



Date: December 9, 2024

Meeting: First 5 Commission Meeting

Location: Anderson Valley Health Clinic, 13500 Airport Rd, Boonville, CA
Public Health, 1120 S Dora St, Ukiah, CA & Zoom

Commissioners Present

Ben Anderson	Katheryn Reihl	Maureen Mulheren
Tawny Bailey	Maria May	
Erica D'Anis	Sandra Applegate	

Commissioners Absent

Jenine Miller	Kristin Hills	
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Public Present

Townley Saye	Jenna Flesch	Tara Yoast
Alex Rounds	Andres Alvarado	Maria Fuentes
Monica Troxler	Bonnie Boek	

Meeting Began at 01:01 pm

ITEM 1 WELCOME & INTRODUCTIONS

Attendees were welcomed by the chair and introductions were made.

ITEM 2 MINDFUL MINUTE

Executive Director Townley Saye led attendees in a Mindful Minute.

ITEM 3 PUBLIC COMMENT ON NON-AGENDIZED ITEMS

Public Comment was opened. ED Saye asked Commissioners to sign a set of cards going to local organizations for Positive Parenting month in January. Chair D'Anis requested the status of Commissioner Anderson's office renewal; the application was submitted online and will be presented at the Board of Supervisors meeting on December 10.

ITEM 4 CONSENT CALENDAR ACTION

- Meeting Agenda
- Meeting Minutes
 - No changes to the Agenda. Agenda was pulled to vote separately on Consent items.

Motion to approve the Agenda.

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

- Meeting Minutes
 - October minutes were pulled to correct spelling errors.

Motion to approve the amended meeting minutes.

Motion: Mulheren Second: D'Anis
Yes: Mulheren, D'Anis, Anderson, May, Bailey
Abstain: Applegate, Reihl
Absent: Miller, Hills
Motion: Passed

ITEM 5 Annual Meeting Calendar ACTION

ED Saye introduced the draft meeting calendar with proposed Commission meeting dates for the 2025 calendar year. Two different formats were presented: a calendar view and a list view. Commissioners approved of both without preference. ED Saye explained the nature of the annual planning meeting, leading Commissioners to choose Friday, June 20th for the upcoming one. Commissioner Mulheren advised attendees that she will not likely be chosen as the Board of Supervisors representative in the upcoming year. Following discussion, ED Saye clarified that Executive Committee meetings are generally held at 4:00pm for each occurrence.

Motion to approve the annual meeting calendar with June 20 planning meeting.

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

ITEM 6 Election of Officers ACTION

Commissioners and staff confirmed that the current office positions are as follows: Erica D'Anis as Chair, Sandra Applegate as Vice Chair, and Ben Anderson as Second Vice Chair. Current officers explained the time commitment attached to each position and discussed who might be a good candidate for new roles. Chair D'Anis noted that she will be leaving for maternity leave in February and will miss some of the following meetings. Commissioner Bailey volunteered to be Second Vice Chair and is looking forward to learning more about First 5 Mendocino in the role. Commissioners unanimously nominated Commissioner D'Anis as Chair, Commissioner Applegate as Vice Chair, and Commissioner Bailey as Second Vice Chair.

Motion to elect the First 5 Mendocino Officers as nominated.

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

Abstain: None
Absent: Miller, Hills
Motion: Passed

ITEM 7 Positive Parenting Awareness Month Proclamation ACTION

ED Saye presented the current Positive Parenting Awareness Month proclamation alongside the one from 2023 to show updates made in partnership with other participating counties such as Santa Cruz. Chair D'Anis noticed the use of the word "sacred" to define the work of First 5 and asked whether the use of the word is appropriate. Discussion around the word, and possible alternatives, ensued. Commissioners concluded that a better alternative would be to use the word "vital," in place of "sacred" in the two places it appears in the proclamation. Commissioner Reihl was informed that Mendocino County Public Health would be added to the proclamation as an agency with staff trained in Triple P. Commissioner Anderson noticed that a correction needed to be made to indicate Behavioral Health and "Recovery" Services, not "Rehabilitation."

Motion to approve the Positive Parenting Awareness Month Proclamation with identified changes.

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

ITEM 8 Cost-of-living-allowance (COLA) Modification ACTION

ED Saye worked with Business Manager Flesch to review salaries, inflation, and the current COLA increases received by staff in the past 3-5 years. ED Saye explained that previous F5M COLA rates were stabilized at 6% to remain competitive and in line with inflation rates; however, post-covid inflation rates rose to above 6% while F5M COLA rates dropped to 3%. To bring the COLA back into alignment with the formula used by the Social Security Administration, it is recommended that the COLA be adjusted in 2025 to a higher percentage with subsequent years having lower rates.

