



Executive Committee Meeting Notes

Monday, May 13, 2024 at 4:00 p.m.

In-Person/Zoom Meeting

Commissioner(s) Present: Sandra Applegate, Erica D'Anis

Commissioner(s) Absent: Ben Anderson

Staff/Public Present: Townley Saye

Items

1. Welcome and Introductions

Commissioner D'Anis called the meeting to order at 4:05 p.m. and welcomed participants.

2. Public Comment on Non-Agendized Items

Commissioner D'Anis asked for public comment on non-agendized items.

No public comment made.

3. Consent Calendar (Action)

Meeting Agenda

- EC Meeting Agenda

Motion made to approve the consent calendar

Motion: D'Anis Second: Applegate

Yes: Applegate, D'Anis No: none

Action Approved

4. F5 Mendocino Compensation Adjustment (Action)

The EC will review, approve, or modify the recommended updates to the current Compensation rates for entry level staff.

ED Saye shared the current entry level salary and recommended it to be updated to be more competitive for new staff. Changes to the rates do not affect currently employed staff and would only be applied to entry level staff. The starting rate change is \$16.38 to \$18.00.

Motion made to approve the recommended compensation rate to \$18.00 for entry level staff.

Motion: D'Anis Second: Applegate

Yes: Applegate, D'Anis No: none

Action Approved

5. F5 Mendocino update reimbursement policy (Action)

The EC will review, approve, or modify the recommended updates to the current reimbursement policy.

ED Say pointed out that previous policy procedures were missing from the current policy that required out of county travel to include agenda or conference registration forms. This added language was included in the updates.

Motion made to approve recommended updates to the reimbursement policy

Motion: D'Anis Second: Applegate

Yes: Applegate, D'Anis No: none
Action Approved

6. F5 Mendocino Volunteer Personal Leave Policy

The EC will review and discuss the recommended Volunteer Personal Leave Policy recommendations for consideration.

ED Saye presented the concept of staff earning personal leave hours through volunteer activities within the community. Recommendations included a maximum accrual rate and approval form. Upon review and discussion, the EC recommended that any leave accrued within a fiscal year must be used within the year it was accrued and cannot roll over year to year. Additionally, hours can be accrued up to 10 hours annually at a rate of 3:2 ratio. So, for every 3 hours volunteered, 2 hours of personal leave could be accrued up to 10 hours annually. The recommendations will be reviewed by F5's HR consultants to ensure legal compliance and will be presented back to the EC for a final review and if approved will be moved for full Commission review.

7. ED Update

ED Saye provided a summary of the recent activities:

- Upcoming Events & Community Trainings/Collaborations
 - Kin-ship Training: May 20, 2024. This training features retired NICWA Judge Thorn and Kevin Cambell who will discuss the transformation of family-finding activity into kin-ship placement activity.
 - Early Start Symposium: July 17-18. This training supports Early Start partners in enhancing services to children receiving Early Start services.
 - Triple P Level 4 Group: July 24-26. Interested individuals can contact the Community Education Manager to register.
 - Zero to Three Conference: July 31-Aug. 2. This will be held in Long Beach, CA and is a great conference to keep updated on contemporary and rising issues related to early childhood care and education. Several staff and Healthy Families Home Visiting staff will be in attendance.
 - Community Resilience Model Training: TBD in August. Conversations are starting between F5 and the Trauma Resource Institute to bring a local train the trainer event to Mendocino since the resurgence of the Community Resilience Model.
- Staff Activities and Events
 - Child Abuse Prevention Awareness Month CASA pinwheel contest was won by F5!
 - The Doula Collective is supported by SPCFA funds, there are 13 participating doulas.
 - Kindergarten Readiness Event in Leggett. F5 staff will be there to support new families along with NCO.
 - Family Fun Fair and outreach events in Fort Bragg supported Imagination Library and Community Resilience Model (CRM) skills.
 - CRM was launched in Fort Bragg schools and the Boys & Girls club in Ukiah with a warm reception and an invitation to return.
 - Mendocino College Wellness Fair will be supported with a F5 booth, and they requested F5 to provide a Land Acknowledgment to open the event.
 - A Data Exchange agreement with Adventist has been executed to allow for faster referrals for families who have just had a baby.
 - The Closed Loop referral system with Unite Us includes several conversations with partners. Adventists, ARCH, and Partnership are coming to the table to have conversations on how to implement it.

APPROVED

- *Wellness skills and nervous system regulation curriculum is being discussed with MCOE and Dr. MC McDonald.*
- *Laytonville FRC will be expanding services into Legget to better support families and F5 is hoping to support.*
- *8000 diapers were given out to families and partners in April.*

8. EC Quorum Check

The EC will confirm next meeting date and time on Monday June 3, 2024.

EC reviewed calendars and confirmed date and time of meeting.

Commissioner D'Anis adjourned meeting at 5:00 p.m.

Next EC Meeting June 3, 2024 at 4:00 pm.

Next Commission Meetings June 17, 2024