care. They are unsure of the quality of that data but if it were accurate, that would be important to know by geographic region and what about the care; unplanned pregnancies, not realizing they are pregnant, access to care, substance use. While sorting through the data, IED Fetherston realized one of the sectors they do not have a strong relationship with is OBGYN providers. She presented a Community Health Status Report Overviews with the data being between 2013-2016. Based on that data, the following were above the state average.

Maternal/Woman's Health Indicators	County Rate	State Rate
Prenatal care in the first trimester per 100 females delivering a live birth	68.6	83.3
Substance use diagnoses per 1,000 hospitalizations of pregnant females age 15 to 44	38.8	19.9
Any smoking during the 1 st and 3 rd trimester per 100 females with live births	12.4	2.7
Gestational diabetes over 100 females age 15 to 44 delivering a live or still-born infant in-hospital	13.0	9.2
Prenatal depressive symptoms per 100 families delivering a live birth	17.2	14.1
Postpartum depressive symptoms	17.1	13.5

In the infant health, their death rates for less than a year old is double than the state. It is possible when looking at the issues that cause infant deaths, the risk factors rise if they are a young mom.

Child and Adolescent Health	Period	County Rate	State Rate
Births per 1,000 females age 15-19	2013-2015	27.5	21.0
Births per 1,000 females age 15-19	2016-2019	19.2	14.2
Death per 100,000 population age 1-4 years	2013-2015	32.4	17.8

IED Fetherston is suggesting they continue to gather the data and information they are currently receiving as it will help them do a better analysis when it comes to reviewing it. Also, it will be helpful to them when they are doing either an annual report or their next strategic plan as well as offer it to the county if they are needed it. Commissioners Rentería commented that she agrees and if they continue to do so, all the information would be current as opposed as to having it be more than three years old. Commissioner Baumker asked if there is county that does this well and have that as a model; IED Fetherston believes that other counties usually have 4-year universities that are gathering that data which is something they do not have in Mendocino County.

COMMISSIONER HASCHAK LEFT THE MEETING AT 3:30 P.M. – QUORUM STILL PRESENT

IED Fetherston plans to update the commission on where they are in the process of the narrative and a proposal on what that would like. She also thinks that it makes sense for staff to develop some preliminary draft goals for the programs they are already doing so they can review those as well. She is asking the commission if they are comfortable with continuing planning about the pieces that they do not know where they are going to focus and have staff develop the draft goals, strategies and measurement for what they do know what they are doing. The Commission all concurred.

ITEM 9 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS

Commissioner Rentería mentioned that the previous week, they found out USCF is terminating the agreement with the County for surveillance testing. They are working on an getting another agreement but as of now, they will have to wait for a few weeks to receive testing again. They partnered with the county to conduct an outbreak testing for those who were in contact with the childcare center that recently had positive tests.

Commissioner Anderson mentioned they are on short supply with the cartridges. They received a value-based care grant through partnerships to embed a full-time therapist in their Care for Her department. They must hire and fill the position by December 31st.

Quorum check for next meeting: November 23, 2020

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

No: Commissioner(s)

Tentative: Commissioner(s) Baumker, Applegate

Commissioner Tichinin and Anderson are going to contact the two candidates right after the meeting.

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

MAXIMUM EFFECTIVENESS

ITEM 4 – FISCAL REPORT (ACTION)

ACTION/DECISION NEEDED

- ❖ The Commission will approve/disapprove the fiscal reports for September 2020.

MATERIALS

- ❖ **Fiscal Reports for September 2020**
 - Cash and Net Balance Reconciliation as of September 30, 2020 (p. 4.2)
 - Outstanding Checks & Deposits (p. 4.3)
 - Balance Sheet as of September 30, 2020 (p. 4.4)
 - Reconciliation Detail as of September 30, 2020 (pp. 4.5 – 4.8)
 - Profit & Loss Budget vs. Actual, July – September 2020 (p. 4.9)
 - Revenues and Expenditures by Class, July – September 2020 (p. 4.10)
 - Payroll Account Balance (Savings Bank) (pp. 4.11 – 4.13)

