



Commission Meeting Minutes

Date: April 28, 2025

Start Time: 1:15

Stop Time: 3:35

Location(s): Old Laytonville High School Book Room, Mendocino County Public Health, Zoom

Commissioners Present:

Anderson☑ Applegate☐ Bailey☑ D'Anis☑ Haschak☑ Hills☑ May☑ Miller☐ Reihl☐

Staff Present:

Aldrich☑ Alvarado☑ Boek☑ Carson☑ Flesch☑ Fuentes☑ Troxler☐ Kohler☑

Rounds☑ Yoast☑ Saye☑ Avalos☑ Anderson☑ DeBiase☑

Public Present:

Jayma Shields Spence

1. Welcome & Introductions

- Attendees were welcomed by the chair, and introductions were made.

2. Mindful Minute

- Townley Saye led attendees in a Mindful Minute.

3. Public Comment on Non-agendized Items

- Public comment was opened. Staff Rounds shared that three new staff have joined the Welcome Baby Team. Commissioner Hills shared that Jose Najera Martinez is working as a family liaison at MCOE. Public comment was closed.

4. Consent Calendar

Action

- Meeting Agenda
- Meeting Minutes

Motion: Motion to approve the Consent Calendar.

- Move: Anderson
- Second: Hills
- Yes: Anderson☑ Bailey☑ D'Anis☑ Haschak☑ Hills☑ May☑
- Abstain: None
- Absent: Miller☑ Reihl☑ Applegate☑
- Passed☑



5. FRC Network & Laytonville Healthy Start Presentation

No Action

- Discussion: Jayma Shields, the Laytonville Healthy Start Director, gave a history of the Community Library and the Mendocino County Library Laytonville Branch. Attendees were invited to visit the Healthy Start FRC after the meeting. The Healthy Start Initiative Grant was used to establish support at the High School, which then expanded to a comprehensive community center. Local and County collaboration helped expand the Harwood Hall location. Healthy Start serves the whole community. Jayma is heading into her 15th year with the FRC. The FRC makes numerous referrals for support that are not within the immediate community. They rapidly respond to the local needs as they arise. Jayma thanked First 5 and the Commission for their support. Jayma is also the manager for the FRC Network, which coordinates all the FRCs in Mendocino County. Jayma discussed the new FRC in Leggett, currently run by Chemaine De la Rosa. She expressed how much difference one person, and an FRC, can make in a community. FRCs are embedded in communities and easy partners to work with. Jayma shared the results of their most recent SWOT analysis. FRC funding is a significant concern. The need is increasing, and funding is decreasing. Each FRC pivots to meet the greater needs of their communities. Right now, immigration support is a need, especially on the coast. FRCs have dedicated staff, but sustainability and burnout can pose significant challenges. Senior citizens are becoming an increasingly important part of the community groups that require support. Townley commended Jayma on her work and her ability to offer support to the FRCs. Staff Fuentes shared a story about a family referred to Raise & Shine by Jayma, who came in primarily because of the trust they have in Jayma. Staff Rounds noted the strong influence the FRCs have. Commissioner Haschak noted everyone needs a Jayma to get things done. Jayma invited staff to come to their upcoming Community Resource Fair. Staff Rounds shared she will attend.

6. Salary Administration Policy Update

Action

- Discussion: In response to the previous meeting's salary-scale update, the policies associated with it needed to be updated. Included in the packet is a track change copy and a clean copy. The Executive Committee has reviewed it. Commissioner Hills asked if the bilingual test to receive the bilingual differential pay is the same test the school district uses. If it is the same test, Commissioner Hills mentioned, it is hard for a native speaker to pass. Staff were unclear if the school district used the same services. Staff are open to new suggestions for evaluating a team member's ability to speak a different language. Commissioner Haschak asked how the cost of living was determined. ED Saye clarified the team uses the Social Security model. A suggestion was to

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describe the acronym “ISS” and to replace the current “industry standard” policy verbiage with the Social Security Cost of Living Adjustment. There was discussion about the need to have foresight for future updates to the method used to provide the best indicators for salary policy changes.

Motion: A motion to approve the salary administration policy update with the language update to Social Security Cost of Living Adjustment.

- Move: Haschak
- Second: Hills
- Yes: Anderson☒ Bailey☒ D’Anis☒ Haschak☒ Hills☒ May☒
- Abstain: None
- Absent: Miller☒ Reihl☒ Applegate☒
- Passed☒

7. Retirement Policy Update

Action

- Discussion: Introducing the milestone policy changes based on the previous meeting’s vote to update the retirement scale. Commissioner Haschak asked for clarification regarding the retirement plan. ED Saye explained the 3% milestones related to retirement longevity, how they are capped, and that employees choose their own investing options.

Motion: A motion to approve the retirement plan policy revision.

