

**APPROVED 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 PROCEDURES**

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**