FIRST 5 Mendocino

Cash and Net Balance Reconciliation

As of September 30, 2020

County Cash Balance	110,062.81
Outstanding Transactions	-
Discrepancies	-
General Ledger Cash Balance- County	<u>110,062.81</u>
Savings Bank - Payroll Account Balance	69,085.69
Outstanding Transactions	-
Discrepancies	-
General Ledger Cash Balance - Savings Bank	<u>69,085.69</u>
Savings Bank - Main Account Balance	378,262.14
Outstanding Transactions	(23,656.09)
Discrepancies	-
General Ledger Cash Balance - Savings Bank	<u>354,606.05</u>
Total Cash	533,754.55
Assets	
Accounts Receivables:	311,653.36
Prop 10	141,606.98
Other	(52,312.79)
Prepaid Expenses/Deposits	779.00
Furniture & Fixtures - Net	15,325.94
Total Assets	<u>950,807.04</u>
Liabilities	
Accounts Payable	269.83
Credit Cards	(1,549.47)
Payroll Liabilities	(62,323.50)
Total Liabilities	(63,603.14)
Net Worth	<u>887,203.90</u>
(Equity)	<u>887,203.90</u>

FIRST 5 Mendocino - Savings Bank Main Account Outstanding Checks & Deposits

Type	Date	Num	Name	Debit	Credit	Balance
						378,262.14
Check	03/04/2020	169	Raise&Shine-Imagination...	(6,710.00)		371,552.14
Bill Pmt- Chk	03/05/2020	178	Holly Unluata	(46.32)		371,505.82
Bill Pmt- Chk	06/05/2020	305	Ukiah Valley Conference...	(200.00)		371,305.82
Bill Pmt- Chk	07/09/2020	382	Isabel Chavez	(575.00)		370,730.82
Bill Pmt- Chk	07/23/2020	402	Technology Professional...	(3,000.00)		367,730.82
Bill Pmt- Chk	08/27/2020	452	Round Valley Indian ...	(3,000.00)		367,730.82
Check	09/02/2020	461	Samantha Bond	(650.00)		367,080.82
Check	09/02/2020	457	Holly Unluata	(96.32)		366,984.50
Check	09/16/2020	467	Potter Valley Youth...	(4,720.00)		362,264.50
Check	09/16/2020	472	Mutual of America	(3,382.51)		358,881.99
Check	09/23/2020	478	Blue Shield of California	(1,275.94)		357,606.05
				(23,656.09)	-	354,606.05
				(23,656.09)	-	354,606.05

FIRST 5 Mendocino
Balance Sheet
As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · County of Mendocino	110,062.81	382,903.92	-272,841.11	-71.3%
1005 · Savings Bank - Payroll Account	69,085.69	73,778.96	-4,693.27	-6.4%
1010 · Savings Bank - Main Account	354,606.05	0.00	354,606.05	100.0%
Total Checking/Savings	533,754.55	456,682.88	77,071.67	16.9%
Accounts Receivable				
1201 · *Accounts Receivable		17,587.55	-6,587.46	-37.5%
1210 · Forgivable Loans	11,000.09			
1201 · *Accounts Receivable - Other	264,518.19	280,191.39	-15,673.20	-5.6%
Total 1201 · *Accounts Receivable	275,518.28	297,778.94	-22,260.66	-7.5%
Total Accounts Receivable	275,518.28	297,778.94	-22,260.66	-7.5%
Other Current Assets				
1100 · Accounts Receivable				
1105 · State of Calif - Prop 10	141,606.98	223,447.49	-81,840.51	-36.6%
1190 · Other	-52,312.79	-52,312.79	0.00	0.0%
1100 · Accounts Receivable - Other	1,533.10	0.00	1,533.10	100.0%
Total 1100 · Accounts Receivable	90,827.29	171,134.70	-80,307.41	-46.9%
1200 · Grants Receivable	34,601.98	34,601.98	0.00	0.0%
1300 · Deposits	779.00	739.00	40.00	5.4%
1499 · Undeposited Funds	0.00	51,906.54	-51,906.54	-100.0%
Total Other Current Assets	126,208.27	258,382.22	-132,173.95	-51.2%
Total Current Assets	935,481.10	1,012,844.04	-77,362.94	-7.6%
Fixed Assets				
1410 · Furniture, Fixtures, Equip	7,830.00	7,830.00	0.00	0.0%
1450 · Vehicles	20,307.02	22,605.98	-2,298.96	-10.2%
1510 · Accum Depr - F, F & E	-12,811.08	-12,811.08	0.00	0.0%
Total Fixed Assets	15,325.94	17,624.90	-2,298.96	-13.0%
TOTAL ASSETS	950,807.04	1,030,468.94	-79,661.90	-7.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	-269.83	-30.00	-239.83	-799.4%
Total Accounts Payable	-269.83	-30.00	-239.83	-799.4%
Credit Cards				
2009 · Capital One Card Services	0.00	45.88	-45.88	-100.0%
2010 · Capital One SPARK Business	1,549.47	1,081.58	467.89	43.3%
Total Credit Cards	1,549.47	1,127.46	422.01	37.4%
Other Current Liabilities				
2100 · Accrued Wages	28,593.16	34,727.42	-6,134.26	-17.7%
2110 · Federal Payroll Taxes	8,266.73	10,665.36	-2,398.63	-22.5%
2120 · State Payroll Taxes	1,003.66	1,844.61	-840.95	-45.6%
2200 · Retirement	1,942.65	6,623.40	-4,680.75	-70.7%
2210 · Accrued Workers Comp	1,125.67	1,170.75	-45.08	-3.9%
2220 · Accrued Vacation	18,676.09	16,348.92	2,327.17	14.2%
2400 · Health & Welfare	2,715.54	-1,912.39	4,627.93	242.0%
Total Other Current Liabilities	62,323.50	69,468.07	-7,144.57	-10.3%
Total Current Liabilities	63,603.14	70,565.53	-6,962.39	-9.9%
Total Liabilities	63,603.14	70,565.53	-6,962.39	-9.9%
Equity				
3000 · Opening Bal Equity	2,709,871.06	2,709,871.06	0.00	0.0%
3050 · Equity Carryover Revenue	-6,065,585.72	-6,065,585.72	0.00	0.0%
3900 · Retained Earnings	4,424,575.16	4,198,169.52	226,405.64	5.4%
Net Income	-181,656.60	117,448.55	-299,105.15	-254.7%
Total Equity	887,203.90	959,903.41	-72,699.51	-7.6%
TOTAL LIABILITIES & EQUITY	950,807.04	1,030,468.94	-79,661.90	-7.7%

