



March 29, 2021

March Meeting Minutes

Zoom Conference Call

Commissioners Present

Paul Tichinin	Jim Flaherty	Sandra Applegate
John Haschak	Erica Baumker	Ben Anderson

Public Present

Julie Fetherston	Taff Chenewith	Alexandra Rounds	Bonnie Boek
Samantha Bond	Megan Cavalli	Andres Alvarado	Stephanie Zazueta

ITEM 1 WELCOME & INTRODUCTIONS

Commissioner Tichinin called the meeting to order at 1:02 p.m. and welcomed participants. 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 public comment was received. Commissioner Tichinin closed the public hearing.

ITEM 3 CONSENT CALENDAR (ACTION)

- Meeting Agenda
- DRAFT Minutes from February 22, 2021 Commission Meeting
- Fiscal Reports December
- Fiscal Reports January
- Early Start Contract Approval
- Staff Report

Commissioner Anderson suggested correcting the heading to “February” on the February 22, 2021 Commission Meetings.

Commissioner Baumker joined the meeting at 1:04 p.m.

Motion to approve the Consent Calendar with modification to the February 22, 2021 Commission Meeting Minutes as suggested.

Motion: Anderson, Second: Flaherty

Yes: Flaherty, Applegate, Tichinin, Haschak, Anderson, and Baumker

No: none

Motion Passed.

ITEM 4 REVIEW OF STATE MASTER PLAN, BIDEN TRANSITION LETTER, AND FIRST 5 ASSOCIATION STRATEGIC PLAN (ACTION)

ED Fetherston received additional information on Friday and over the weekend that she would like to incorporate into this discussion. She requested to table this item and to add it into next month’s agenda instead.

Motion to table Item 4 to April 22, 2021 Commission Meeting as requested by ED Fetherston.

Motion: Flaherty, Second: Anderson

Yes: Flaherty, Applegate, Tichinin, Haschak, Anderson, and Baumker

No: none

Motion Passed.

ITEM 5 PRESENTATION OF STAFF WORK ON ORGANIZATIONAL VALUES (ACTION)

F5M revised its mission and vision twice since inception but has not updated guiding principles since 2002. The ED and staff have worked to create clear guiding principles that align both internally and externally. They began by sharing values held internally, as a team, and then incorporated external values to create a cohesive set of guiding principles that can be shared. ED Fetherston presented the working draft to the Commission as a starting point for discussion and review to ensure everyone (staff and Commissioners) has input and the principles are aligned with the mission of the organization.

Discussion: Commissioner Anderson shared his appreciation and acknowledgement that the shared document shows much thought. He suggested adding “the” in the sentence about accountability to read “high quality content informed by ‘the’ experience and knowledge...”.

Next Steps:

- ED Fetherston will solicit feedback from partners and community members.
- Input from all will be reviewed and incorporated into the working draft and then brought back into the larger strategic planning process for final review and approval by the Commission.

No action was taken on this agenda item.

ITEM 6 UPDATE ON POSSIBILITY OF INDEPENDENCE AND LETTER TO AUDITOR’S OFFICE (ACTION)

ED Fetherston reported that she spoke with seven Executive Directors from the F5 northwest region who have independent Commissions and determined the following:

- all have pulled away from the County Auditor but still receive their Prop 10 funding through them by using independent bank accounts;
- most maintain an agreement with the County Auditor to keep 10-15% of their Prop 10 dollars in the Auditor’s fund and then do regular (monthly, quarterly, or bi-annual) transfers from the Auditor’s to the Association’s account to reduce transaction fees;
- fees ranged from less than \$1,000 to \$5,000 for others conducting business this way; and
- about half have established a flat rate.

To determine whether complete separation from the County is possible, F5M would need to seek legal counsel.

Considering F5M already has a separate bank account, ED Fetherston believes it would be best to settle the past fees and establish a new agreement moving forward. She advised that F5M can likely negotiate its own desired outcomes with the Mendocino County Auditor. Items to change include:

- decreasing the minimum balance for the Auditor’s fund;
- determining how frequently transfers may occur and at what cost (flat fee vs. decreased fee per transaction); and
- reducing or omitting the Information Services fees.

Discussion: Commissioner Haschak agreed on the terms of negotiation. He suggested ED Fetherston take findings from the other F5s to the Executive Committee, then approach the Auditor with the findings and ask for a negotiation and explanation. He also recommended the Executive Commission review the spreadsheet provided by ED Fetherston and revise it with reduced fees and terms in case the response from the State is not acceptable.

Commissioner Flaherty suggested the F5 Association get involved to bring awareness to this issue that is time consuming and leads to varied results throughout the counties. He believes if there was a uniform process that was approved by the state and agreed upon by the F5 Association which applied equally to all counties it would solve this issue. He shared that providing the Auditor with information about what the Northwest Region F5s are paying as opposed to F5 Mendocino specifically, may provide some leverage. He explained there is an inherent conflict of interest in negotiating with the auditor, who created the issue that F5M has been trying to address for the last 4-5 years. It is unfair to F5M.

