



June 12, 2020

**Planning Meeting Minutes**

Zoom Conference Call

Commissioners Present Via Video Conference

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

Public Present

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

**ITEM 1 WELCOME & INTRODUCTIONS**

Commissioner Tichinin called the meeting to order at 9:05 a.m. and welcomed visitors. The Commission and staff made introductions.

Commissioners Moss Chandler and Flaherty are not able to attend the meeting as they are currently working with Public Health in response to COVID-19.

**ITEM 2 PUBLIC COMMENT ON NON-AGENDIZED ITEMS**

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

Commissioner Haschak commented that he is on the Policy Counsel for Children and Youth (PCCY) and they have statistics for mandatory reporting. Since the shelter in place was initiated, the children not interacting with mandated reporters, the reporting for child abuse and neglect have been 50% of what it normally is. Commissioner Anderson commented that they are making a diligent effort to follow up on reports that are being filed. Commissioner Applegate added that domestic violence has also increased.

Commissioner Rentería joined the meeting at 9:10 a.m.

**ITEM 3 CONSENT CALENDAR (ACTION)**

- Meeting Agenda
- DRAFT Minutes from April 27, 2019 Commission Meeting
- January, February, and March 2020 Fiscal Reports

***Motion to approve the consent calendar without the DRAFT Minutes from April 27, 2020 Commission Meeting Motion/Haschak, Second/Applegate (all ayes, no nays) Motion Passed***

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

**ITEM 4 2017-20 STRATEGIC PLAN: REVIEW YEAR 3 (2019-20)**

***Increase Family Resilience***

Focus Area 1

**Collaborate** – with partner agencies to decrease ACE’s: Be an active member of PCCY and subcommittees

- Developed capacity map and coordinated action plan through CTAT
- Engaged BOS through information and presentation
- Developed agenda and plan for BOS fireside community conversation on ACES (stalled due to COVID)

**Promote** – Professional development: host trainings on ACE's and resilience

- Triple P Peer Support – Mendocino County HHSA, MICH Healthy Families Home Visiting Program Staff and Mendocino County HHSA Family and Children Services Fort Bragg
- Triple P Trainings for community partners – Primary Care, Teen and Teen Group, Enhances and Pathways
- ReFrame the Braining (planning group and funding)
- NICWA – 15 people

**Support** – Thriving children in resilient families: access to FRCs for services, information, and referrals

- Support for FRC Network strategic planning
- Grant funds to FRC's and outreach supplies; Kits for New Parents, Breastfeeding brochures, and Triple P tip sheets
- Support, professional development for The Pearl FRC
- Triple P and CRM Peer Support – Action Network, Safe Passage and Round Valley

**Inform and Refer** – Parents access information and receive referrals (211)

- The Pearl FRC providing one on one assessment, referral, and direct support across a range of topics including:
  - Early start assessment and referral
  - Differential Response
  - 1:1 assistance cooking, meal prepping, budgeting, application assistance, assistance in applying for jobs and translation support
  - CalFresh, WIC, and MediCal referral and outreach

**Provide** – Outreach materials and trainings to agencies

- Customized Kits for New Parents: #100 (ordering and distribution; system issues)
- 330 Diaper Kits (1-month supply) for WIC, FRC's and Pediatric partners
- Triple P Tip sheets and parent pocket guides
- 25 smoke alarms to families with children aged 0-2

**Improve Parenting**

Focus Area 2: Goal 1 – All children thrive in nurturing homes

**Decrease** – Child abuse, neglect removals

- Differential Response and Triple P Transitions

**Support** – Efforts to increase availability of foster/adopt homes to ensure quicker placement at early age

- Not part of this year's priorities

**Provide** – Triple P evidence-based parenting education

- 32 groups county wide: 6 in Spanish, 10 Transitions, 3 Teen and 13 general Level 4
- 12 one-hour workshops
- 1:1 coaching through The Pearl

**Promote** – The use of Family Strengthening Framework and Five Protective Factors across programs that touch families

- Strategies 2.0 Trainings on Children's Mental Health with UCSF Consortium (Holly and Megan)
- Mama y Yo and All Together Playgroups
- Infused into all the work we do (hard to measure)