FIRST 5 Mendocino Reconciliation Detail

1000 · County of Mendocino, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						188,950.62
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	07/23/2020	9436	Triple P America	X	-31,245.00	-31,245.00
Check	09/16/2020	9439	FIRST 5 Mendocino ...	X	-90,000.00	-121,245.00
Total Checks and Payments					-121,245.00	-121,245.00
Deposits and Credits - 1 item						
Deposit	09/30/2020			X	42,357.19	42,357.19
Total Deposits and Credits					42,357.19	42,357.19
Total Cleared Transactions					-78,887.81	-78,887.81
Cleared Balance					-78,887.81	110,062.81
Register Balance as of 09/30/2020					-78,887.81	110,062.81
New Transactions						
Checks and Payments - 1 item						
Check	10/29/2020	9440	FIRST 5 Mendocino ...		-90,000.00	-90,000.00
Total Checks and Payments					-90,000.00	-90,000.00
Total New Transactions					-90,000.00	-90,000.00
Ending Balance					-168,887.81	20,062.81

FIRST 5 Mendocino Reconciliation Detail

1005 · Savings Bank - Payroll Account, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						51,390.49
Cleared Transactions						
Checks and Payments - 3 items						
Check	09/04/2020	EFT 0...	Payroll Disbursement	X	-42,039.30	-42,039.30
Check	09/04/2020	EFT 0...	Paychex of New Yor...	X	-148.50	-42,187.80
Check	09/11/2020	EFT 0...	Paychex of New Yor...	X	-117.00	-42,304.80
Total Checks and Payments					-42,304.80	-42,304.80
Deposits and Credits - 1 item						
Check	09/16/2020	9439	FIRST 5 Mendocino ...	X	60,000.00	60,000.00
Total Deposits and Credits					60,000.00	60,000.00
Total Cleared Transactions					17,695.20	17,695.20
Cleared Balance					17,695.20	69,085.69
Register Balance as of 09/30/2020					17,695.20	69,085.69
New Transactions						
Checks and Payments - 4 items						
Check	10/02/2020	EFT 1...	Payroll Disbursement		-42,806.26	-42,806.26
Check	10/02/2020	EFT 1...	Paychex of New Yor...		-148.50	-42,954.76
Check	11/04/2020	EFT 1...	Payroll Disbursement		-39,819.15	-82,773.91
Check	11/04/2020	EFT 1...	Paychex of New Yor...		-148.50	-82,922.41
Total Checks and Payments					-82,922.41	-82,922.41
Deposits and Credits - 1 item						
Transfer	10/29/2020				30,000.00	30,000.00
Total Deposits and Credits					30,000.00	30,000.00
Total New Transactions					-52,922.41	-52,922.41
Ending Balance					-35,227.21	16,163.28