Commissioner Haschak clarified that the Auditor does have get State approval of AB87 charges, but for most

departments the fees (i.e. Informational Services) do not matter because they get zeroed out after the approval. It only truly matters for agencies required to pay the fees (like F5M) so it results in disproportionate direct and indirect costs among departments and/or organizations.

Commissioner Anderson recommended that if F5M brings this to the Board of Supervisors, the media should be notified and F5M should solicit involvement from partnering organization and the community at large so there is accountability.

Next Steps and Intended Outcomes: The Commission provided input and direction in this discussion to move forward with solidifying the models and examples from other independent Commissions and to move forward with the Association to the State level to get direction and possible participation and then EC bring that information back to the F5M Commission.

- ED Fetherston will develop a spreadsheet to input specific data from the other Northwest Regional colleagues (fee per transaction, IT service fees, the number and frequency of transfers, etc.). It will be shared with the Executive Committee.
- ED Fetherston will connect with other F5s to determine if there are additional processes/negotiations they are involved with for other counties outside the region.
- ED Fetherston will compare the fee per transaction at the County versus an outside bank.
- If possible, ED Fetherston will determine whether other county departments get their fees zeroed out as happens in Mendocino, whereas other entities do not. She may also seek clarity to find out if outside agencies (like F5M) are subsidizing the county in this way.
- Collected information will be presented to the Executive Committee for review then the Commission will determine next steps.
- Commissioner Anderson asks that F5M also express gratitude to the County for their time and cooperation.

No action was taken on this agenda item.

ITEM 7 REVIEW YTD BUDGET TRACKER (ACTION)

The budget tracker review is typically done in February or March to see where projections lie in relation to the approved budget.

- Some of the actual income is not shown. Only the IMPACT portion of the QCC is coming through F5M, and that accounts for most of the difference between the grant revenue as budgeted versus actual.
- MHSA will not be received this fiscal year. It will come after July 1, 2021.
- OCAP has not come through due to delays at the County.
- Sub-recipient grants to The Sandbox have been extensive this year due to the State's delay in contract and payment. F5M has a repayment plan with The Sandbox which will clear those by July 1, 2021.
- Due to the impact of COVID this fiscal year, F5M has not invoiced for IMPACT (which now has all new MOUs) nor the Home Visiting Coordination grant, so those accounts are heavy in projections rather than actuals.
- A portion of the travel budget (Title IV-E and Triple P) was reallocated to trainings and postage in an amended contract with the County due to COVID travel restrictions. Those reallocations will be in place next month and will be helpful in planning next fiscal year.
- Commissioner Tichinin asked to have budget documents and spreadsheets sent or delivered prior to meetings for ease of reading.

No action was taken on this agenda item.

ITEM 8 FIRST 5/PEARL CAR (ACTION)

The Pearl purchased a Toyota Corolla in 2017 for the Differential Response contract. It was intended to reduce the use of personal cars for home visits and travel, and thereby reduce the cost of mileage reimbursement. It is no longer useful to F5M and sits idle for long periods of time. Employees typically carpool in personal vehicles when travel is required.

Commissioner Anderson advised the staff/commission to review costs (if necessary) considering that the vehicle is owned. Costs include gas, maintenance, registration, and insurance. Current staff continue to use

personal (larger) vans/SUVs/trucks because they meet more of their needs.

Commissioner Tichinin shared that in his experience, maintaining a corporate account at a rental company is the most cost-efficient option when a vehicle is seldom used.

Money from the sale of the vehicle can be used to supplement travel funds for staff.

Motion to authorize the sale of the 2017 Toyota Corolla as requested by ED Fetherston.

Motion: Haschak, Second: Anderson

Yes: Anderson, Applegate, Tichinin, Flaherty, Baumker, and Haschak

No: none

Motion Passed.

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

- *Commissioner Anderson:* MCHC and Adventist Health are collaborating to conduct vaccination clinics on Wednesdays at the ARRC.
- *Commissioner Baumker:* Howard Memorial Hospital and Ukiah Adventist Health Hospital will be offering a 7-month web-based Medical Assistant training that includes 200 hours of on-the-job clinical time. It is not a replacement for MCOE's program, but a separate web-based offering.
- *Commissioner Haschak:* He is working with local media and the Board of Supervisors to spread the word about Sexual Assault and Child Abuse Awareness month (April).
- *ED Fetherston:* Administrative Assistant, Amber Shrum, has been hired.

Quorum check for next meeting:

- ***Plan on April 26, 2021, when most Commissioners are available.***
- *Julie will check the availability of members Renteria, Miller, and Emery and will notify the Commission of the final date based on the final quorum check.*

April 19, 2021

Yes: Commissioner(s) Anderson, Applegate, Baumker, Tichinin

No: Commissioner(s) Flaherty, Haschak

Or

April 26, 2021

Yes: Commissioner(s) Anderson, Applegate, Flaherty, Baumker (after 2:00 or 2:30), Haschak, Tichinin

No: Commissioner(s)

Executive Committee Meeting: April 5, 2021

Keep EC meeting on April 5, 2021 and schedule Raise & Shine Board meeting that day as well.

Motion to adjourn.

Motion: Flaherty, Second: Anderson

Motion Passed.

COMMISSIONER TICHININ ADJOURNED THE MEETING AT 2:17 P.M.