

**FIRST 5 YUBA COUNTY
CHILDREN AND FAMILIES COMMISSION**

The Commission's vision is that all children are healthy and thriving in safe and nurturing family environments and ready to succeed in their educational experiences.

Thursday August 24, 2017

3:30 p.m. – 4:30 p.m.

**Yuba County Government Center, Wheatland Room
915 8th Street, Marysville, California 95901**

MEETING AGENDA

<u>ITEM</u>	<u>SUBJECT</u>
	Call to order, roll call and the Pledge of Allegiance
	Opportunity for Public Comments Items not on the Agenda – Limit five minutes per speaker. (Request to Speak slips for this item must be submitted to Commission staff prior to the meeting being called to order.)
1 Action	Approval Minutes of the Commission Meetings - June 22, 2017 regular meeting and July 18, 2017 Special Meeting
2 Information	Presentation from Tri-County Breastfeeding Alliance The commission will receive a presentation from Tri-County Breastfeeding Alliance. They were a 2016-17 Mini Grant recipient
3 Discussion/Action	Ad-Hoc Committee Update Committee members will provide an update on activities and possible recommendations.
4 Discussion	Monthly Activity Report
	Adjournment

If you are planning to attend and need special accommodations, please contact us at (530) 749-4877 at least three days in advance of the meeting. The schedule of future meetings is posted on the Commission's website, first5yuba.org.

The next Commission meeting will be on October 26, 2017

Agendas, minutes and supporting material are available for public review at 1114 Yuba Street, Suite 201, Marysville CA. Agendas are posted at the Yuba County Government Center, 915 8th Street, Marysville CA. Please email first5@co.yuba.ca.us to be added to the email distribution list.



AGENDA ITEM 1

DRAFT MINUTES

First 5 Commission of Yuba County

Thursday June 22, 2017

3:30 p.m. – 5:30 p.m.

Yuba County Government Center – Wheatland Room

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

- > *Commissioners Present – Sally Sokoloski, Gary Bradford, Jim Arnold, Pam Morasch, Francisco Reveles, Melinda Staples, and Homer Rice*
- > *Staff Present: Cynthia Sodari, 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- April 27, 2017

Motion: Commissioner Rice

Second: Commissioner Bradford

Vote: Motion Carried 7/0

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

The Commission reviewed the April 27, 2017 minutes and Commissioner Rice corrected a few typos and grammatical errors.

Item 2: Presentation

PLAYZEUM OF YUBA-SUTTER, HELP ME GROW PROGRAM PRESENTATION

Staci Howell from PLAYzeum gave a presentation on planned activities for the upcoming 2017-2018 fiscal year. PLAYzeum will continue the Help Me Grow parent-infant and toddler playgroups for 18 week sessions in the Yuba County area. In addition, Howell added preschool playgroup for children 23 months to 5 years of age in Yuba County. There will be three community play days where our First 5 providers give resources to the parents and PLAYzeum has a play area for the children.

Item 3: Discussion/ Action

FINAL APPROVAL OF ANNUAL BUDGET FOR FISCAL YEAR 2017-2018

The Executive Director reviewed the annual budget for fiscal year 2017-2018. The changes noted in the budget were modifying the line item for the insurance and the two new proposals OPUD and PLAYzeum for FY 17-18. She highlighted administration plan, program plan, evaluation plan percentages for FY 17-18 are projections of staff time studies.

Motion: Commissioner Arnold

Second: Commissioner Bradford

Vote: Motion Carried 7/0

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

Item 4: Discussion/Action

FINAL APPROVAL OF STRATEGIC PLAN AND LONG RANGE FINANCIAL PLAN

The Executive Director reviewed the strategic plan and long range financial plan the Commission accepted the amendments to the County strategic plan. The revision to the strategic plan include the addition of the two new agreements OPUD and PLAYzeum. The Commission had no further comments.

Motion: Commissioner Bradford

Second: Commissioner Arnold

Vote: Motion Carried 7/0

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

Item 5: Discussion/Action

FINAL APPROVAL OF POLICY AND PROCEDUCRES

The Executive Director reviewed the revisions to its policies and procedures pursuant to the Commission bylaws. The update to Section 306-Commission Budget and Fiscal Matters states "At the time the budget is adopted, staff shall notify the Commission of the appropriate level of operating capital in Fund 110 for upcoming fiscal year. The operating fund balance shall not be less than 15% of the Commission's budgeted administrative costs. Any variations must be justified and documented in the minutes." The Commission had no further comments.