FIRST 5 Mendocino Reconciliation Detail

1010 · Savings Bank - Main Account, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						446,721.90
Cleared Transactions						
Checks and Payments - 35 items						
Bill Pmt -Check	06/25/2020	343	Pooh Bear Daycare	X	-575.00	-575.00
Bill Pmt -Check	07/09/2020	386	Rebecca Brown	X	-575.00	-1,150.00
Bill Pmt -Check	07/30/2020	407	Nuestra Alianza	X	-4,951.50	-6,101.50
Bill Pmt -Check	08/11/2020	434	Maritza Villa-Castillo	X	-100.00	-6,201.50
Bill Pmt -Check	08/11/2020	432	Holly Unluata	X	-100.00	-6,301.50
Bill Pmt -Check	08/11/2020	438	Stephanie Zazueta	X	-100.00	-6,401.50
Bill Pmt -Check	08/27/2020	448	MCOE	X	-55,192.14	-61,593.64
Bill Pmt -Check	08/27/2020	450	Nuestra Alianza	X	-8,701.50	-70,295.14
Bill Pmt -Check	08/27/2020	444	Action Network	X	-4,720.00	-75,015.14
Bill Pmt -Check	08/27/2020	453	Safe Passage Famil...	X	-4,134.25	-79,149.39
Bill Pmt -Check	08/27/2020	446	Action Network	X	-3,000.00	-82,149.39
Bill Pmt -Check	08/27/2020	451	Potter Valley Youth ...	X	-3,000.00	-85,149.39
Bill Pmt -Check	08/27/2020	447	Laytonville's Healthy...	X	-3,000.00	-88,149.39
Bill Pmt -Check	08/27/2020	445	Blue Shield of Califo...	X	-784.42	-88,933.81
Check	09/02/2020	465	Laytonville's Healthy...	X	-4,720.00	-93,653.81
Check	09/02/2020	466	Capital One SPARK	X	-2,176.36	-95,830.17
Check	09/02/2020	458	Jenna Flesch	X	-650.00	-96,480.17
Check	09/02/2020	464	Direct Image Printing	X	-485.75	-96,965.92
Check	09/02/2020	460	Megan Cavalli	X	-454.17	-97,420.09
Check	09/02/2020	455	Andres Alvarado	X	-424.07	-97,844.16
Check	09/02/2020	462	Stephanie Zazueta	X	-258.08	-98,102.24
Check	09/02/2020	463	UVAH	X	-170.00	-98,272.24
Check	09/02/2020	456	Bonnie Boek	X	-52.00	-98,324.24
Check	09/02/2020	459	Maritza Villa-Castillo	X	-50.00	-98,374.24
Check	09/16/2020	468	Mutual of America	X	-2,653.24	-101,027.48
Check	09/16/2020	470	Dave Groezinger	X	-1,565.00	-102,592.48
Check	09/16/2020	475	Verizon Wireless	X	-468.86	-103,061.34
Check	09/16/2020	469	C & M Investments/...	X	-335.00	-103,396.34
Check	09/16/2020	473	Wells Fargo	X	-280.83	-103,677.17
Check	09/16/2020	476	Verizon Wireless	X	-125.48	-103,802.65
Check	09/16/2020	471	Ukiah Waste Solutio...	X	-56.89	-103,859.54
Check	09/16/2020	474	AT&T Long distance	X	-33.81	-103,893.35
Check	09/23/2020	477	State Compensation...	X	-80.08	-103,973.43
Check	09/23/2020	479	AT&T Wireless	X	-79.54	-104,052.97
Check	09/30/2020			X	-5.00	-104,057.97
Total Checks and Payments					-104,057.97	-104,057.97
Deposits and Credits - 3 items						
Check	09/16/2020	9439	FIRST 5 Mendocino ...	X	30,000.00	30,000.00
Deposit	09/25/2020			X	5,581.25	35,581.25
Deposit	09/30/2020			X	16.96	35,598.21
Total Deposits and Credits					35,598.21	35,598.21
Total Cleared Transactions					-68,459.76	-68,459.76
Cleared Balance					-68,459.76	378,262.14
Uncleared Transactions						
Checks and Payments - 11 items						
Check	03/04/2020	169	Raise&Shine - Imagi...		-6,710.00	-6,710.00
Check	03/05/2020	178	Holly Bree-Ann Walt...		-46.32	-6,756.32
Bill Pmt -Check	06/05/2020	305	Ukiah Valley Confer...		-200.00	-6,956.32
Bill Pmt -Check	07/09/2020	382	Isabel Chavez		-575.00	-7,531.32
Bill Pmt -Check	07/23/2020	402	Technology Professi...		-3,000.00	-10,531.32
Bill Pmt -Check	08/27/2020	452	Round Valley Indian ...		-3,000.00	-13,531.32
Check	09/02/2020	461	Samantha Bond		-650.00	-14,181.32
Check	09/02/2020	457	Holly Unluata		-96.32	-14,277.64
Check	09/16/2020	467	Potter Valley Youth ...		-4,720.00	-18,997.64
Check	09/16/2020	472	Mutual of America		-3,382.51	-22,380.15
Check	09/23/2020	478	Blue Shield of Califo...		-1,275.94	-23,656.09
Total Checks and Payments					-23,656.09	-23,656.09
Total Uncleared Transactions					-23,656.09	-23,656.09

