

## AGENDA ITEM 1

### **APPROVED MINUTES**

First 5 Commission of Yuba County

Thursday, May 26, 2016, 3:30 p.m. – 5:30 p.m.

Yuba County Government Center - Wheatland Rm, Marysville, Ca

**OPEN SESSION CALL TO ORDER:** *Vice Chair, Staples called the meeting to order at 3:35 p.m.*

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

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

Item 1: Action

### **Consent Agenda**

*All matters listed under the Consent Agenda are considered to be routine and can be enacted in one motion.*

- *Approval of the Minutes of the Commission Meeting – Apr 28, 2016 – Commissioners reviewed the minutes.*
- *Approval of Fiscal Year 2015-16 Budget Revisions*

**Motion:** Commissioner Rice moved to approve the meeting minutes April 28, 2016 and the Fiscal Year 2015 – 16 budget revisions

**Second:** Commissioner Arnold

**Vote:** Motion Carried 4/0

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

**Noes:** None

Item 2: Discussion/Action

### **Adopt Amended Commission Bylaws**

*Executive director briefly reviewed the amendments. There was a question from a commissioner regarding “vague” qualifications to be on the Advisory Committee. Executive Director explained that the revised description allows for a broader pool of candidates and corrects for the overly specific requirements of the past that made it difficult to fill the committee.*

**Motion:** Commissioner Arnold moved to approve the amendments to the Commission Bylaws

**Second:** Commissioner Morasch

**Vote:** Motion Carried 4/0

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

**Noes:** None

Item 3: Discussion/Action

### **Adopt Revision to Commission Policy and Procedures**

*The Commission is asked to review the proposed changes to its Policies and Procedures. Questions from a commissioner asked if policies have been reviewed by legal, ED explained that is the next step after Commission approves the revisions. Question from a Commissioner regarding the policy on document*

retention to clarify if “permanent” meant hard or soft (electronic) copies. Executive Director indicated it meant soft (electronic) copies not hard copies and that this information can be added to the policy.

**Motion:** Commissioner Rice moved to approve the revisions to the Commission policies and procedures including clarification in document retention policy that “permanent” is for soft copies.  
**Second:** Commissioner Arnold  
**Vote:** Motion Carried 4/0  
**Ayes:** Arnold, Morasch, Staples, and Rice  
**Noes:** None

Item 4: Discussion/Action

**Approve Sole Source Agreement for Quality Early Care and Education Services with the Child Care Planning Council of Yuba and Sutter Counties**

*The Commission reviewed the proposed scope of work and budget(s) and approved the agreement contingent on the Commission’s approval of its annual budget for FY 2016-17. Note from Executive Director, this is tied to participation in the IMPACT grant approved by the Commission at their November 2015 meeting*

**Motion:** Commissioner Arnold moved to approve a three year sole source agreement for Early Care and Education Services with Child Care Planning Council of Yuba and Sutter Counties for a total cost of \$60,000.  
**Second:** Commissioner Morasch  
**Vote:** Motion Carried 4/0  
**Ayes:** Arnold, Morasch, Staples, and Rice  
**Noes:** None

Item 5: Discussion/Action

**Approve Sole Source Agreement for Family Literacy Services with The Dollywood Foundation**

*The Executive Director gave an overview of the Imagination Library program available through the Dollywood Foundation. It provide a book per month for children between age 0 -5. Two cost projections were provided for review. Executive Director proposed limiting participation to First 5 Yuba participants and special areas to limit cost (projection #1). The program helps with family engagement and a report would be provided to F5Y by Imagination Library. Executive Director provided an alternative of partnering with Scholastic to give out books. She reported on a previous grant with Peach Tree Health where Scholastic books were given to children at their well baby/child visits. The cost for that program was approximately \$5,000 per year. A Commissioner asked what we get from Dollywood. They would handle the all subscriptions and provide reports. F5Y would need to work with the Post Office to collect returned books. Reports from other counties indicate this hasn’t been a big issue for them. Comment from Commissioner that it could be a big issue here because the population is so transient. Question from Commissioner about the affect on the 16-17 budget. The requested amount is in the proposed budget. If this item is not approved the funds would be moved to the 28-00 Special Department Expense area. Continued discussion about other options for books, possibility of a pilot program and suggestion to look into partnering with a local service organization such as Kiwanis or Rotary to offset costs.*

**Motion:** Commissioner Rice moved to delay this until we see about working with partners to reduce the impact on the Commission’s budget  
**Second:** Commissioner Morasch  
**Vote:** Motion Carried 4/0  
**Ayes:** Arnold, Morasch, Staples, and Rice  
**Noes:** None

Item 6: Discussion/Action

**Approve the Commission's Early Developmental Screening and Intervention (EDSI) Initiative**

*The Executive Director reviewed the progress to date and requested an allocation of \$45,000 in the FY 2016-17 budget for the initiative. Any specific awards of those funds will be presented to the Commission at future meetings and adhere to Commission policies and procedures.*

**Motion:** Commissioner Rice moved to approve the EDSI initiative and \$45,000 budget for FY 16-17  
**Second:** Commissioner Arnold  
**Vote:** Motion Carried 4/0  
**Ayes:** Arnold, Morasch, Staples, and Rice  
**Noes:** None

Item 7: Discussion/Action

**Adopt Proposed Budget for Fiscal Year 2016-17**

*Executive Director discussed new budget indicating funding reductions, reduced cost, staff reorganization, increase in salaries due to existing contract agreements with the County. She stated that there is a ballot measure in November that may provide an increase in funding. However, because that is an unknown those projections were not included in the proposed budget. A Commissioner asked for clarification that the funds listed under Imagination Library would be moved to Special Department Expense. Executive Director stated the funds would be moved to Special Department Expense.*

**Motion:** Commissioner Morasch moved to approve the 2016 -17 budget  
**Second:** Commissioner Rice  
**Vote:** Motion Carried 4/0  
**Ayes:** Arnold, Morasch, Staples, and Rice  
**Noes:** None

Item 8: Discussion

**EXECUTIVE DIRECTOR MONTHLY REPORT**

*Executive Director reviewed the monthly report making note of progress with 2016 -17 Core Provider contracts; status of 15-16 strategic partners, mini-grants and CEOS; provided report on HMG Yuba Leadership team meeting and special guest Moira Kenney, First 5 Association Executive Director and HMG Project Manager; working with Yuba College Early Childhood Education to help with outreach events;*

*June 2016 Commission meeting canceled.*

**ADJOURNMENT:** Vice Chair Staples adjourned the meeting at 4:23 p.m.