**Encourage** – Parents/guardians to create a routine to read 15 minutes a day

- Imagination Library: 36,547 books in FY 19-20
- 40 backpacks with activities, books, and coping skills
- Talk, Read, Sing, Draw, Play Activity sheets through 10,000 MediCal fliers and social media posts

## **Improve Parenting**

### Focus Area 2: Goal 2

**Objective 1:** Support early childhood educators in the Improve & Maximize Programs so All Children Thrive (IMPACT)

- 21 sites/38 classrooms – Teaching pyramid, QRIS coaching
- State of the Child: Importance of Early Learning
- ReFrame the Brain
  - Triple P and CRM Breakout Session
- Triple P Peer Support and CRM Support – Head Start all educators and classroom support staff and family support specialist for Ukiah, Willits, Fort Bragg, and Lake County

**Goal 2** – Parents benefit from early childhood educations who participate in professional development and who engage the parent in their children's learning

## **Decrease Substance Abuse**

### Focus Area 3

#### Thriving Children

##### **Decrease**

Substance abuse among pregnant women and parents of young children

Funds to Ford Street

- 8 mothers, 2 fathers (16 total 0-5 + one pregnant mom)
- 89% success rate, \$28,440

##### **Reduce**

Number of instances of child abuse and/or neglect related to substance abuse

- 89% success rate, \$28,440

##### **Educate**

Parents receive public education on impacts of cannabis, alcohol, tobacco, and other drugs on their developing child during pregnancy and the first five years of life

- Redesigned Marijuana brochure
- COVID-19 Substance Abuse Prevention Grocery Insert

## **Professional Development**

Many staff attended summits and trainings this year such as the First 5 California Summit, First 5 Network Summit, Certified Community Resiliency Model, Motivational Interviewing, and office efficiency trainings.

Commissioner Baumker asked about F5M's engagement to private home daycares in the past year. IED Fetherston let her know that when COVID-19 started, they were able to get supplies to the private home daycares. Currently, First 5 California put up a fund for free emergency supplies for childcare centers that have remained open. F5M will be providing stipends through the HUB funding for centers that have remained. They are hoping that will serve as an incentive for the centers to participate in IMPACT in the new year.

## **ITEM 5 2017-20 STRATEGIC PLAN: PLAN FOR 6 MONTH EXTENSION (2019-20)**

IED Fetherston wanted to let the Commission know that she feels as her role as the interim executive director is to carry forward and augment the work that previous ED Roseanne Ibarra and staff have started. Her goal is to set conditions for organizations to move forward increasing integration, efficacy, transparency, and communication. Her objective is to empower staff to strengthen deliverables and build the team.

#### Interim ED Goals

##### **Internal Systems**

Revise internal systems to maximize efficacy, accountability  
transparency team functioning

##### **Strategic Plan**

Integrated plan for next 3-5 years. Partner and community input.  
Equity, workflow, and communication plans

##### **Impact and QI**

Implement data management system, aggregate indicators, develop interior and exterior assessment protocols (e.g.: FRCs)

##### **Communications**

Tell the story, integrate our goals and strategies into more frequent communication.  
Strengthen interior communication.

### ***Increasing Family Resilience***

- Continue to engage with CTAT and BOS to strengthen ACE's awareness
- FRC Network supporting a vibrant strategic planning process for sustainability
- Continue with Kits for New Parents, etc. new collaboration with MCHC
- ACE's conference
- Positive Indian Parenting!
- Triple P Trainings and Peer Support – focus on early learning and childcare partners
- Additional focus on 0-2 brain development and Attachment
- Continue financial support and peer support for FRC's explicit goal of improving return on investment
- The Pearl FRC planning

### ***Improve Parenting***

- NEW HVC grant to improve the coordination and delivery of Home Visiting programs and expand reach
- IMPACT parent education campaign
- Implementing serve and return or other 0-2
- Triple P Evidence-based parenting education (groups and IMPACT outreach)
- Reading with kids' – early literacy and learning

### ***Decreasing Substance Abuse***

- Outreach with the new Marijuana Brochure
- Quantifying prevention efforts and vertically integrating through our programs
- 'Not to exceed contract' with Ford Street

### ***Maximum Effectiveness***

- Focus on efficiency
  - Revising workflow & job duties to reflect priorities
  - Improve fiscal alignment and ongoing assessment
  - Develop procedural infrastructure to support alignment
- Impact assessment across programs and data aggregation

### ***Professional Development***

F5M will work on team building, communication both interpersonal/internal, internal processes with HR and benefits trainings, office suites and impact assessment and database, and equity with trainings and working group.