FIRST 5 Mendocino Reconciliation Detail

1010 · Savings Bank - Main Account, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Register Balance as of 09/30/2020					-92,115.85	354,606.05
New Transactions						
Checks and Payments - 43 items						
Check	10/01/2020	491	Raise&Shine - The ...		-20,000.00	-20,000.00
Check	10/01/2020	481	Mutual of America		-2,742.47	-22,742.47
Check	10/01/2020	492	Capital One SPARK		-1,549.47	-24,291.94
Check	10/01/2020	484	Samantha Bond		-650.00	-24,941.94
Check	10/01/2020	486	Jenna Flesch		-650.00	-25,591.94
Check	10/01/2020	489	State Compensation...		-585.00	-26,176.94
Check	10/01/2020	485	Megan Cavalli		-454.17	-26,631.11
Check	10/01/2020	482	Andres Alvarado		-424.07	-27,055.18
Check	10/01/2020	488	Stephanie Zazueta		-258.08	-27,313.26
Check	10/01/2020	490	Purchase Power		-100.00	-27,413.26
Check	10/01/2020	487	Holly Unluata		-96.32	-27,509.58
Check	10/01/2020	483	Bonnie Boek		-52.00	-27,561.58
Check	10/01/2020	480	Maritza Villa-Castillo		-50.00	-27,611.58
Check	10/08/2020	494	Jendi Coursey		-437.50	-28,049.08
Check	10/08/2020	493	UVAH		-170.00	-28,219.08
Transfer	10/29/2020				-30,000.00	-58,219.08
Check	10/29/2020	508	Trevor Mockel		-2,600.00	-60,819.08
Check	10/30/2020	495	Dave Groezinger		-1,565.00	-62,384.08
Check	10/30/2020	496	C & M Investments/...		-335.00	-62,719.08
Check	10/30/2020	498	Pitney Bowes		-151.62	-62,870.70
Check	10/30/2020	497	AT&T Long distance		-35.26	-62,905.96
Check	11/02/2020	511	The Sandbox		-10,000.00	-72,905.96
Check	11/02/2020	499	National Indian Child...		-7,150.00	-80,055.96
Check	11/02/2020	510	Capital One SPARK		-5,204.22	-85,260.18
Check	11/02/2020	500	First 5 Association of...		-5,125.00	-90,385.18
Check	11/02/2020	509	Nuestra Alianza		-4,720.00	-95,105.18
Check	11/02/2020	507	Blue Shield of Califo...		-1,148.35	-96,253.53
Check	11/02/2020	506	Verizon Wireless		-468.86	-96,722.39
Check	11/02/2020	502	Purchase Power		-301.50	-97,023.89
Check	11/02/2020	504	Wells Fargo		-280.83	-97,304.72
Check	11/02/2020	505	Verizon Wireless		-197.06	-97,501.78
Check	11/02/2020	503	AT&T Wireless		-79.63	-97,581.41
Check	11/02/2020	501	Ukiah Waste Solutio...		-56.89	-97,638.30
Check	11/04/2020	520	Mutual of America		-2,549.52	-100,187.82
Check	11/04/2020	514	Samantha Bond		-650.00	-100,837.82
Check	11/04/2020	516	Jenna Flesch		-650.00	-101,487.82
Check	11/04/2020	515	Megan Cavalli		-454.17	-101,941.99
Check	11/04/2020	512	Andres Alvarado		-424.07	-102,366.06
Check	11/04/2020	518	Stephanie Zazueta		-258.08	-102,624.14
Check	11/04/2020	521	UVAH		-170.00	-102,794.14
Check	11/04/2020	517	Holly Unluata		-96.32	-102,890.46
Check	11/04/2020	513	Bonnie Boek		-52.00	-102,942.46
Check	11/04/2020	519	Maritza Villa-Castillo		-50.00	-102,992.46
Total Checks and Payments					-102,992.46	-102,992.46
Deposits and Credits - 3 items						
Check	10/29/2020	9440	FIRST 5 Mendocino ...		30,000.00	30,000.00
Check	10/29/2020	9440	FIRST 5 Mendocino ...		60,000.00	90,000.00
Deposit	10/30/2020				1,046.49	91,046.49
Total Deposits and Credits					91,046.49	91,046.49
Total New Transactions					-11,945.97	-11,945.97
Ending Balance					-104,061.82	342,660.08

