



Executive Committee Meeting Notes

Monday, June 3, 2024 at 4:30 p.m.
In-Person/Zoom Meeting

Commissioner(s) Present: Sandra Applegate, Erica D'Anis, Ben Anderson
Commissioner(s) Absent:
Staff/Public Present: Townley Saye

Items

1. Welcome and Introductions
Commissioner D'Anis called the meeting to order at 4:32 p.m. and welcomed participants.

2. Public Comment on Non-Agended Items
Commissioner D'Anis asked for public comment on non-agended items.

ED Saye brought up the subject around public hearings and the requirement of having them posted in the local newspaper of general circulation. Being qualified as a Special District, there is a requirement that all public hearings guided by legislation must be posted 10-days prior to the hearing. Moving forward all agendas that include a public hearing item will be submitted 10-days prior to be in compliance with Special District requirements.

3. Consent Calendar (Action)

Meeting Agenda

- EC Meeting Agenda
- April Minutes
- May Minutes

Commissioner Anderson pulled May Minutes to abstain from voting due to absence.

Motion made to approve the Agenda and April Minutes

Motion: D'Anis Second: Applegate

Yes: Applegate, D'Anis, Anderson No: none

Action Approved

Motion made to approve May Minutes

Motion: Applegate Second: D'Anis

Yes: Applegate, D'Anis Abstained: Anderson

Action Approved

4. Manager to Exempt Status (Action)

EC will discuss updating the Perinatal and Early Childhood Manager position from non-exempt to exempt.

ED Saye updated the EC on the expanded responsibilities of this position and that it qualifies for the exemption classification. The position change would go into effect on June 30, 2024.

Motion made to approve updating the position classification on the effective date

Motion: Applegate Second: Anderson

Yes: Applegate, D'Anis, Anderson No: none

Action Approved

5. Updated Family Friendly Health Policy (Action)

EC will review, approve or modify the recommended updates to the Family Friendly

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Health Policy for Commission review.

ED Saye pointed out the changes from “stipend” to “benefit” and added the language from the current health provider to align with the definitions for who qualifies for the benefit. Additional language was added around payments not being retroactive.

Motion made to approve amendments and bring for full Commission review and approval.

*Motion: Anderson Second: Applegate
Yes: Applegate, D’Anis, Anderson No: none
Action Approved*

6. Updated F5 Mendocino Volunteer Personal Leave Policy (Action)

EC will review, approve or modify the recommended updates to the Volunteer Personal Leave Policy for Commission review.

ED Saye presented the policy with modified language to make it more transparent. Commissioner Anderson confirmed that it was a paid leave rather than an unpaid leave. Updated language included the clarification of the ratio of three (3) volunteer hours completed will achieve two (2) personal leave hours. Commissioner D’Anis inquired on the different classifications and accrual rates. Language of roll-over hours was removed. ED Saye confirmed that F5’s HR consultant confirmed that the hours would need to be paid out upon a staff’s exit if hours were on record and additional language will be added around eligibility beginning after 90 days of employment. All activities will be in Mendocino County and will be aligned with First 5 Mendocino’s mission. Additional clarifications were recommended for the volunteer request and completion forms.

Motion made to approve amendments and bring for full Commission review and approval.

*Motion: Anderson Second: Applegate
Yes: Applegate, D’Anis, Anderson No: none
Action Approved*

7. ED Update

ED Saye provided a summary of the recent activities:

- *April 30-May 2: Indigenous Training*
 - *16 Indigenous doulas and 4 allies were trained. The event was well received and presented a locally woven Native infant basket as a thank you for the training. Alex has been meeting regularly with the doulas involved in the consortium and recently toured Adventist with the doula group. It was a good opportunity for Labor and Delivery staff to become better acquainted with the doulas. Overall, it was a warm reception and a step towards increased collaboration.*
- *May 8: Mendocino College Wellness Event*
 - *F5 Mendocino was invited to provide a Land Acknowledgement and informed the event of the Native Cultures Fund. F5M tabled the event and provided CRM and parenting class information.*
- *May 20: Kin-ship Care Training*
 - *Kevin Campbell, who helped draft the Family Finding language into CA legislation 20 years ago, and Justice Thorn, a retired NICWA judge presented to a collection of social workers and ICWA representatives at Redwood Valley Rancheria. Kevin Campbell’s work currently involves updating CA language to Kin-First considering that families often are not informed of a child placement occurring elsewhere in the family while research indicates that children adjust better when placed with another family member rather than a foster family. This is a timely and inspirational story especially in light of the most recent Grand Jury report findings around the toxic work environment at Family Children Services Department due to their understaffing and high case loads. A Kin-first system has proven to reduce*

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case loads when implemented in other counties.

- *June 4: Local ICWA training*
 - *Alex and Jade will provide a CRM introduction to ICWA providers at this local training. It will be a good opportunity to collaborate with Tribal partners.*
- *June 18, 12-2: Ice Cream Social Partner Collaboration Event*
 - *After feedback from partners who enjoyed the open house hosted by F5M after the move into the new spaces, staff organized an Ice Cream Social for partners to gather and exchange information.*
- *CalAIM Partnerships with F5's and F5 Association*
 - *First 5 Association has been supporting the efforts of the MOUs due January 2025 between Partnership and local First 5's due to the CalAIM expansion. The Association has been beneficial in helping Partnership better understand how First 5's support families.*
- *Care Continuity Agreement with Adventist*
 - *Adventist and F5 Mendocino have entered into an agreement so patient files can be shared with First 5 through a secured link upon consent from the family to have First 5 contact them for additional resources and services.*
- *Unit Us collaboration with Adventist, Partnership, and Alliance for Rural Community Health (ARCH)*
 - *F5 Mendocino has been meeting with partners around implementing Unite Us as a potential closed-loop referral program. This is to improve referrals and ensure families are concretely connected to resources. Conversations are around compliance and ensuring electronic health records are kept secure. Once we can determine the number of licenses needed, we can figure out the related costs for the program.*

8. Commission Meeting Agenda (**Action**)

The EC will review, discuss, revise and approve the draft meeting agenda for the June 17, 2024 Planning Commission meeting.

ED Updated the EC on staff and Commission photos that will occur prior to the Commission meeting. EC reviewed the agenda items. Commissioner D'Anis inquired about increasing public attendance at the planning meeting and requested it be posted on social media accounts. Commissioner Applegate made a recommendation to contact a Ukiah Daly Journal journalist as well.

Motion made to approve Commission agenda.

Motion: D'Anis Second: Anderson

Yes: Applegate, D'Anis, Anderson No: none

Action Approved

9. EC Quorum Check

The EC will confirm next meeting date and time on Monday July 8, 2024.
EC reviewed calendars and confirmed date and time of meeting.

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

Next EC Meeting July 8, 2024 at 4:00 pm.

Next Commission Meetings June 17, 2024

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