



December 19, 2022  
**December Meeting Minutes**  
 Zoom Conference Call

**Commissioners Present**

Maria May	Erica D'Anis	Ben Anderson
John Haschak	Sandra Applegate	

**Commissioners Absent**

Bekkie Emery	Jenine Miller	
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**Public Present**

Marissa Daniel	Megan Carson	Alex Rounds	Monica Galliani
Jade Aldrich	Townley Saye	Jenna Flesch	Andres Alvarado
Mo Mulheren	Bonnie Boek		

**ITEM 1 WELCOME & INTRODUCTIONS**

Commissioner Applegate 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 Applegate called for public comment on non-agendized items and opened the public hearing. No public comment was received. Commissioner Applegate closed the public hearing.

**ITEM 3 CONSENT CALENDAR (ACTION)**

- Meeting Agenda
- October Minutes

***Motion to adopt the Consent Calendar separately from Minutes***

***Motion: Anderson, Second: Applegate***

***Yes: Anderson, Applegate, D'Anis, Haschak, May***

***Abstain: None***

***Absent: Emery  
& Miller***

***Motion Passed***

***Motion to adopt the Minutes as amended by removing votes by Sandra Applegate***

***Motion: Haschak, Second: Anderson***

***Yes: Anderson, Applegate, D'Anis, Haschak, May***

***Abstain: None***

***Absent: Emery  
& Miller***

***Motion Passed***

**ITEM 4 Election of Officers (ACTION)** - Commissioners discussed potential candidates for the positions of Chair, Vice Chair, and Second Vice Chair. Commissioner D'Anis agreed to take the position as Chair beginning in March 2023 following the end of her maternity leave. Commissioner Applegate will remain the chair until that time.

***Motion to elect Commissioner Applegate as Vice Chair, Commissioner Anderson as Second Vice Chair, and Commissioner D'Anis as Chair beginning in March 2023.***

***Motion: Haschak, Second: Anderson***

***Yes: Anderson, Applegate, D'Anis, Haschak, May***

***Abstain: None***

***Absent: Emery  
& Miller***

***Motion Passed***

**ITEM 5 MEETING LOCATION and Quorum Check (ACTION)** - The commission must vote on the location of future meetings. Discussion regarding scheduling options ensued. Commissioner Applegate confirmed that she will attend in person, with Commissioners D'Anis, Haschak, and May confirmed their attendance via Zoom. Those absent will be polled via email.

***Motion to hold a hybrid meeting for January 2023.***

***Motion: Anderson, Second: May***

***Yes: Anderson, Applegate, D'Anis, Haschak, May***

***Abstain: None***

***Absent: Emery  
& Miller***

***Motion Passed***

**ITEM 6 Independent Audit & Annual Report (ACTION)** - Business Manager Flesch presented the FY 2021-22 Annual Report to the Commission. She gave a breakdown of revenues and expenses of the year, as well as reporting on the number/information about the children and families served through all programs in that year. She reiterated that the data is significantly different from that of previous years because First 5 is no longer participating in the Imagination Library. Business Manager Flesch presented the FY 2021-22 Draft Independent Audit to the Commission. She reported that all parts of the audit went well with no findings. She explained that this is a draft form because the County hasn't closed their financial books yet.

***Motion to conditionally approve the audit subject to final audit approval and closing of county books.***

***Motion: Anderson, Second: Haschak***

***Yes: Anderson, Applegate, D'Anis, Haschak, May***

***Abstain: None***

***Absent: Emery  
& Miller***

***Motion Passed***

***Motion to conditionally submit the annual report to the State pending final audit approval and closing of county books.***

***Motion: Anderson, Second: Haschak***

***Yes: Anderson, Applegate, D'Anis, Haschak, May***

***Abstain: None***

***Absent: Emery***

***& Miller***

***Motion Passed***

**ITEM 7 ED Report - ED Saye highlighted current events:**

- A Little Library has been set up and opened at the F5M office
- Staff have been delivering Talk, Read, Sing books to various pediatrician offices and family resource centers throughout the county
- Staff have been preparing for multiple Triple P classes and administered a Community Resiliency Model training at Adventist Health
- Staff continues to do car seat checks
- ED Saye is looking for funding opportunities in response to upcoming decreases in tax dollars

Perinatal and Early Childhood Support Coordinator Rounds reported that the Mendocino Home Visiting Consortium has met 22 times since December 2020 and have produced various advancements:

- The 2021 Mendocino County Family Support Home Visiting Environmental Scan
- Coordinated referral process and universal home visiting referral form, HVC brochure, and online referral form
- Various presentations and cross-agency staff trainings
- Parent & Partners meetings
- 6 professionally produced videos

She also reported that Family Spirit is now enrolling, and Healthy Families is looking to further expansion. Home Visiting staff is working to produce an online Eligibility Wizard, which will direct parents to any/all programs they can enroll in.

Community Education Manager Carson reported that staff facilitated the first HOPE training on December 2. The next facilitator training is scheduled for February.

## **ITEM 8 Meeting Calendar (ACTION)**

Commissioners reviewed and discussed potential meeting dates for 2023.

### ***Motion to adopt the 2023 Calendar***

***Motion:*** Haschak, ***Second:*** Anderson

***Yes:*** Anderson, Applegate, D'Anis, Haschak, May

***Abstain:*** None

***Absent:*** Emery

***& Miller***

***Motion Passed***

## **ITEM 9 COMMISSIONER REPORTS, ANNOUNCEMENTS, AND**

### **ADDITIONAL MATERIALS**

*Anderson - MCHC has hired a new therapist as well as new behavioral health workers and a new OBGYN. All new hires are bilingual and bicultural.*

***COMMISSIONER Applegate ADJOURNED THE MEETING AT 2:24 P.M.***