FIRST 5 Mendocino
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Income				
4000 · Grant Revenue				
4010 · Service Grant Revenue	0.00	274,375.03	-274,375.03	0.0%
4020 · Admin Grant Revenue	0.00	-0.09	0.09	0.0%
4000 · Grant Revenue - Other	500.00	0.00	500.00	100.0%
Total 4000 · Grant Revenue	500.00	274,374.94	-273,874.94	0.2%
4100 · Interest Income	41.18	0.00	41.18	100.0%
4200 · Prop 10 Revenue	42,357.19	147,120.66	-104,763.47	28.8%
4220 · Prop 56 Revenue	0.00	10,481.25	-10,481.25	0.0%
4900 · Misc Revenue	111.44	14,064.19	-13,952.75	0.8%
Total Income	43,009.81	446,041.04	-403,031.23	9.6%
Gross Profit	43,009.81	446,041.04	-403,031.23	9.6%
Expense				
6000 · Wages	126,155.33	135,986.37	-9,831.04	92.8%
6100 · PR Taxes & Related Exp				
6110 · PR Taxes	5,175.97	14,278.55	-9,102.58	36.2%
6120 · Health	8,764.28	14,853.80	-6,089.52	59.0%
6130 · Retirement	7,272.50	8,659.61	-1,387.11	84.0%
6140 · Workers Comp	804.75	804.41	0.34	100.0%
6150 · Employee Garnishments	59.76			
Total 6100 · PR Taxes & Related Exp	22,077.26	38,596.37	-16,519.11	57.2%
6200 · Outside Svcs	7,313.13	19,509.00	-12,195.87	37.5%
6210 · Acct/Legal/Audit Services	818.30	4,725.00	-3,906.70	17.3%
6300 · Facilities Expense				
6305 · Rent - Office/Storage	8,600.00	6,945.00	1,655.00	123.8%
6310 · Utilities	242.93	225.00	17.93	108.0%
6315 · Telephone/Internet	2,497.67	1,614.28	883.39	154.7%
6320 · Janitorial	340.00	499.97	-159.97	68.0%
6300 · Facilities Expense - Other	0.00	0.00	0.00	0.0%
Total 6300 · Facilities Expense	11,680.60	9,284.25	2,396.35	125.8%
6340 · Equipment - Rental	1,005.40	0.00	1,005.40	100.0%
6345 · Equipment - Maint/Repair	0.00	842.53	-842.53	0.0%
6390 · Meeting Expenses	72.35	8,974.50	-8,902.15	0.8%
6400 · Office Supplies & Expenses				
6400A · Office Products	728.24	0.00	728.24	100.0%
6400B · Kitchen Supplies	12.96	0.00	12.96	100.0%
6400C · Bathroom Supplies	0.00	0.00	0.00	0.0%
6400D · Electronics	339.25	0.00	339.25	100.0%
6400E · Software	1,800.48	0.00	1,800.48	100.0%
6400 · Office Supplies & Expenses - Other	12.34	3,877.69	-3,865.35	0.3%
Total 6400 · Office Supplies & Expenses	2,893.27	3,877.69	-984.42	74.6%
6410 · Postage/Delivery	28.30	274.97	-246.67	10.3%
6420 · Printing & Reproduction	485.75	2,299.97	-1,814.22	21.1%
6500 · Advertising	0.00	7.50	-7.50	0.0%
6520 · Outreach/Training (non-Staff)	0.00	4,794.28	-4,794.28	0.0%
6600 · Education & Training(Staff/Com)	0.00	8,779.97	-8,779.97	0.0%
6610 · Transportation & Travel	0.00	14,615.63	-14,615.63	0.0%
6620 · Memberships	1,003.80	625.03	378.77	160.6%
6630 · Insurance	23,193.19	5,798.25	17,394.94	400.0%
6800 · Bank Charges & Fees	15.00	0.00	15.00	100.0%
6900 · Depreciation	574.74	574.78	-0.04	100.0%
6990 · Miscellaneous	1,200.00	-2,074.03	3,274.03	-57.9%
7000 · Program Expenses				
7010 · Stipends	0.00	0.00	0.00	0.0%
7000 · Program Expenses - Other	270.00	18,080.72	-17,810.72	1.5%
Total 7000 · Program Expenses	270.00	18,080.72	-17,810.72	1.5%
7200 · AmeriCorps				
7250 · AmeriCorps Cost Share	0.00	0.00	0.00	0.0%
Total 7200 · AmeriCorps	0.00	0.00	0.00	0.0%
8000 · Sub-Recipients	25,879.99	111,205.74	-85,325.75	23.3%
9000 · Admin Allocation	0.00	30,524.13	-30,524.13	0.0%
Total Expense	224,666.41	417,302.65	-192,636.24	53.8%
Net Income	-181,656.60	28,738.39	-210,394.99	-632.1%

