

## **APPROVED MINUTES**

First 5 Commission of Yuba County

Thursday October 26, 2017

3:30 p.m. – 5:30 p.m.

Yuba County Sheriff's Department Community Room

**OPEN SESSION CALL TO ORDER:** *Chair, Sokoloski called the meeting to order at 3:41 p.m.*

- > *Commissioners Present – Sally Sokoloski, Gary Bradford, Pam Morasch, Homer Rice, Francisco Reveles and Melinda Staple arrived late*
- > *Absent- Jim Arnold*
- > *Staff Present: Analicia Perez and Robin Timoszyk*
- > *Pledge of Allegiance led by Chair Sokoloski*

## **PUBLIC COMMENT/HEARING:**

No Comments

### **Item 1: Action**

**APPROVAL OF THE MINUTES OF THE COMMISSION MEETING- August 24, 2017**

**Motion: Commissioner Rice**

**Second: Commissioner Bradford**

**Vote: Motion Carried 5-0**

**Ayes: Sokoloski, Bradford, Morasch, Rice, Reveles**

### **Item 2: Presentation**

#### **PRESENTATION CAMPTONVILLE 123 GROW**

The Commission received a presentation from Cathy LeBlanc the director of Camptonville 1 2 3 Grow. She thanked the Commission for their support First 5 Yuba has provided to Camptonville 1 2 3 Grow program. LeBlanc explained that 1 2 3 Grow is a free program for families in Camptonville regardless of income. This program provides parent-child interactive classes which teaches the child healthy socialization and fine motor skills. Yakshi, the teacher at 1 2 3 Grow introduces the natural environment to children in her lessons. Also, Thelma Amaya from Yuba County Family Resource center comes to Camptonville to educate parents on their child's behavioral development. The Camptonville community is delighted with 1 2 3 Grow and the opportunity to interact with their child. The Commission was pleased with all this program has to offer in the Foothills area of Yuba County.

### **Item 3: Discussion/Action**

**APPOINT MEMBER TO THE ADVISORY COMMITTEE**

The Commission reviewed Courtney Pyse Advisory Committee application. The Commission appointed her for a two year term as the Yuba County Health and Human representative.

**Motion: Commissioner Staples**

**Second: Commissioner Rice**

**Vote: 6-0**

**Ayes: Sokoloski, Bradford, Morasch, Rice, Reveles, Staples**

**Item 4: Discussion/Action**

**MINI GRANT PROGRAM FY 2017-2018**

The Commission reviewed the mini-grant program, guidelines application, and agreement. The Commission approved the mini-grant program for fiscal year 2017-2018.

**Motion: Commissioner Rice**

**Second: Commissioner Morasch**

**Vote: 6-0**

**Ayes: Sokoloski, Bradford, Morasch, Rice, Reveles, Staples**

**Item 5: Discussion/Action**

**CONSIDERATION OF MINI GRANT AWARDS IN THE AMOUNT OF \$5,000 OR LESS FOR SYSTEMS OF CARE PROPOSALS**

**Yuba County Office of Education- Family Resource Center**

The Commission reviewed the mini-grant application for Yuba County Office of Education Family Resource Center that scored an average of 86 from the application review committee. The mini-grant proposal is for a continuation of a Spanish Interpreter services for their programs that need bilingual assist. Commissioner Reveles recused himself due to a conflict of interest. The Commission approved YCOE-FRC mini-grant of \$3,400 for interpreter services.

**Motion: Commissioner Morasch**

**Second: Commissioner Staples**

**Vote: 5-0**

**Ayes: Morasch, Staples, Sokoloski, Bradford, Rice**

**Recuse: Commissioner Reveles**

**Tri Counties Breastfeeding Alliance**

The Commission reviewed the mini-grant application for Tri Counties Breastfeeding Alliance that scored 100 from the application review committee. The mini-grant proposal is to assist with a 2018 conference on management of the use of medications and drugs during pregnancy and lactation. The Commission approved the Tri-Counties Breastfeeding Alliance mini-grant of \$3,302 for their 2018 conference.

