



Date: February 3, 2025
Meeting: First 5 Commission Meeting
Location: Public Health, 1120 S Dora St, Ukiah, CA & Zoom

Commissioners Present

Ben Anderson	Kristin Hills	Maureen Mulheren
Tawny Bailey	Sandra Applegate	

Commissioners Absent

Jenine Miller	Maria May	Erica D'Anis
Katheryn Reihl		

Public Present

Townley Saye	Jenna Flesch	Tara Yoast
Alex Rounds	Andres Alvarado	Maria Fuentes
Monica Troxler	Bonnie Boek	Megan Carson
Josh Martinez – Weaving Wellness	Jade Aldrich	

Meeting Began at 01:00 pm with Vice Chair Applegate presiding.

ITEM 1 WELCOME & INTRODUCTIONS

The chair welcomed attendees 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 announced that Commissioner Anderson has now served on the Commission for 10 years. Staff and Commissioners thanked him for his service and presented him with a commemorative gift.

ITEM 4 CONSENT CALENDAR ACTION

- Meeting Agenda
- December 9 Commission Meeting Minutes

Motion to approve the Agenda and Minutes as presented.

Motion: Bailey Second: Mulheren
Yes: Mulheren, Anderson, Bailey, Applegate

Abstain: Hills
Absent: Miller, May, D'Anis, Reihl
Motion: Passed

ITEM 5 Partnership Health Plan of CA and First 5 MOU ACTION

ED Saye invited the Commission to review the Partnership Health Plan MOU and explained that the agreement was written after meeting with other First 5's to discuss similar documents/agreements and will begin in January 2025. F5M will meet with Partnership Health quarterly with either ED Saye or Perinatal and Early Childhood Support Manager Rounds in attendance.

Motion to approve the Partnership Health Plan MOU.

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

ITEM 6 Transition of Signers ACTION

Following the election of new seats on the Commission, Commissioners are to approve new officers as signors of financial documents. ED Saye will then bring a letter to the Savings Bank of Mendocino County showing proof of the updates

Motion to remove Commissioner Anderson as a financial signor and add Commissioner Bailey.

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

ITEM 7 Salary Compensation Recommendation ACTION

ED Saye presented the Commission with the current and proposed salary scales with position descriptions as requested at the December meeting. The proposed salary scale reflects a 5% increase for all positions and would be used to determine the starting salary for any new employees hired starting in FY 25-26. She presented a slideshow that included transparency tools, a summary of salaries and benefits from August 2022, updated salary scales, and survey results that showed staff preferences and recommendations for additional changes, including educational differential pay and milestone increases. Discussion between ED Saye and Commissioners Mulheren and Bailey ensued, with ED Saye explaining that the differential pay for education would be allocated the same way the current bilingual differential is allocated. ED Saye and Business Manager Flesch explained that F5M uses Heartland Payroll to track hours, that pay rates and milestone anniversaries are adjusted automatically to stay, and that all rates comply with California regulatory rates. Any related policies will be updated and returned for Commission approval if approved.

Motion to approve the updated salary schedule with the 5% increase starting in Fiscal Year 25-26 with policy language updates to be brought back to Commission.

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

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

ED Saye and Business Manager Flesch provided a brief history of COLA allocations and recommended an adjustment of 10% COLA in FY 25-26 to align with formula established by the Social Security Administration. It is recommended that this rate be stabilized at 3.5% annually until FY 27-28. Commissioners discussed whether a decision should be made each year or not. Commissioners ultimately agreed that making a decision that would last until FY 27-28 would benefit budget planning.

Motion to approve a COLA increase of 10% in Fiscal Year 25-26, then a COLA increase of 3.5% in Fiscal Years 26-27 and 27-28.

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

ITEM 9 ED & STAFF UPDATE NO ACTION

ED Saye thanked staff for their patience and honesty during discussions about salaries and benefits.

F5M's annual State of the Child conference will be held on March 5 at the Ukiah Valley Conference Center. ED Saye thanked Community Education Manager Carson and encouraged Commissioners to register.

ED Saye attended the First 5 California Commission meeting in Sacramento on January 30. The meeting covered various funding topics that were highly contentious.

ED Saye, Coastal Coordinator Aldrich, and Bilingual Family Consultant Fuentes went to the Capital for Positive Parenting Awareness month and spoke to legislators about how First 5 and Triple P are essential resources used and needed in the community.

Perinatal and Early Childhood Support Manager Rounds and ED Saye are currently interviewing Community Health Worker candidates.

Suite M has been opened and used as a Community Room for meetings and play groups. Play groups have been getting higher attendance rates.

Staff will attend the First 5 Association conference in San Diego from February 10-12.

Rounds and Fuentes will be interviewed on KZYX's radio show to promote the F5M and Raise & Shine programs. Commissioners asked to be notified when the interview was released.

Aldrich has been attending parent nights at various Fort Bragg school district schools.

ITEM 10 COMMISSIONER REPORTS, STAFF UPDATES, ANNOUNCEMENTS, QUORUM CHECK & ADDITIONAL

MATERIALS NO ACTION

Commissioner Anderson thanked staff for the platter and the recognition of his service. He added that 4 to 5 Mendocino Community Health Clinic therapists will attend the State of the Child conference. The clinic has also hired a new bilingual clinical psychologist.

Commissioner Mulheren told staff that her granddaughter turned 4 years old.

Commissioner Hills thanked staff and ED Saye for standing ground and telling the truth at the First 5 CA Commission meeting. MCOE is re-vamping their website with a page for Universal Pre-Kindergarten. She added that the pre-k program will be holding family fun nights soon. They are holding interviews this week for a bilingual liaison for the program.

Commissioner Applegate reported that her youngest granddaughter turns 3 this month and attends bilingual preschool.

The quorum check indicates all Commissioners present will be available for the April 28 Commission meeting. Absent Commissioners will be polled.

Meeting Ended at 02:08 pm