FIRST 5 Mendocino
Revenues & Expenditures by Class
 July through September 2020

	<u>Total 10</u> <u>Parenting</u>	<u>Total 20</u> <u>Substance Abuse</u>	<u>Total 30</u> <u>Resiliency</u>	<u>Total 40</u> <u>Max Effect.</u>	<u>Total 50</u> <u>Other</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income							
4000 · Grant Revenue	0.00	0.00	500.00	0.00	0.00	0.00	500.00
4100 · Interest Income	0.00	0.00	0.00	41.18	0.00	0.00	41.18
4200 · Prop 10 Revenue	10,871.39	2,490.18	17,832.80	10,100.08	1,062.74	0.00	42,357.19
4900 · Misc Revenue	45.00	0.00	30.22	36.22	0.00	0.00	111.44
Total Income	<u>10,916.39</u>	<u>2,490.18</u>	<u>18,363.02</u>	<u>10,177.48</u>	<u>1,062.74</u>	<u>0.00</u>	<u>43,009.81</u>
Gross Profit	10,916.39	2,490.18	18,363.02	10,177.48	1,062.74	0.00	43,009.81
Expense							
6000 · Wages	58,111.59	643.77	39,833.12	20,352.12	3,469.75	3,744.98	126,155.33
6100 · PR Taxes & Related Exp	5,560.56	409.52	9,638.47	4,992.68	1,416.27	59.76	22,077.26
6200 · Outside Svcs	0.00	0.00	2,310.00	5,003.13	0.00	0.00	7,313.13
6210 · Acct/Legal/Audit Services	0.00	0.00	0.00	678.30	140.00	0.00	818.30
6300 · Facilities Expense	128.46	0.00	2,291.14	9,261.00	0.00	0.00	11,680.60
6340 · Equipment - Rental	0.00	0.00	42.62	962.78	0.00	0.00	1,005.40
6390 · Meeting Expenses	0.00	0.00	0.00	72.35	0.00	0.00	72.35
6400 · Office Supplies & Expenses	29.97	0.00	640.65	2,222.65	0.00	0.00	2,893.27
6410 · Postage/Delivery	0.00	0.00	22.80	5.50	0.00	0.00	28.30
6420 · Printing & Reproduction	0.00	485.75	0.00	0.00	0.00	0.00	485.75
6620 · Memberships	0.00	0.00	420.00	120.00	463.80	0.00	1,003.80
6630 · Insurance	0.00	0.00	0.00	23,193.19	0.00	0.00	23,193.19
6800 · Bank Charges & Fees	0.00	0.00	0.00	15.00	0.00	0.00	15.00
6900 · Depreciation	0.00	0.00	0.00	574.74	0.00	0.00	574.74
6990 · Miscellaneous	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00
7000 · Program Expenses	0.00	0.00	0.00	45.00	225.00	0.00	270.00
8000 · Sub-Recipients	0.00	0.00	24,880.00	0.00	999.99	0.00	25,879.99
9000 · Admin Allocation	12,293.83	2,468.92	12,076.96	-28,524.11	1,684.40	0.00	0.00
Total Expense	<u>76,124.41</u>	<u>4,007.96</u>	<u>92,155.76</u>	<u>40,174.33</u>	<u>8,399.21</u>	<u>3,804.74</u>	<u>224,666.41</u>
Net Income	<u><u>-65,208.02</u></u>	<u><u>-1,517.78</u></u>	<u><u>-73,792.74</u></u>	<u><u>-29,996.85</u></u>	<u><u>-7,336.47</u></u>	<u><u>-3,804.74</u></u>	<u><u>-181,656.60</u></u>



FIRST 5 MENDOCINO
PAYROLL ACCOUNT
166 E GOBBI ST
UKIAH CA 95482-4918

CHECKING

Page Number:
Account Number:
Date:

1 of 1
[REDACTED]
09/30/20

NOW AVAILABLE!
SATURDAY DRIVE-UP VIDEO TELLER HOURS
9:00am - 2:00pm
Ukiah Main - South Ukiah - Redwood Valley
Willits - Fort Bragg
Hablamos Español

CHECKING **SUMMARY OF ACCOUNT** Acct [REDACTED]