Motion: Commissioner Bradford

Second: Commissioner Rice

Vote: Motion Carried 7/0

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

Item 6: Discussion/Action

APPROVE BUDGET AMENDMENT REQUEST FOR MARYSVILLE UNIFIED SCHOOL DISTRICT CONTRACT NO. SP17-106

The Executive Director explained Marysville Unified School District's request to transfer unspent funds into the upcoming fiscal year will decrease the annual budget for the current fiscal year and increase the upcoming fiscal year by \$22,000. The total amount granted for this agreement does not change. The unspent funds will be transferred to the general maintenance line item for FY 17-18.

Motion: Commissioner Rice

Second: Commissioner Staples

Vote: Motion Carried 7/0

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

Item 7: Discussion

REVIEW MONTHLY ACTIVITY REPORT AND FUTURE AGENDA ITEMS

The Executive Director read the monthly activity report. Due to the Executive Director's resignation she highlighted at the Advisory Committee Meeting to consider the Advisory Committee members to elect a Chair and Vice Chair to allow them to run the meeting. She also asked them help with our contract monitoring by visiting our program sites. Lastly, Executive Director approved two rollover revisions within the policy for her to approve Camptonville and MJUSD School Readiness noted in the monthly activity report.

Item: 8 Closed Session

CLOSED SESSION HELD PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION GOV. CODE 549857.1 FOR THE FOLLOWING: PUBLIC EMPLOYMENT

Executive Direction notice of resignation and recommendation received

Meeting adjournment at 5:20 pm

AGENDA ITEM 1
Special Meeting

DRAFT MINUTES

First 5 Commission of Yuba County

Tuesday, July 18, 2017

8:30am-9:30am

Yuba County Government Center – Wheatland Room

OPEN SESSION CALL TO ORDER: *Chair, Sokoloski called the meeting to order at 8:30am*

- > *Commissioners Present – Sally Sokoloski, Gary Bradford, Jim Arnold, Pam Morasch, Francisco Reveles, and Homer Rice. Melinda Staples arrived at 8:45am*
- > *Staff Present: Cynthia Sodari, Analicia Perez and Robin Timoszyk*
- > *Pledge of Allegiance led by Chair Sokoloski*

PUBLIC COMMENT/HEARING:

No Comments

Item 1: Discussion/Action

APPOINT INTERIM-EXECUTIVE DIRECTOR

The Commission briefly discussed the recommendation of appointing Robin Timoszyk as an Interim-Executive Director. The Commission and Executive Director felt it was appropriate for Robin Timoszyk to take the position starting August 1, 2017.

Motion: Commissioner Rice

Second: Commissioner Bradford

Vote: Motion Carried: 7/0

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

Item 2: Discussion/Action

AD-HOC COMMITTEE UPDATE

Commissioner Sokoloski reported that at the last Commission meeting the Commissioner's decided on creating an Ad-Hoc Committee to research the interest and feasibility of a bi-county executive director. They appointed Sally Sokoloski, Gary Bradford and Pam Morasch to serve on the Ad-Hoc Committee. The goal of having a Bi-County Director would be to provide one community of service options for families and also to provide fiscal savings to both counties. The Ad Hoc committee met July 14th and determined that they needed to expand the committee to include local stakeholders and experts. The Commission approved the extended the Ad-Hoc Committee members. The expanded committee will be: Sally Sokoloski, Gary Bradford, Pam Morasch, Robin Timoszyk, Leslie Cena, Joseph Brennan, Rose McIssac, Tonya Byers, Thelma

Amaya, Kathy Woods, Brett Hungrige, and John Floe. The Ad-Hoc Committee will have their first meeting in August date and location will be announced at a later time.

Motion: Commissioner Bradford

Second: Commissioner Morasch

Vote: Motion Carried: 7/0

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

Item 3: Discussion/Action

APPROVE PURCHASE ORDER REQUESTS FOR COMMUNICATION PLAN ACTIVITES

The Executive Director asked the Commission to approve the purchase order requests for First 5's local communication plan activities. One purchase order is for advertisement in Me and Mine LLC magazine. The other purchase order request is for Results Radio to support local program Help Me Grow.

Motion: Commissioner Staples

Second: Commissioner Rice

Vote: Motion Carried: 7/0

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

Meeting Adjourned at 9:05am

AGENDA ITEM 4
August 24, 2017

Subject	Executive Director Monthly Report
Supporting Document(s)	A written status report of Commission activities for the months of July and August is included.
Overview	The Commission will be given an update on the State's current economic impacts and the effects on Prop 10 funds.
Staff Recommendation	None.
Fiscal Impact	None. For information only.

