



Date: June 17, 2024
Meeting: First 5 Mendocino Commission Meeting
Location: Dept of Social Services, 747 S. State St., Ukiah, CA 95482
and Zoom

Commissioners Present

Ben Anderson	Sandra Applegate	Erica D’Anis
Maria May	Mo Mulheren	Tawny Bailey
Katheryn Reihl		

Commissioners Absent

Jenine Miller		
---------------	--	--

Public Present

Townley Saye	Jade Aldrich	Tara Yoast
Jenna Flesch	Bonnie Boek	Monica Galliani
Karla Kohler	Andres Alvarado	Alex Rounds
Megan Carson	Kristin Hills	

Meeting Began at 1:03 pm

ITEM 1 WELCOME & INTRODUCTIONS

ITEM 2 MINDFUL MINUTE

ITEM 3 PUBLIC COMMENT ON NON-AGENDIZED ITEMS

ITEM 4 CONSENT CALENDAR **ACTION**

- Meeting Agenda
- Meeting Minutes: April 2024

Motion to approve the Consent Calendar

Motion: Mulheren Second: Anderson
Yes: Anderson, Applegate, D’Anis, May, Mulheren
Abstain: None
Absent: Miller
Motion: Passed

ITEM 5 **OATH OF OFFICE FOR NEW COMMISSIONERS ACTION**

Supervisor/Commissioner Mulheren swore in upcoming commissioners Tawny Bailey and Katheryn Reihl. The oaths will be filed with the County by Supervisor/Commissioner Mulheren.

ITEM 6 **PUBLIC HEARING FIRST 5 CA STATE ANNUAL REPORT ACTION**

Pursuant to Health and Safety Code Section 130140(d)(3) the Commission conducted a public hearing on the State Commission's FY 2022-23 annual report.

The public hearing was opened. No public came forward to speak. Executive Director Saye directed attendees to the entire report available online. Saye explained the importance of the report as it details the information of both the county and state F5 programs, and fiscal data. New investments were highlighted: Improved Child Health, Improved Family Functioning, Improved Child Development, and Improved Systems of Care. A new Fatherhood Initiative also is being included.

Motion to accept the First 5 CA State Annual Report

Motion: Mulheren Second: Applegate
Yes: Anderson, Applegate, Bailey, D'Anis, May, Mulheren, Reihl
Abstain: None
Absent: Miller
Motion: Passed

The public hearing was closed.

ITEM 7 **UPDATED FAMILY FRIENDLY HEALTH POLICY ACTION**

ED Saye explained the Commission previously approved the Family Friendly Health Policy, but this update is to align the policy language with the language provided by the policy Carrier, Blue Shield. The new policy wording is included in the agenda packed with track changes so the Commission can review the language update.

A motion to approve the updated Family Friendly Health Policy

Motion: Mulheren Second: May
Yes: Anderson, Applegate, Bailey, D'Anis, May, Mulheren, Reihl
Abstain: None
Absent: Miller
Motion: Passed

ITEM 8 **NEW POLICY: VOLUNTEER PERSONAL LEAVE ACTION**

ED Saye informed the Commission that this policy has been through the Executive Committee a couple times and edits were made. This final version is being brought before the Commission to build social capital in the community. There are many opportunities that align with First 5 values, but First 5 Mendocino does not have the staff or budget to pay the staff for their time. This policy would allow staff to volunteer for the betterment of the community while offering more flexibility in their schedule. The policy states for every 3 volunteer hours completed, employees can earn two extra personal leave hours, up to a maximum of 10 hours per fiscal year. These hours will not rollover annually. There are limits to the volunteer activities accepted and forms have been created to preapprove the activities and then to approve personal credit after the activities have been completed. Commissioner Mulheren requested an update to the wording of the policy to state that certain volunteer activities are not allowable, rather than inappropriate. A typo in the policy was pointed out. Clarification was made that part time, less than 20 hours a week, employees will not be eligible. There was also a request to update wording on the forms to match the policy that states “considered fraud” rather than “constituted as fraud.”

A motion to approve the policy with said changes

Motion: D’Anis Second: Anderson

Yes: Anderson, Applegate, Bailey, D’Anis, May, Mulheren, Reihl

Abstain: None

Absent: Miller

Motion: Passed

ITEM 9 STRATEGIC PLAN: PROGRAMMATIC REVIEW (2023-24) ACTION

Pursuant to the requirements of Health and Safety Code Section 130140 (a)(1)(C)(iii) the Commission reviewed its county strategic plan.