Beginning Balance	9/01/20	51,390.49	
Deposits / Misc Credits	1	60,000.00	
Withdrawals / Misc Debits	5	42,304.80	
** Ending Balance	9/30/20	69,085.69	**
Service Charge		.00	
Average Balance		26,234	

Miscellaneous Debits and Credits

Date	Description	Deposit	Withdrawal
9/03	PAYCHEX CGS/GARNISH		680.60
9/03	PAYCHEX - RCX/PAYROLL		32,577.86
9/04	PAYCHEX EIB/INVOICE		148.50
9/04	PAYCHEX TPS/TAXES		8,780.84
9/11	PAYCHEX-HRS/HRS PMT		117.00
9/24	DEPOSIT	60,000.00	

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
9/03	18,132.03	9/11	9,085.69		
9/04	9,202.69	9/24	69,085.69		



FIRST 5 MENDOCINO
166 E GOBBI ST
UKIAH CA 95482-4918

CHECKING

Page Number: 1 of 4
Account Number: [REDACTED]
Date: 09/30/20
Images Enclosed: 34

NOW AVAILABLE!
SATURDAY DRIVE-UP VIDEO TELLER HOURS
9:00am - 2:00pm
Ukiah Main - South Ukiah - Redwood Valley
Willits - Fort Bragg
Hablamos Español

CHECKING		SUMMARY OF ACCOUNT		Acct
	Beginning Balance	9/01/20	446,721.90	
	Deposits / Misc Credits	3	35,598.21	
	Withdrawals / Misc Debits	35	104,057.97	
**	Ending Balance	9/30/20	378,262.14	**
	Service Charge		5.00	
	Interest Paid Thru 9/30/20		16.96	
	Interest Paid Year To Date		73.41	
	Annual Percentage Yield Earned		.05%	
	Number of Days for A.P.Y.E.		30	
	Average Balance for A.P.Y.E.		413,793.20	
	Enclosures		34	

Miscellaneous Debits and Credits

Date	Description	Deposit	Withdrawal
9/24	DEPOSIT	5,581.25	
9/24	DEPOSIT	30,000.00	
9/30	INTEREST EARNED	16.96	
9/30	Maintenance Fee		5.00

Checks

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
9/10	343	575.00	9/09	434*	100.00	9/17	446	3,000.00
9/03	386*	575.00	9/15	438*	100.00	9/04	447	3,000.00
9/09	407*	4,951.50	9/17	444*	4,720.00	9/24	448	55,192.14
9/02	432*	100.00	9/08	445	784.42	9/09	450*	8,701.50



FIRST 5 MENDOCINO

Page Number:
Account Number:
Date:

2 of 4
[REDACTED]
09/30/20

Checks

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
9/15	451	3,000.00	9/17	463	170.00	9/23	473*	280.83
9/17	453*	4,134.25	9/23	464	485.75	9/23	474	33.81
9/10	455*	424.07	9/18	465	4,720.00	9/22	475	468.86
9/09	456	52.00	9/09	466	2,176.36	9/22	476	125.48
9/10	458*	650.00	9/22	468*	2,653.24	9/28	477	80.08
9/09	459	50.00	9/22	469	335.00	9/30	479*	79.54
9/10	460	454.17	9/23	470	1,565.00			
9/14	462*	258.08	9/22	471	56.89			

* indicates a break in check number sequence

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
9/02	446,621.90	9/10	424,127.88	9/22	400,386.08
9/03	446,046.90	9/14	423,869.80	9/23	398,020.69
9/04	443,046.90	9/15	420,769.80	9/24	378,409.80
9/08	442,262.48	9/17	408,745.55	9/28	378,329.72
9/09	426,231.12	9/18	404,025.55	9/30	378,262.14

MAXIMUM EFFECTIVENESS

ITEM 5 – 2019-20 INDEPENDENT AUDIT

The Commission will receive public comment and accept/not accept the draft 2019-20 Independent Audit.

MATERIALS

- ❖ To be provided either through email once available

ACTION/DECISION NEEDED

- ❖ The Commission will accept/not accept the draft 2019-20 Independent Audit.

MAXIMUM EFFECTIVENESS

ITEM 6 – 2019-20 ANNUAL REPORT (ACTION)

MATERIALS

- ❖ Presentation at the meeting

ACTION/DECISION NEEDED

- ❖ The Commission will review and approve/deny the 2019-20 annual report.

MAXIMUM EFFECTIVENESS

ITEM 7 – EXTENSION OF CURRENT STRATEGIC PLAN TO JUNE 2021 (ACTION)

ACTION/DECISION NEEDED

- ❖ The Commission will review and discuss and approve/deny the extension of the current strategic plan to June 2021.