

## **APPROVED MINUTES**

First 5 Commission of Yuba County

Thursday, July 28, 2016

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

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

### Item 1: Action

#### **APPROVAL OF THE MINUTES OF THE COMMISSION MEETING – MAY 26, 2016**

*The Commission reviewed the May 26, 2016 draft minutes*

**Motion:** Commissioner Arnold moved to approve the meeting minutes May 26, 2016

**Second:** Commissioner Rice

**Vote:** Motion Carried 4/0

**Ayes:** Arnold, Morasch, Rice, Vasquez

**Noes:** None

**Abstain:** Commissioner Sokoloski

### Item 2: Presentation

**Presentation from Public Health on Help Me Grow Yuba County (HMG) implementation**  
*Ann Soliday and Nelly Camerena updated the Commission on the progress in implementing HMG. Training manuals for the Central Telephone Access Point and Health Care Provider Outreach were provided. In addition to being a learning tool for staff they are a resource for the public. The manuals also include roles and responsibilities of staff, samples of all the forms, copies of the training PowerPoint slides. Screenings will be available online as well as through pediatric offices in Yuba County. If families complete online screening there will be follow-up from the HMG Care Coordinators. For provider (pediatrician) outreach, training for HMG and ASQ has started with their “Champion”, Dr. Ndulue’s office (Dr. Champion). The first year’s goal was to have two providers trained and on board but it looks like they will have all six providers trained this year (16-17). Providers are very excited about this tool and implementation is being helped because of some changes with CHDP that move screenings from “recommended” to “required.” HMG Yuba County is also offering presentation for school districts, WIC and CCPC as well. Commissioners asked questions and stated they were encouraged with the progress and look forward to more updates in the future.*

### Item 3: Discussion/Action

**Approve Sole Source Agreement for Centralized Phone Access and Provider Outreach Services with Yuba County Public Health as they relate to the Early Developmental Screening and Intervention (EDSI) Initiative**

Commissioner Rice recused himself as Administrator for Public Health from this agenda item and left the meeting room.

Executive Director reviewed general provisions of the agreement. Discussion ensued regarding changes in funding since scope of work was initially drafted. Public Health will be able to leverage other funding sources for MCAH program. One of the requirements is that all clients be served regardless of ability to pay. The scope of work will be updated to remove the reference to medi-cal patients as no differentiation will be made. Executive Director advised the commission that funding for this contract will come from the designated EDSI line item approved in the 2016/17 budget.

- Motion:** Commissioner Vasquez moved to approve a three year sole source agreement with Yuba County Public Health for Early Developmental Screening and Intervention Services
- Second:** Commissioner Arnold
- Vote:** Motion Carried 4/0
- Ayes:** Arnold, Morasch, Sokoloski, Vasquez
- Noes:** None
- Abstain:** Commissioner Rice

Commissioner Rice rejoined the meeting.

Item 4: Discussion/Action

**Approve EDSI/Help Me Grow Expenditure for Marketing Services**

Executive Director advised the commission funds were allocated for this item in annual budget. An RFP was sent to several providers. The only response was from Printworx. They have successfully worked with the commission in the past.

- Motion:** Commissioner Rice moved to approve the EDSI expenditure for marketing services
- Second:** Commissioner Morasch
- Vote:** Motion Carried 5/0
- Ayes:** Arnold, Morasch, Rice, Sokoloski, Vasquez
- Noes:** None

Item 5: Discussion/Action

**Approve EDSI/Help Me Grow Expenditure for Community Outreach Services**

Executive Director advised the commission funds were allocated for this item in annual budget. An RFP was sent to several providers. Playzeum Yuba Sutter was only response. Discussion followed. Consensus of the commission was to table the expenditure until provider could be present for a more thorough discussion. **No action taken.**

Item 6: Discussion/Action

**Approve application for CAL-Card**

Executive Director briefed the Commission on the current conflicts with staff use of Cal Card assigned through the County’s program and staffs’ actual need. County Guidelines have proved confusing. While their written policy indicates primary use should be for travel, they have been

lenient in the past. At this time County Admin. Services is reverting to a strict travel only use. Staff needs it for also purchasing incentives for outreach and or use with other atypical vendors such as Lakeshore Learning related to Commission programs. Discussion ensued with several commissioners asking questions and posing hypothetical situations. Consensus was that we should attempt to work through the County's system and Executive Director was directed to meet with the CAO for an annual exception letter that can be issued with all Cal Card invoices. If an arrangement cannot be worked out the Commission will revisit the request. **No Formal Action taken.**

#### Item 7: Discussion/Action

##### **Adopt Amendment to Commission Policy and Procedures No. 204**

Executive Director reported that upon review by our legal counsel, no additional amendment is needed. **No action taken.**

#### Item 8: Discussion

##### **Executive Director or Staff Report**

Executive Director reviewed the monthly report making note of the following:

Advisory Committee – The June meeting was canceled. The next scheduled meeting is September 7, 2016.

Executive Committee - Scheduled for August 8, 2016 but may need to be rescheduled due to the office move.

2015/16 Strategic Partnership Program – All providers have turned in the required milestone and fiscal reports and they are in the process of being finalized.

2016/17 Service Providers – Most approved contracts have been signed and returned to the office. Two are outstanding at this time.

Fiscal – The Yuba Co. Auditor has not closed the final quarter of 2015/16 been closed yet so the numbers provided are a very rough estimate. However, it appears the expenditures were below expectations. Revised income projections have also been received indicating the possibility of an additional \$50,000. This will give the Commission some choices during the October Budget revisions. For example they may not have to pull funds from the endowment or they may choose to fund additional programs.

Office Move – In early June YCOE advised staff that the office would be able to relocate to suite 201 in the 1-Stop building. The site is currently being remodeled with a scheduled move date of 8/5/16. YCOE is arranging labor for the move so there shouldn't be any direct cost to First 5.

Outreach Events – In June staff attended an outreach event for the OPUD Community Pool opening and staff is hoping to attend the 2<sup>nd</sup> annual Beale AFB Baby Shower in August.

Correspondence – not available for June/July at this time

**BUILD Conference Report** – Chair Sokoloski reported that she was able to attend the QRIS national convention in New Orleans Louisiana because the Cynthia was unable to attend. Tonya Byers from Child Care Planning Council and Michele Blake from Sutter Co Children and Families Commission also attended from our area. She stated she attended workshops on Inclusion, Parent Engagement, Mental Health Consultation, Family Focus/Family Involvement, School Readiness, and Research on Dual Language Learners. The conference registration, lodging and airfare costs were covered by Child Care Planning Council. Chair stated she appreciated the opportunity.

**ADJOURNMENT:** Chair Sokoloski adjourned the meeting at 4:42pm