The attendees viewed a 10-minute video that Alex Rounds put together of the collective accomplishments of staff through FY 2023-24. It was noted that all proposed accomplishments for FY 2023-24 were met and exceeded by the team.

Looking forward to FY 2024-25 is a continuance of 4 strategic plan priority areas: Optimal Child Health and Development, Quality Early Learning and Care, Increase Family Resilience, and Integrated and Equitable Systems. The goals and activities for each were detailed and discussed as follows from the PowerPoint presentation.

Optimal Child Health and Development

- Goal 1: Improve Prenatal and Perinatal Conditions for Healthy Development

- Kits for New Parents
 - Pediatric Dental Initiative
 - Perinatal and Prenatal Consortium Support
- Goal 2: Support Increased Awareness of and Access to Appropriate Service and Family Support for Children Who Have Special Needs
 - Early Start Supports
 - CalAIM Initiative

Early Learning and Care

- Goal 1: Support Increased Access to Affordable Childcare
 - Collaboration
 - Education
- Improve the Quality of Early Childhood Setting to Meet the Social-Emotional, Physical and Cognitive Needs of Young Children
 - Engagement
 - Quality Improvement Funding
- Support Increased Children's Early Learning, Social Emotional Development, and School Readiness
 - Imagination Library
 - Engagement

Increase Family Resilience

- Goal 1: Increase Use of Affective Parenting
 - Triple P
 - CRM
 - FRCs Support
 - Community Supports
 - Native Culture Fund
- Goal 2: Increase Knowledge of Child Development
 - Triple P
 - Outreach
 - FRCs Support
 - Family Empowerment Center

Integrated & Equitable Systems

- Goal 1: Build and Strengthen County-Wide Coordination of Our Local Early Child Development and Family Support Systems
 - Title IV-E
 - State of the Child Trainings and Annual Summit
 - FRC Network
 - Policy Council for Children & Youth (PCCY)
 - Healthy Mendocino
- Increase Community Supports and Skills in Times of Need
 - Home Visiting Technical Assistance
 - Home Visiting Public Health
 - Adventist Birth Education

- o Childhood Trauma Action Council (CAC)
- o Substance Use Treatment Awareness

The Tax Revenues and Total Revenues were reviewed in reference to their allocation to the Strategic Plan areas.

Discussions included the following as they related to each Strategic Plan focus:

- Utilizing and collaborating with Easter Seals for Early Start supports
- Uplifting NCO's *My Childcare* website to assist caregivers in finding local childcare options
- Engaging the *Talk, Read, Sing* Campaign to further lift the Imagination Library
- Allowing playgroup facilitation as a billable activity for FRCs
- Providing in-person Triple P classes
- Inquiry of current Home Visiting numbers
- Goals around long-term planning

A motion to accept the strategic plan

Motion: Anderson Second: May

Yes: Anderson, Applegate, Bailey, D'Anis, May, Mulheren, Reihl

Abstain: None

Absent: Miller

Motion: Passed

ITEM 10 FINANCIAL REPORTS FY 2023-24 ACTION

Before reviewing the financial reports, methodology was reviewed, and it was suggested that for future reporting the equity line be removed for report clarification purposes.

Financial reports for June 2023 – November 2023 were individually reviewed and discrepancies in June, July, August, September, and November were all clarified to the Commission.

Some payee names were matched to expenses for clarification purposes.

Commissioner Mulheren offered to connect Business Manager Jenna Flesch with County contacts that could assist in more timely information sharing since final reconciliation can't be done until the County closes their books.

A motion to remove the equity line and accept the financial reports

Yes: Anderson, Applegate, Bailey, D'Anis, May, Mulheren, Reihl

Abstain: None

Absent: Miller

Motion: Passed

ITEM 11 REVIEW RESOURCES TOWARD STRATEGIC PLAN **NO ACTION**

Attendees reviewed and discussed the budget items for FY 2024-25. Included in the discussion:

- Budget to Actuals for Fiscal Year 2023-24
- Financial Projections for Fiscal Year 2024-25
 - 2024-25 Budget Assumptions
 - 2024-2028 Proposition 10 Allocations from First 5 CA
 - Grants and Contracts
- Long Term Planning Updates and Projections

A coding error was found in the accounts and corrected. The effects of contracts with late granting on the Budget to Actuals were detailed out.

Unspent FY 23-24 Title IV-E funding was redistributed to First 5 resulting in an additional \$15,000 for training events in June 2024.

The FY 2024-25 Budget Assumptions were reviewed line by line, including the Pending Contract Funding. The incoming tax allocations from First 5 CA were noted. The FY 2024-25 grantees include continuance of the Family Resource Centers, The Family Resource Network, and PDI as well as new grantee opportunities with the Native Cultures Fund, Community Supports, and Quality Improvement Projects.