**Motion: Commissioner Rice**

**Second: Commissioner Bradford**

**Vote: 6-0**

**Ayes: Sokoloski, Bradford, Morasch, Rice, Reveles, Staples**

**Item 6: Discussion/Action**

**FAMILY SOUP BUDGET CHANGE**

This item was originally presented in the August Commission meeting monthly staff report and Family SOUP requested a change due to the decreasing salary change of new staff. The Interim-Executive Director Robin Timoszyk presented the Commission with the original budget, the proposed budget 17-18, and revised format. Family SOUP budget change would reallocate funds to other areas and requested the format change to align with their other grants. Family SOUP's request made significant changes in individual line items (reduced salary and benefits, increased the services & supplies, and reduced the indirect) but did not change the total budget for the year. The Commissioners had questions on the proposed budget revision and directed staff to obtain more clarification (i.e. copies of their current and prior year operating budgets) for the next meeting. The Interim-Executive Director Robin emphasized there is no change to the original approved budget the revision would be to reallocate funds to different line items. The Commission approved the budget revision but wanted more detail and clarity on the budget line items.

**Motion: Commissioner Bradford**

**Second: Commissioner Reveles**

**Vote: 6-0**

**Ayes: Sokoloski, Bradford, Morasch, Rice, Reveles, Staples**

**Item 7: Public Hearing/Action**

**PURSUANT TO HEALTH AND SAFETY CODE § 130140 ANNUAL REPORT TO F5CA**

The Commission conducted a public hearing on the Annual Report to F5CA. The Commission reviewed the report and data submission to First 5 California. There were no public comments. The Commission approved the 2016-17 Annual Report to F5CA.

**Motion: Commissioner Staples**

**Second: Commissioner Rice**

**Vote: 6-0**

**Ayes: Sokoloski, Bradford, Morasch, Rice, Reveles, Staples**

**Item 8: Public Hearing/Action**

**PURSUANT TO HEALTH AND SAFETY CODE § 130140 ANNUAL AUDIT REVIEW**

The Commission conducted a public hearing on the 2016-2017 Annual Audit. Robin mentioned an audit finding that the Commission relies on the external audit to ensure its financial statements are in accordance with generally accepted accounting principles. According to our external auditor the cause was the Commission does not employ staff to prepare GAAP compliant financial statements. Our previous Executive Director prepared the draft financial statements including footnote disclosures based on prior work experience and education in business administration. Interim-Executive Director Robin Timoszyk stated she is completing courses in finance and accounting to attempt to remedy the finding for this fiscal year. The Commission was satisfied that Robin took initiative to pursue finance and accounting classes. There were no public comments. The Commission approved the 2016-17 Annual Audit.

**Motion: Commissioner Bradford**

**Second: Commissioner Rice**

**Vote: 6-0**

**Ayes: Sokoloski, Bradford, Morasch, Rice, Reveles, Staples**

**Item 9: Discussion**

**AD-HOC COMMITTEE UPDATE**

In September Sally Sokoloski, Gary Bradford, Pam Morasch, and Robin Timoszyk gave Sutter County Children and Families Commission a presentation to introduce the idea of having one service for Yuba-Sutter area. Sutter County Children and Families Commission took in consideration the idea of having bi-county director and decided to create an Ad Hoc committee.

Robin attended the October Sutter County Children and Families Commission meeting and discussed their Ad-Hoc Committee. The Sutter County Ad-hoc members are Jim Whiteaker, Nancy O'Hara, and Tony Hobson. Robin also mentioned that Michele Blake the director of Sutter County Children and Families Commission would set up a conference call with Camille Maben the First 5 CA Director to further discuss the possible collaboration.

**Item 10: Discussion/Action**

## **APPOINT INTERIM-EXECUTIVE DIRECTOR**

The Commission reappointed Robin Timoszyk as Interim-Executive Director extended until February 28, 2018.

**Motion: Commissioner Rice**

**Second: Commissioner Staples**

**Vote: 6-0**

**Ayes: Sokoloski, Bradford, Morasch, Rice, Reveles, Staples**

### **Item 11: Discussion**

## **REVIEW MONTHLY ACTIVITY REPORT**

Interim-Executive Director Robin Timoszyk read the monthly activity report to the Commission. Analicia Perez briefly discussed the Community Play Day we had on September 29, 2017 at the Plumas Lake Child Development Center.

**The meeting was adjourned at 4:50pm**