



**August 21, 2023**  
**August Commission Meeting & Public Hearing Minutes**  
**Teleconference & Zoom Conference Call**

**Commissioners Present**

Maria May	Jenine Miller	Bekkie Emery
Mo Mulheren	Sandra Applegate	

**Commissioners Absent**

Erica D'Anis	Ben Anderson	
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**Public Present**

Townley Saye	Andres Alvarado	Alex Rounds
Jenna Flesch	Jade Aldrich	Karla Kohler
Bonnie Boek	Megan Carson	Jayma Shields Spence

**ITEM 1      WELCOME & INTRODUCTIONS**

Commissioner Applegate called the meeting to order at 1:05 pm. The Commission and staff made introductions.

**ITEM 2      MINDFUL MINUTE**

Ed Saye guided the attendees in a mindful minute to ground and arrive.

**ITEM 3      PUBLIC COMMENT ON NON-AGENDIZED ITEMS**

Commissioner Applegate opened for public comment on non-agendized items. ED Saye thanked Jayma Shields Spence for hosting the in-person meeting at the Laytonville Library. Commissioner Applegate closed the public comments.

**ITEM 4      CONSENT CALENDAR (ACTION)**

- Meeting Agenda
- Meeting Minutes: July
- Contracting and Procurement Policy
- Conflict of Interest Code Policy

**Motion to adopt the Consent Calendar**

**Motion: Mulheren, Second: Miller**

**Yes:** Emery, Mulheren, Applegate, Miller, May

**Abstain:** None

**Absent:** Anderson, D'Anis

**Motion:** Passed

**ITEM 5** **POLICY REVISIONS (ACTION)**

The Commission discussed the updates to the wellness and benefit policy. The health stipend that employees receive monthly will now be a net stipend. First 5 Mendocino will absorb the taxes, so the employee receives the total amount available, up to \$600, depending on the status of the employee and the way the employee has elected to receive their stipend.

The wellness benefit will be a new benefit to provide overall wellness for the body and mind. This is offered through the employee's Flexible Spending Account.

Commissioner Mulheren asked if a tax professional had been consulted. ED Saye and Jenna Flesch explained that the HR department had discussed the matter and the payroll company will be assisting to assure that the correct taxes are calculated.

Jade Aldrich commented that this would be a welcome benefit for her family.

**Motion to approve the wellness and benefit policy revisions**

**Motion: Mulheren, Second: May**

**Yes:** Emery, Mulheren, Applegate, Miller, May

**Abstain:** None

**Absent:** Anderson, D'Anis

**Motion:** Passed

**ITEM 6** **FISCAL REPOSRTS REVIEW (ACTION)**

ED Saye explained that the current accounting methodology was based on the time when the County was writing the checks for First 5 Mendocino. Reconciliations and fiscal reports were based on the County closing their books, which is oftentimes delayed. The new methodology works directly from the First 5 Mendocino accounts which allows for a true sense of what is going in and out in real time. The previous reports were brought back using the new methodology so the Commission can view what the accounting looks like for the full fiscal year 2022-2023.

**Motion to reapprove the updated reports for July 2022 - September 2022**

**Motion: Mulheren, Second: Emery**

**Yes:** Emery, Mulheren, Applegate, Miller, May

**Abstain:** None

**Absent:** Anderson, D'Anis

**Motion:** Passed

**Motion to approve the fiscal reports for October 2022 - May 2023**

**Motion: Mulheren, Second: Emery**

**Yes:** Emery, Mulheren, Applegate, Miller, May

**Abstain:** None

**Absent:** Anderson, D'Anis

**Motion:** Passed

**ITEM 7** **FIRST 5 MENDOCINO NEW LOCATION (ACTION)**

The Commission discussed the Talmage Office Park location lease. The lease language was updated to downsize at 5 years and completely opt out at 7 years if revenue declines. Lighting modifications were also added. First 5 Mendocino will purchase the lighting and the Talmage Office Park will install it.

The Contracting and Procurement Policy allows the Commission to delegate the authority to negotiate, execute and amend lease contracts to the Executive Director.

Commissioner Emery expressed concerns regarding the deposit and monthly lease cost to average lease rates in Ukiah. ED Saye addressed the concerns by detailing a 10-year spread that indicates the lease falls within the affordable budget. ED Saye also explained that a commercial lease can do a 3% annual increase and the Talmage Office Park is asking for a less than 3% increase every other year. Staff also toured comparable locations and without modifications rent started at \$5,000 and ranged up to \$10,000 per month.

Commissioner Applegate pointed out a typo on the date in Section 3. Rent. The date should read, 10/1/2023 through 9/30/2025. She also confirmed that ED Saye is comfortable with not being able to terminate the lease until year 7.

### **Motion to approve Executive Director to execute the lease for First 5 Mendocino**

**Motion: Mulheren, Second: Miller**

**Yes:** Emery, Mulheren, Applegate, Miller, May

**Abstain:** None

**Absent:** Anderson, D'Anis

**Motion:** Passed

## **ITEM 8      H.O.P.E PRESENTATION**

Megan Carson and Karla Kohler offered an Introduction to H.O.P.E.