**COMMISSIONER TICHININ CALLED FOR A 15-MINUTE BREAK AT 10:17 A.M.**

Commissioner Rentería left the meeting. Quorum still present.

Commissioners in attendance: Tichinin, Haschak, Anderson, Applegate and Baumker

**CALLED THE MEETING BACK TO ORDER AT 10:32 A.M.**

Commissioner Rentería returned to the meeting.

## **ITEM 6 PRIORITIZING RESOURCES TOWARD STRATEGIC PLAN (ACTION)**

### **A. REVIEW BUDGET TO ACTUALS FOR FISCAL YEAR 2019-20**

Commissioner Baumker asked why the insurance line was not budgeted for. Jenna Flesch, Business Manager, let her know that they were reporting to their insurance liability carrier wages for staff under the admin allocation account code when in fact, they were needing all the staff wages; when provided, it increased their premium. Commissioner Baumker also asked about the transportation and travel costs being high in some months. IED Fetherston cleared that with being in Ukiah, staff are needing to drive to other locations to provide services, but majority is for staff and community members to attend conferences and trainings.

### **B. FINANCIAL PROJECTIONS FOR FISCAL YEAR 2020-21**

#### **1. 2020-21 BUDGET ASSUMPTIONS**

Prop 10 estimate funding is at 588,484 and Prop 56 at \$40,000. The small county augmentation has no assumption; however, they anticipate receiving some funding through this revenue stream. Differential Response may not be continued in the county. The expenses will be through FRC's, Ford Street, IL, having a part time AmeriCorps Member, staffing levels may change, and rents/utilities are stable but can change.

#### **2. TAX REVENUE 2 YEAR ALLOCATION COMPARISON**

In comparison to the previous year, there is a slight change to their total. There have been some changes in the way that they allocate. Both IED Fetherston and Jenna decided to change the way the admin is

being distributed. They took the admin money into one section and removed the admin cost from that section and allocated across class codes. They were hoping to get Community Education into Raise & Shine or as a standalone but decided to keep them at FSM. As looking into how much they do, other class codes were reallocated to community education. Literacy had a change due to a possible decision of ending Imagination Library and having it be reallocated to an early literacy program. Breastfeeding and infant nutrition decreased and are recommending they supplant that from HKM and plan to add a piece to support pediatric providers. Ford Street Project has gone down due to them accepting MediCal now. Another change was in The Pearl FRC grants, the increase for the marijuana brochure and parenting education campaign for IMPACT, they have a grant match for home visiting coordination and the Coastal Coordinator position was eliminated and was reallocated.

a. 2020-21 PROPOSITION 10 AND 56 TAX REVENUE ALLOCATION

The Prop 10 allocation for 2020-21 amount anticipated from State Office is \$588,484.

Commissioner Rentería asked about tobacco sales rising/lowering due to COVID-19. IED

Fetherston said she investigated it but was not able to find anything on it. There has been discussion around vaping being categorized into the tobacco tax which could create more funding.

3. GRANTEES AND INVESTMENTS

The FRC's will be receiving the same amount as they did the previous year due COVID-19 affecting their numbers that are critical for the funding formula. PDI was left in there with staff support for their yearly Celebrity Golf Tournament just in case the event still happens.

**C. REVIEW PROGRAMS AND DATA**

This was added in case there was discussion needing to happen in what was already presented. No discussion.

**D. RECOMMENDED ALTERNATIVES FOR EXISTING PROGRAMS**

Imagination Library is a great program to have but unfortunately, it is not multicultural and there is no plan to change that. Also, it takes up a lot of staff time and money to run this program which they feel the funds could be used in a better way. There has also been a decline in enrollments. A few options were put together for the Commission to review and decided.

