

## AGENDA ITEM 1

### **APPROVED MINUTES**

First 5 Commission of Yuba County

Thursday, April 28, 2016, 3:30 p.m. – 5:30 p.m.

Yuba County Government Center - Wheatland Rm, Marysville, Ca

**OPEN SESSION CALL TO ORDER:** *Chair Sokoloski called the meeting to order at 3:30 p.m.*

- > *Commissioners Present - Pam Morasch, Homer Rice, Jim Arnold, Sally Sokoloski, Andy Vasquez, and Melinda Staples. Commissioner Josh Harris Absent*
- > *Staff: Cynthia Sodari and Robin Timoszyk*
- > *Pledge of Allegiance led by Chair Sokoloski*

**PUBLIC COMMENT/HEARING:** *No public comment.*

### Item 1: Discussion/Action

#### **APPROVAL OF THE MINUTES OF THE COMMISSION MEETING – MAR 24, 2016**

*The Commission reviewed the March 24, 2016 draft meeting minutes. Commissioner Staples reported that she left the meeting early. Minute revision to show Commissioner Staples' early departure.*

**Motion:** Commissioner Vasquez moved to approve the meeting minutes March 24, 2016 with stated revision.

**Second:** Commissioner Arnold

**Vote:** Motion Carried 6/0

**Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez

**Noes:** None

### Item 2: Public Hearing

#### **REVIEW 2016-2021 FIRST 5 CALIFORNIA FISCAL YEAR 2014 – 15 ANNUAL REPORT.**

*Open meeting for public comment regarding First 5 California 14-15 Fiscal Year Annual Report. Executive Director directed attention to First 5 Yuba portion of the report. She noted the report is a compilation of all 58 counties. A Commissioner asked if First 5 Yuba could partner with large company like another county has. Executive Director replied that since we have been building outreach materials to have a more consistent presence at community events we will be able to expand community's knowledge of First 5 Yuba and build toward collaboration with Yuba county businesses. No public comment. Public hearing closed. No action needed.*

### Item 3: Discussion/Action

#### **Adopt a New First 5 Yuba County Strategic Plan for Fiscal Years 2016 – 2021**

*Commission has provided an opportunity for public comment identifying goals, desired results, for supporting the early development opportunities for all Yuba county children. Executive Director updated plan with feedback received from last meeting and updated investment plan to reflect projected revenues and affect on the endowment fund. The anticipated fund balance at the end of the 5-year plan is between \$1.7 and \$2.1 million dollars depending on revenues needed to sustain our strategic programs. Executive Director reminded commission that the Strategic plan is to be reviewed annually for adjustments/revisions. She also stated that*

*the Strategic plan goals are in line with State reporting requirements and there is still opportunity for sponsorship and mini grants.*

**Motion:** Commissioner Vasquez moved to approve the First 5 Yuba Strategic Plan for fiscal years 2016 - 2021  
**Second:** Commissioner Staples  
**Vote:** Motion Carried 6/0  
**Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez  
**Noes:** None

Item 4: Discussion/Action

**Approve the New Contract Template for Strategic Partnership Program Agreements**

*Commission reviewed the proposed new contract template. A Commissioner requested the words “e-cigarettes and marijuana” be added to item 23 Smoke Free Premises. A Commissioner asked for clarification on whether previous versions of the contract included the sustainability clause. They do. A Commissioner asked if a requirement to attend a certain number of commission or committee meetings is stated in the contract. Executive Director replied specific language is not in the contract template but will be clearly covered in performance monitoring information given to providers. Several commissioners and public expressed the need for more frequent interaction with contractors and/ periodic provider meetings to share, debrief and remain connected to the goals of First 5 Yuba*

**Motion:** Commissioner Vasquez moved to approve the contract template with the additional wording related to smoke-free premises.  
**Second:** Commissioner Morasch  
**Vote:** Motion Carried 6/0  
**Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez  
**Noes:** None