The long-term planning shows the current investments along with the estimated projections through FY 2027-28.

ITEM 12 LONG TERM INVESTMENTS **ACTION**

The current CD will be maturing in September. Based on current needs it was discussed that the interest and principle investment be renewed. The estimated current rate is 4.75% return.

A motion to renew the Certificate Deposit Account, including interest

***Motion: D’Anis Second: Applegate
Yes: Anderson, Applegate, Bailey, D’Anis, May, Mulheren, Reihl
Abstain: None
Absent: Miller
Motion: Passed***

ITEM 13 ADOPTION OF THE 2024-25 BUDGET **ACTION**

Per the California Health and Safety Code Section 130140 (d)(5), the Commission held a public hearing and approve/deny/modify the proposed budget for Fiscal Year 2024-25.

Public hearing was opened. No public comment was received. Attention was brought again to the details presented earlier in Item 11. Allocation of funds in the budget draft represents 80% of incoming revenue as 20% is held for long-term planning. Each category of the Strategic Plan is represented in the draft budget and each category on the Chart of Accounts details specifically where the funds are allocated to by class code. It was noted that the title on the Chart of Accounts page needs to be corrected.

Appreciation was expressed that this Draft Budget is larger than in previous years with funds available to add new funding initiatives that will benefit Mendocino County.

A motion to approve the 2024-25 budget as presented

Motion: Applegate Second: Anderson
Yes: Anderson, Applegate, Bailey, D'Anis, May, Mulheren, Reihl
Abstain: None
Absent: Miller
Motion: Passed

The public hearing was closed.

ITEM 14 AUTHORIZATION OF 2024-25 CONTRACTS AND GRANTS **ACTION**

The Commission was asked to authorize ED Saye to approve the contracts and grants for FY 2024-25.

A motion to approve Townley Saye to authorize 2024-25 contracts and grants.

Motion: D'Anis Second: May
Yes: Anderson, Applegate, Bailey, D'Anis, May, Mulheren, Reihl
Abstain: None
Absent: Miller
Motion: Passed

ITEM 15 COMMISSIONER REPORTS, STAFF UPDATES, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL METERICALS **NO ACTION**

Staff were asked to provide feedback about being in the new office location. Staff expressed positive experiences with the new space that included a welcoming environment, positive foot traffic, better community space for staff and public, more professional atmosphere, and a play area for kids.

Attendees were invited to the Ice Cream Social for partners on Tuesday, June 18 from 12-2 pm.

Attendees shared congratulations to the families of the local graduates of 2024 and shared personal updates regarding their children.

Commissioner Anderson shared appreciation for the hard work of ED Saye and staff. He also shared that Mendocino Community Health Clinic has been able to hire 4 new therapists and 2 of them are bilingual. They will be starting over the next 4 months.

Commissioner Mulheren shared that the County needs a Social Services Director and a Public Health Officer. The County has been struggling to find a Public Health Officer, which is a critical need, and wants people to know that they don't need to be intimidated by the fact that it's a full-time job, because they are open to exploring other arrangements and encourages people to apply.

Commissioner May shared that the Mendocino Coast Clinic is still searching for a pediatrician.

Commissioner D'Anis had nothing to report.

Commissioner Reihl shared that Public Health is hiring a Supervising Public Health Nurse.

Commissioner Bailey shared an update on what used to be The Sandbox. Redwood Community Services had tried to resurrect the program but ultimately were not able to secure the funding. Recently she became aware of funding through BHCIP which is dedicated to funding unmet needs. It is a quick turnaround process, and the RFP is expected this fall. The project would serve behaviorally challenged children, an inclusion program for social emotional needs.

Member of the public, Kristen Hills, who is with Mendocino County Office of Education, shared that public head start centers are no longer just able to suspend or expel for behavior without going through multiple hoops.

ED Saye drew attention to the Mendocino County Kindergarten Readiness 2023 survey Executive Summary sheets specific for Families, Leadership, and Policy Makers that are included in the packet.

A quorum check for the next meeting on August 19, 2024 in Laytonville and on Zoom indicates Commissioners D'Anis, Mulheren, Bailey and Reihl confirmed attendance. Commissioner Anderson will not be available. Commissioners Applegate and May are tentative. Commissioner Miller will be contacted to confirm. Executive Assistant, Karla Kohler, will confirm attendance availability and the location closer to the meeting date.

Meeting Ended at 3:27 pm