<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
Phase out Imagination Library	End Imagination Library 12/31/2020	End Imagination Library 7/1/2020
Create a phase out plan over the next five years. Stop enrollments July 1 but continue to service current clients until they age out of the program.	Take no new enrollments between 7/1-12/31. Reallocate resources to an integrated early learning and literacy program that integrates IMPACT, HVC*, The Pearl and Raise & Shine.	Reallocate resources to an integrated early learning and literacy program that integrates IPCT, HVC*, The Pearl and Raise & Shine.

A concern was that reading for 15 minutes a day at home would potentially not happen anymore if they are not receiving books. There has been another literacy program that they have considered called Reach Out and Read which teaches parents how to read books to their children interactively and it is clinic based. Unfortunately, the cost per book is higher and it also requires an internal coordinator at the clinics which can be a challenge for some clinics.

IED Fetherston summarized the feedback and thoughts she received from the commission. They would either do Option 1 or Option 2 with a decision being made today so they would know they are transitioning from Imagination Library to something different and would have the next 3-6 months to develop what the alternatives will be and outline it and make the final decision as part of their strategic planning process by the end of the year. This timeframe will allow them to send out messaging about the changes to partner agencies and the children who are currently enrolled.

***Motion to adopt Option 2, pausing new enrollments until they have an adopted transition plan in January 2021 Motion/Tichinin, Second/Anderson (all ayes, no nays) Motion Passed***

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

**COMMISSIONER TICHININ CALLED FOR BREAK AT 12:00 PM**

**COMMISSIONER TICHININ CALLED THE MEETING BACK TO ORDER AT 1:00 PM**

Commissioner Haschak has not returned to the meeting. Quorum still present.

IED Fetherston reviewed how The Pearl FRC is funded to the Commission. They have the Mendocino County HHSA contract, Triple P HHSA and MHSA, OCAP at \$14,749, Early Start at \$16,181, VOCA around \$15,000, HFV1 at \$5,000, First 5 (FRC grants) at \$25,269 and Prop 10/56 funding at \$21,658. She would like for the Commission to begin thoughts about The Pearl FRC and make decisions about them in the next couple of months due to some recent financial hardships happening.

**E. LONG RANGE FINANCIAL FORECAST**

The forecast was put out by First 5 California before COVID-19 so there could be some changes in the months to come. IED Fetherston will be keeping an eye on it.

**F. ADOPTION OF THE 2020-21 BUDGET (ACTION)**

IED Fetherston reviewed the changes that were mentioned earlier in the meeting. She mentioned that they allocated additional funds for a part time coordinator who would organize all the groups and take away that task from Megan Cavalli, Community Education Manager, to allow her to focus on other important items. Commissioner Haschak asked about the A-87 cost budget line; it is categorized under the admin allocation class code. The Commission feels as if it was set too low; IED Fetherston will partner with Jenna and adjust the budget. The commission reviewed the previous discussions on the A-87 cost issues with the auditor. Commissioner Haschak will be meeting with the CEO to discuss a solution.

***Motion to adopt the 2020-21 budget as proposed, get a report at the next meeting on what the next steps are and if necessary, can make a budget adjustment at that time taking out of their financial reserves***

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

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

Commissioner Tichinin opened a public hearing for the adoption of the 2020-21 budget at 1:49 p.m. No public comment received. Commissioner Tichinin opened the public hearing at 1:50 p.m.

**G. AUTHORIZATION OF 2019-20 CONTRACTS AND GRANTS (ACTION)**

***Motion to authorize Interim Director, Julie Fetherston, to approve contracts and grants for fiscal year 2020-21***

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

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

**ITEM 7 COMMISSIONER REPORTS, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL MATERIALS**

Commissioner Tichinin suggests that they do a performance evaluation for the Interim Executive Director at the next Commission meeting.

Commissioner Anderson thanked both IED Fetherston and the staff for the hard work they have been doing during these stressful times.

Commissioner Baumker commented that they now have pediatrics in Willits.

Commissioner Rentería stated they are opening again. They are setting up procedures on having patients enter the facility are safe for both them and the staff.

***Quorum check for next meeting on July 27, 2020***

Yes: Commissioner(s)

No: Commissioner(s)

Tentative: Commissioner(s) Moss Chandler and Flaherty

**COMMISSIONER TICHININ ADJOURNED THE MEETING AT 2:02 P.M.**