Item 5: Discussion/Action

**Approve Sole Source Agreement for Oral Health Services with Marysville Unified School District and Peach Tree Health**

*Executive Director stated that in this, and the following agenda items, staff recommendation was listed, the following information in their packet included a brief summary of the provider, DRAFT Scope of Work, and recommended budget for a three year term. Motions to approve should include three year budget total. The Commission reviewed the proposal and Executive Director stated that MJUSD requested a budget of \$18k with 10k to general maintenance and 8k to outreach per year. Several Commissioners remarked on the impressive job the dental van program has done with sustainability. A Commissioner mentioned that he would like to look at expanding service from this provider in the future. Executive Director replied with options if commission wishes to consider expanding the dental van program*

**Motion:** Commissioner Vasquez moved to approve a three year agreement for Oral Health Services with Marysville Joint Unified School District and Peach Tree Health for a total cost of \$54,000  
**Second:** Commissioner Arnold  
**Vote:** Motion Carried 6/0  
**Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez  
**Noes:** None

Item 6: Discussion/Action

**Approve Sole Source Agreement for Targeted Intensive Intervention Services with Yuba County Office of Education**

*Executive Director, no major changes to scope of work but there was clarification to the workshops provider conducts. No comments from provider. The recommended budget \$200,025k*

- Motion:** Commissioner Staples moved to approve a three year sole source agreement with Yuba County Office of Education for Targeted Intensive Intervention Services for a total cost of \$200,025
- Second:** Commissioner Vasquez
- Vote:** Motion Carried 6/0
- Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez
- Noes:** None

Item 7: Discussion/Action

**Approve Sole Source Agreement for Targeted Intensive Intervention Services with Family Soup**

*Executive Director spoke to the change in focus from community education specific to special needs to new focus in building a video resource library for parents to access. Cindy Chandler of Family Soup requested an increase in staff FTE from .25 FTE to .30 each for the resource parent and resource clerk positions. To facilitate this she has removed her salary from the budget. She also requested an increased budget to a total of \$156,660 for the 3-year term. She read a supportive letter provided by the parent of one of their clients and spoke to belief that the new Help Me Grow initiative will result in more referrals and therefore more work for her agency. Chair questioned if services would be provided in Yuba County and Cindy stated that they would. Chair questioned age focus 0-3 as 3-5 is covered by other partners. Chair raised concern about overlapping/duplicated services and Family Soup's sustainability because First 5 Yuba funds almost 100% of Family Soup. Family Soup said they are unique and can't charge First 5 Yuba duties to the other grants or funding sources they use. Thelma Amaya of YCOE spoke briefly in support of Family Soup as a good partner in serving the special needs population. Several commissioners raised concerns about the program's sustainability and need to be guided by the strategic plan while recognizing the uniqueness of Family Soup. A Commissioner asked if the increase in FTE and funding is in anticipation of serving the same or more children. Family Soup replied they are anticipating serving more children.*

- Motion:** Commissioner Vasquez moved to approve a three year Sole Source agreement for Targeted Intensive Intervention Services with Family Soup at the provider's total cost request of \$156,660
- Second:** Commissioner Arnold
- Vote:** Motion Carried 6/0
- Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez
- Noes:** None

Item 8: Discussion/Action

**Approve Sole Source Agreement for Early Learning Services with Camptonville Community Partnership**

*Cathy LeBlanc of Camptonville Community Partnership asked for clarification on the scope of work target area indicating serving the 0 – 3 population. Executive Director clarified that the target area on scope of work is meant to identify the goal in strategic plan not who is served. It does not prohibit provider from serving 0-5.*

Cathy Leblanc corrected FTE for staff should read program manager = 0.0375, instructor = 0.3, and assistant = 0.15. Staff recommended a budget of \$76,435 for the three year term.