ED Saye went on to present F5M's fiscal projections through 2030 and explained where sources of income were coming from. Commissioner Mulheren asked for the details of the EC discussion around the recommendation to move to 8%, 8%, and 8% increases rather than 10%, 8%, and 6%. Commissioner Bailey asked why COLAs were every other year and what merit increases are based on; ED Saye explained that COLAs have been every other year since First 5 was initially started and that merit increases are generally, but not always, comprised of varying combinations of performance evaluations, self-advocacy, and Executive Director or manager recommendations. Merit increases also come in 5% steps that an employee gets over time, depending on how many years they have been with the company.

Commissioners discussed the nature and occurrences of the merit increases and asked staff for their thoughts/opinions. Staff made it known that the merit increase process seemed very unclear to them. After a rich discussion, and reviewing the recommendations and financials, Commissioners requested the current salary scales and related policies for review and requested additional information around alternate policies to be presented at the next Commission meeting.

Motion to table the item until February for additional information.

Motion: Anderson Second: Mulheren

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

ITEM 9 Community Foundation Field-of-Interest Agreement ACTION

First 5 Mendocino donated \$70,000 in Family Resilience dollars to the Community Foundation to establish a Native Youth Fund. ED Saye explained that the Community Foundation proposed keeping a 1.5% administrative fee, to which the Commissioners did not object. She also explained that the fund supports a high priority population for First 5 Mendocino.

Motion to approve the First 5 Native Youth Fund Field-of-Interest Fund Agreement.

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

ITEM 10 Memorandum of Understanding between Raise & Shine Nonprofit and First 5 Mendocino ACTION

The Commission was presented with an MOU between First 5 Mendocino and Raise & Shine FREC. ED Saye explained that the MOU should be a standing item on the agenda each December. Commissioners commented that the MOU appeared to be very straightforward and clear.

Motion to approve the Raise & Shine MOU and add as a standing annual agenda item.

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

Meeting broke at 2:38 and reconvened at 2:45

ITEM 11 ED & STAFF UPDATE NO ACTION

ED Saye gave a brief overview of the budget tracker and described some of the larger purchases made by F5M. Staff finished the first portion of the Kin First training, which addresses the 5 biggest social challenges (mental health, addiction, homelessness, domestic violence and poverty) and how to engage with families to find solutions. FRC Director Boek provided some examples from the training.

ED Saye also highlighted upcoming events, such as:

- Kin First virtual follow-up meetings on December 10 and January 3
- Fear-less Training for teen and preteen self-esteem building
- Virtual HOPE training through the Montana Institute
- Triple P America Legislative Days on January 22
- Opioid Awareness event at the Redwood Valley Rancheria
- First 5 Association Conference in San Diego February 10-12

- Anderson Valley Health Center Harvest

Perinatal and Early Childhood Support Manager Rounds gave an update on the Community Birth Partnership for Mendocino County, letting Commissioners know that the initial meeting was held in November and ongoing outreach for the program is underway. She added that First 5 Mendocino has printed new doula rack cards and that the collaboration project with Mendocino Community Health Clinic has been going well.

ED Saye reported that First 5 Mendocino has also printed new pocket guides that describe the 5 protective factors for children and how to better implement these in daily life. Staff have been teaching Community Resiliency Model skills in schools and at the Boys & Girls Club program in Ukiah. Staff have been providing families visiting the office with BrightLife Kids brochures, which connect families with online parenting support. Bilingual Family Consultant Fuentes told the Commission that various staff members will be participating in the Community Health Workers' training provided by El Sol, which will run from January through May. She has also been providing Triple P information nights at Head Start locations in Willits, Hopland and Pinoleville. She and Coastal Coordinator Aldrich created/filmed a toilet-training tutorial video that will be distributed in 2025.

ITEM 12 COMMISSIONER REPORTS, STAFF UPDATES, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL

MATERIALS NO ACTION

Commissioner Applegate thanked Commissioner Anderson for his participation and insight on the Executive Committee. Commissioner Anderson returned the sentiment toward Commissioners Applegate and D'Anis.

Commissioner May reported that Mendocino Coast Clinics is gaining a new nurse practitioner on November 2, 2024.

Commissioner Anderson added that Mendocino Community Health Clinic Behavioral Health is getting a new expansion grant and is hiring a new Therapist, two new Community Health Workers, and a promoter for Spanish-speaking programs.

Commissioner Bailey mentioned that some businesses are hiring social media influencers as promoters.

Commissioner Mulheren thanked commissioners and staff, adding that this may be her last meeting as a commissioner. She invited conversations on how to recruit more people for community events like holiday walks; the biggest recruitment tool has been the Friends of the Great Redwood Trail group on Facebook.

Commissioner Reihl reported that the county has hired a new Home Visitor and is working on new grant opportunities to expand funding for field nursing, specifically for high-risk pregnancies.

ED Saye reminded commissioners to turn in all Form 700s by February 3, 2025, at 1:00pm.

Quorum check indicates all Commissioners present will be available for the February 3 Commission meeting. Absent Commissioners will be polled.

Meeting Ended at 03:25 pm