Carson presented the introduction to the Healthy Outcomes from Positive Experiences framework. She discussed the perspective shift from type 1 to type 2 thinking which helps us focus on strengths, rather than weaknesses.

Kohler introduced Adverse Childhood Experiences (ACEs). ACE's include Abuse, Neglect and Household Dysfunction. ACEs also include factors which introduces the idea that ACEs can come from factors outside of an individual household. ACEs are linked to toxic stress and trauma.

Carson introduced Positive Childhood Experiences (PCEs). Research shows that PCEs protect adult mental health by mitigating childhood ACEs. For example, the studies showed that participants who reported 6-7 PCEs showed a 72% lower risk of adult health problems. The neuroplasticity of the brain allows for healing and continual learning.

Kohler presented the 4 Building Blocks of HOPE, which are relationships, environment, engagement, and emotional growth. Each building block is an opportunity to engage in positive experiences which offer protective factors and create resilience. Both Kohler and Carson shared personal anecdotes revealing examples of building blocks. Attendees were called to search within their organizations and communities to find a person who could be an ambassador for HOPE.

ED Saye shared that both Carson and Kohler worked on the recent Kindergarten Readiness Assessment questionnaire to update it through a HOPE lens.

Kohler will email a survey link to the attendees to provide feedback to the presenters.

## **ITEM 9**

### **ED & STAFF UPDATE**

Alex Rounds shared the Eligibility Wizard online preview. The photos on the site are actual local families from our Home Visiting Videos. Rounds walked the attendees through the process that a client would complete to find services available to them in our area. The site is in the final testing stages so there are still bugs visible. Clients who have internet challenges can come to the FRCs to access the internet and it is also available as mobile website for use on a smart phone.

Rounds also updated the BreastStart website and it is live now. She previewed the updated site. It provides general information and resources available within the County for assistance with breastfeeding/chestfeeding. Rounds noted that this is a project of the Breastfeeding Coalition which includes First 5 Mendocino. There is also a video on the site for people who may have literacy issues. Commissioner Applegate asked if the local pediatricians use this service. Round confirmed that they do, and in addition to outreach, we also have handouts. The Adventist Health Residents are also coming through the First 5 office for orientations with the team. Rounds and Kohler are discussing the available services and including the handouts in the packages of information given to each resident.

ED Saye updated the Commission on the Raise & Shine logo. The change to the Family Empowerment Center (FEC) initiated a team collaboration to design a logo that represents Raise & Shine in the new capacity. The change to the FEC has also prompted the hiring of two more staff members who will be onboarded on August 28.

The MHSA Modernization (SB 326) hearing will be on August 22. The First 5 Association opposes the plan and has requested that of the money set aside for children 0-25, 20% be specifically dedicated to the 0-5 population. ED Saye offered to write a letter supporting the opposition from the First 5 Mendocino Commission and Commissioner Applegate requested that ED Saye write and submit that letter.

ED Saye updated attendees on the upcoming trainings available including HOPE Facilitator, Motivational Interviewing, Triple P Peer Support, and finally Triple P Level 4 Group.

Raise & Shine is hoping to begin developmental playgroups at the Alex Rorabaugh Center in September, Wednesdays from 9:30-11. The new Vision Family Resource Center will also be offering general playgroups possibly twice a week.

First 5 Mendocino is also entering into an MOU with Sea Stars on the coast to sponsor 12 early start families for Music Together class.

Bonnie Boek shared that Raise & Shine has 8 Triple P groups going and it is only August. Boek thanked family support specialists Andres Alvarado and Jane Aldrich for their hard work.

Kohler shared that the diaper distribution is going well and the FRCs are starting to stock up on diapers for their families. Vision FRC, Laytonville

Healthy Start and Nuestra Alianza have all accepted diapers and recently Cal Works came by the office to restock diapers in their department.

**ITEM 10**

**COMMISSIONER REPORTS, STAFF COMMENTS, ANNOUNCEMENTS,  
QUORUM CHECK & ADDITIONAL MATERIALS**

Commissioner Emery thanked the First 5 Mendocino team for assisting Cal Works with diapers. Cal Works will now have diapers accessible for immediate need at 3 locations within the County; Ukiah, Willits and Fort Bragg.

Quorum check revealed that Commissioners Applegate, Miller and Mulheren will be available for September 25, 2023. Commissioner Emery will not be available in September. Commissioners Anderson and D'Anis will be polled. Commissioners Applegate, Emery, Miller and Mulheren are available for October 23, 2023. Commissioners Anderson and D'Anis will be polled.

Commissioner Mulheren questioned the need to meet monthly. ED Saye will check the bylaws, but she believes Commission is required to meet 10 times per year.

Commissioner Applegate closed the meeting at 2:18.