**Motion:** Commissioner Vasquez moved to approve a three year Sole Source agreement for Early Learning Services with Camptonville Community Partnership at a total cost of \$76,435

**Second:** Commissioner Arnold

**Vote:** Motion Carried 6/0

**Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez

**Noes:** None

Item 9: Discussion/Action

**Approve Sole Source Agreement for Early Learning Services with Marysville Joint Unified School District**

*Executive Director stated that this contract has a shift from previous contract to target 0-3 to address the need noted in Strategic plan. School Readiness will be expanding to two foothills locations and is targeting a 3<sup>rd</sup> site in Marysville to total about 6 sites eventually. Kathy Woods, MJUSD stated that the FTE on the recommended budget should read 0.750. Kathy also spoke about utilizing existing experts and having staff move to various sites instead of being anchored at one site. Comment from Rhonda Bowers, MJUSD dental van program, stating that the site with an FRC have much better collaboration and accessibility for them than sites that do not. A Commissioner asked if the recommended budget was a reduction from current budget. Executive Director confirmed it is a reduction. Staff recommended a budget of \$385,288 for the three year term.*

**Motion:** Commissioner Arnold moved to approve a three year sole source agreement for Early Learning Services with Marysville Joint Unified School District for a total cost of \$385,288.

**Second:** Commissioner Vasquez

**Vote:** Motion Carried 6/0

**Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez

**Noes:** None

Item 10: Discussion/Action

**Approve Sole Source Agreement for Quality Early Care and Education Services with Fusion Kids, Inc**

*Executive Director stated that the scope of work has not changed for this provider. This is a business model that is trying to grow to become sustainable so budget is different from the other projects presented. She also stated that the provider is requesting a contingency fund of \$20,000 be added. Chair questioned the cost and need for contingency funds. Tom Hamilton, Fusion Kids Inc., shared the contingency request is for a total of \$20,000 for the three year period but he doesn't think they will need that much. As an example of how the contingency funds might be used he explained that they currently have one class with 2 students now and 1 teacher. By law, they must add a teacher if add just 1 more child. He stated he is optimistic that they will not need the funds and shared an example of their parent's committee raising \$2,000 at their first fund raiser with future fundraisers in the works. He also shared his plans for the center to be self-sufficient at the end of the contract. A*

Commissioner commented that she appreciated parent support information. Staff recommended a budget of \$106,000 for the three year term.

**Motion:** Commissioner Rice to approve a three year sole source agreement for Quality Early Care and Education Services with Fusion Kids, Inc with a cost of \$106,000 plus up to \$20,000 contingent upon criteria to be clearly specified in contract.

**Second:** Commissioner Morasch

**Vote:** Motion Carried 6/0

**Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez

**Noes:** None

Item 11: Discussion/Action

**Approve Sole Source Agreement for Family Literacy Services with Yuba Co. Library**

*Executive Director shared there will be a change in the service activity with the library partnering to lead the KVIE workshops. Also, in the second year of the agreement there is an increase in resources for early child development activities through Brain Box®. These will be available for use either at library or by check out. Some training is involved with Brain Box® program as noted in the training line item. Staff recommended a budget of \$51,628 for the three year term.*

**Motion:** Commissioner Arnold a three year sole source agreement for Family Literacy Services with Yuba County Library for a total cost of \$51,628.

**Second:** Commissioner Staples

**Vote:** Motion Carried 6/0

**Ayes:** Arnold, Morasch, Sokoloski, Staples, Rice, and Vasquez

**Noes:** None

Item 12: Discussion

**EXECUTIVE DIRECTOR MONTHLY REPORT**

*Executive Director, Cynthia Sodari, briefly reviewed the monthly report. Question from Commissioner regarding clerical staff situation. Cynthia stated she if doesn't hear from Human Resources by Friday she has other options she is considering. Comment from a Commissioner welcoming new staff, Robin Timoszyk and stating that Claudia Contreras is doing well in her new position with Child Welfare Services.*

**ADJOURNMENT:** Chair Sokoloski adjourned the meeting at 5:07 p.m.