



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 F5CA and F5A 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 F5CA, 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.