MONTHLY ACTIVITY REPORT
AUGUST 24, 2017
COMMITTEE UPDATE

Executive Committee – The committee met on August 14, 2017 to discuss the following items according to the agenda: review status of the FY 16/17 Audit, upcoming First 5 California summits, and progress on the annual report. The next meeting is scheduled on October 16, 2017.

Advisory Committee – The next scheduled meeting is on September 5, 2017.

PROGRAM UPDATE

Strategic Partnership Program – All 16/17 Q4 reports and fiscal reports were received timely. All partners remain in good standing.

Family SOUP: Has a new MSW replacing Mary Pickering. They requested a budget adjustment due to a change in salary for that position and to add additional line items to more closely align with other funding they receive. The requested changes have no effect on the amount originally approved by the Commission. The Executive Director approved the requested changes.

EDSI Initiative: The MOU agreement with Public Health was officially approved by the Board of Supervisors on June 27, 2017, the agreement officially executes the provider outreach and centralized telephone access point for the Help Me Grow program. As a result, the office executed a collaborative agreement with the First 5 Association to fulfill the vision and mission of HMG California. The agreement also included an affiliation fee to cover trainings and technical assistance support by HMG California. The Executive Director authorized a contribution amount of \$1,000.

The Executive Director attended the Statewide Help Me Grow Convening July 20th at the First 5 Alameda office. Information was shared on the HMG California updates, 2016 data, setting statewide and county annual goals, unique partnerships and funding streams for system sustainability, defining county developmental screening efforts.

Mini Grant Program – Press release was issued advising the public that funds are available and we are taking applications. The information was also made available on our website, Facebook and by email. One informational meeting has been held to date.

Applications will be accepted until April 30, 2018 or until funding has been depleted for the year. At this time, the Commission has \$50,000 available to award.

Community Education and Outreach Sponsorship Program – One request was received from Beale's Airman and Families Readiness Center for their annual baby shower scheduled for 8/26/17. The request was approved by the Executive Director for \$1000.

Applications will be accepted until April 30, 2018 or until funding has been depleted for the year. At this time, the Commission has \$2,000 available to award of the \$7,000 authorized for this fiscal year.

Community Events –Staff and the First 5 Express attended the Summer Safety series, Friday, July 14th at Olivehurst Community Park and the Peach Festival in Marysville on July 15th. First 5 Express provided totes, musical instruments (maracas), and books to children along with our Help Me Grow information cards.

Advocacy Meetings – None

OPERATIONAL UPDATES

First 5 Association – The Executive Director attended the quarterly meeting on July 25th in Sacramento. Topics covered included a presentation by Children’s Data Network, Tobacco and Marijuana funding updates, and the First 5 Networking project.

Annual Audit – Commission staff is currently working with the external auditor to compile the list of required items to complete the 2016/17 audit. Jensen Smith CPA, the Commission’s external auditor scheduled the audit field day for the office on Tuesday, September 5, 2017 and the report should be ready for presentation to the Commission by October’s meeting date.

Quarterly Fiscal Report- Preliminary Q4 reports are attached however period 13 will not officially end until August 15, 2017.

Monthly Correspondence

YCOE - Special Ed	received MG17-113 final invoice
Alliant Insurance	received general proof of insurance
STOTT	received Statement
YCOE	sent signed Gross Lease between YCOE & First 5 Yuba
Office Depot	received 1 shipment of 2
Golden State Insurance	received Summary of Coverage 17-18
Yuba Sutter Fair	received thank you for sponsoring the 2017 fair
YCOE	received quarterly report and invoice
SDRMA	received OPUD insurance certificate
Colantuano	received invoice
Sutter Health Bereavement	received invoice for MG17-103
Colantuano	received executed SP18-102
Colantuano	received executed SP18-101
MJUSD	received MJUSD reports school readiness and dental van
Me and Mine	received summer copy for Me and Mine
Advance Doc.	received copy counts for June 2017
Yuba County Library	received quarterly report and invoice
Child Care Planning Council	received quarterly report and invoice
Beale Airman & Family Readiness Center	received sponsorship request for their annual baby shower
Family Soup	received mini grant report
Results Radio	received invoice for 17-18 Marketing Campaign
Me and Mine	received invoice