- Move: Hills
- Second: Haschak
- Yes: Anderson☒ Bailey☒ D’Anis☒ Haschak☒ Hills☒ May☒
- Abstain: None
- Absent: Miller☒ Reihl☒ Applegate☒
- Passed☒

8. Budget Tracker

No Action

- Discussion: Provided for information on priority areas. Staff Flesch reviewed key points to note regarding averaging and estimating through the end of the fiscal year. It is estimated that First 5 Mendocino will draw down all funds. Prop 10 and SPCFA are averaged beginning in March. The team has estimated as many expenses as possible and is currently at about 93% of the total estimated costs. Commissioner Haschak requested information on interest variability. Staff Flesch explained the interest in the accounts. Notes indicate that the electronics budget was used to

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support the Welcome Baby Team before receiving the funding that supported those new positions, so this area will be adjusted as the funding is received. It was also noted this is an approved budget comparison, and not a working budget comparison.

9. FY 2025-2026 DRAFT Budget Review

Action

- Discussion: Priority items will be more detailed in June at the planning meeting. Things to consider when reviewing this draft include:
 - i. IMPACT and SPCFA are included in the draft budget, but the exact totals are not yet determined.
 - ii. The tax revenue does not include Prop 56 and CSEC funds. Tax revenue is \$420,000, a decline of the estimated \$490,000. This budget draft reflects the previously approved eighty percent (80%) Prop 10 allocation of funding towards program and operation and twenty percent (20%) towards long-term planning.
 - iii. The class codes reflect the Strategic Plan areas.
 - iv. Staff are not anticipating significant changes.
 - v. This action item is intended to approve funding allocations to the strategic areas, which are the same as last year.
 - vi. The PATH Cited 4 grant application was submitted, and award notifications will be announced in October. If awarded, an updated budget will be submitted to Commission for approval.

Motion: A motion to approve the draft budget.

- Move: D'Anis
- Second: Anderson
- Yes: Anderson☒ Bailey☒ D'Anis☒ Haschak☒ Hills☒ May☒
- Abstain: None
- Absent: Miller☒ Reihl☒ Applegate☒
- Passed☒

10. Executive Director Annual Performance Review

Action

- Discussion: The commission completed the Executive Director Performance Review in a Closed Session.

11. Report Out of Item 10



No Action

- Discussion: It was reported that the ED Review was completed. No additional details will be shared.

12. ED & Staff Updates

No Action

- Discussion: ED Saye shared the current sheet of events with participants. Staff Aldrich shared an update on the All Children Thrive Conference, lifting the resilience lens for those who serve children and families and praising the power of youth voices (18-24) through culturally inclusive presentations. Staff Rounds introduced the Welcome Baby Team to the Commission and shared they had the first referral from Adventist Health. The new team is doing the standard First 5 Mendocino onboarding as well as the more intensive training for the Community Health Workers' responsibilities. Staff from the Welcome Baby Team introduced themselves and expressed their pleasure at joining the team. Staff Boek shared her experience at NICWA in Florida this year. She reported the workshops were excellent, and she came back with many ideas. Staff Fuentes shared that the FEC brochure is now included in the IEP booklet that school district families receive. Staff reported First 5 Mendocino and Raise & Shine are seeing more referrals and walk-ins. Staff are seeing families out in the community and being recognized. SibShops are gaining popularity, and the team hopes to have one in May. There are now three family support groups, and the team is sponsoring a neurodiversity night at Mendo Leap. Complete translator services are offered at the support meetings. Staff Aldrich shared that Montessori Del Mar has been working with her on CRM (Community Resiliency Model) and HOPE (Healthy Outcomes from Positive Experiences) skills. Staff Aldrich hopes to train the 5 District Family Liaisons on the CRM. Staff Kohler shared updates on diaper storage, Pinoleville's Victim Program, the increase in walk ins, and watching the children we serve grow. ED Saye pointed out how the First 5 Association dues are changing. Staff Aldrich expressed gratitude to ED Saye and the Commission for the COLA that was voted in at the last meeting. Staff Rounds added that First 5 had been invited to more Missing Murdered Indigenous Persons events and have been partnering with more tribal members. Staff Fuentes reported that her On the Verge Leadership is coming to an end. Staff Fuentes was also recommended by ED Saye to represent First 5 Mendocino on the Community Advisory Committee for the pilot year of Bringing Up California and was recently notified that she was chosen.

13. Commissioner Reports, Staff Comments, Announcements, Quorum Check & Additional Materials

No Action

- Discussion: Commissioner Anderson reported MCHC (Mendocino County Health Clinic) has a verbal acceptance of another family practice OB. MCHC is also hiring two CHWs, one of which will
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be bilingual. Commissioner Haschak shared Nuestra Alianza de Willits is having their fundraiser on May 9th. Commissioner Haschak also reported that the Board of Supervisors sent a formal letter of opposition regarding Head Start cuts. Commissioner D'Anis shared she has a new baby.

- Quorum Check for Upcoming Meeting: Anderson☒ Applegate☐ Bailey☒ D'Anis☒ Haschak☒ Hills☒ May☒ Miller☐ Reihl☐ Absent staff will be polled.