

AGENDA ITEM 1

APPROVED MINUTES

First 5 Commission of Yuba County

Thursday, October 27, 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 3:35 p.m.*

- > *Commissioners Present – Homer Rice, Sally Sokoloski, Andy Vasquez and Francisco Reveles .Commissioners absent- Jim Arnold and Pam Morasch. Commissioner Melinda Staples arrived at 4:00pm.*
- > *Staff: Cynthia Sodari, Analicia Perez 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- September 22, 2016

Motion: Commissioner Vasquez

Second: Commissioner Rice

Vote: Motion Carried 4/0

Ayes: Vasquez, Rice, Sokoloski, Reveles

Item 2: Public Hearing/ Action

PURSUANT TO HEALTH AND SAFETY CODES 130140 ANNUAL AUDIT REVIEW

Motion: Commissioner Vasquez

Second: Commissioner Rice

Vote: Motion Carried 4/0

Ayes: Vasquez, Rice, Sokoloski, Reveles

The Commission conducted a public hearing on its annual independent audit report and discussed audit findings. Executive Director Cynthia Sodari emphasized that the audit findings from FY 14-15 were corrected during FY 15-16. As requested by the Commission last year, the Executive Director pursued the additional training needed to prepare the financial reports and footnotes internally. She emphasized that due to the changes in staff she took on the task due

to her prior work experience and education in business administration. She noted she can continue preparing the financial reports with support of the Commission and the appropriate level of staff support. It was also noted if there are changes in the future with Commission staff they would need to ensure staff has the experience or qualifications to prepare the financial reports accordingly. The Executive Director highlighted the financial reports and noted the total Prop 10 tobacco tax revenue was higher than expected. The revenue projection for the fiscal year was \$783,000 and the actual revenue came in about 9% more than projected at approximately \$850,000. Adjustments included a prepaid insurance expenditure in the amount of \$2,957 noted in the Balance Sheet report and prepaid program grants in the amount of \$53,618 adjusted in the Statement of Activities report. Additionally, there is a correction on page 29 which says First 5 Calaveras, which has been changed to First 5 Yuba.

Item 3: Public Hearing/Action

PURSUANT TO HEALTH AND SAFETY CODES 130140 ANNUAL REPORT REVIEW

Motion: Commissioner Vasquez

Second: Commissioner Rice

Vote: Motion 4/0

Ayes: Vasquez, Rice, Sokoloski, Reveles

The Commission conducted a public hearing on the 14-15 annual report and reviewed the data that will be submitted to First 5 California. Annual revenue is contingent on successful submission of the report to the state. AR1 is a summary report of the financials and matches what is in the audit. AR2 shows the result area of the total number of children served and the total result area First 5 spent in dollars. AR3 is the county evaluation summary completed during the fiscal year. The state requires Commissions to highlight two programs from the county evaluation report. The two programs selected are Yuba County Office of Education (targeted intensive family support services) and Car Seat program (safety education and injury). There were some issues on gathering data on page 21 on the report and will need to be replaced with another program provider if not received by Monday. It was noted by Commissioner Vasquez that the language Hmong should be included to the state report or at least highlighted in our local report because of the high percentage of the Hmong community in Yuba County. The county evaluation summary included the work to finalize the evaluation activities for the 2011-2016 Strategic Plan and the work with Applied Science Research ASR, to implement the evaluation framework for the 2016-2021 Strategic Plan.

Item 4: Discussion/Action

REVIEW MINI-GRANT APPLICATION

Motion: Commissioner Staples to award grant funds, authorizing Executive Director to execute agreement for a total of \$3,236 with Family Soup

Second: Commissioner Rice

Vote: Motion 5/0

Ayes: Staples, Rice, Sokoloski, Vasquez, Reveles

The Commission reviewed the first mini-grant application from Family Soup that scored an average score of 86 from the Application Review Committee. Family Soup's Executive Director Cindy Chandler provided the Commission a brief summary of how the mini-grant would be beneficial for the community and answered additional questions from the Commission. Chandler main purpose of the mini-grant would be used to translate the newsletters in Spanish for parents and to provide awareness to law enforcement on how to approach children with disabilities with copies of *Tips for First Responders* booklet. Chandler mentioned the booklet could also be shared with Child Welfare Services.

Item 5: Discussion/Action

APPROVE PURCHASE ORDER REQUEST FOR COMMUNICATION PLAN EXPENDITURES

Motion: Commissioner Rice to approve purchase orders presented authorizing the Executive Director to execute purchase

Second: Commissioner Staples

Vote: Motion 5/0

Ayes: Staples, Rice, Sokoloski, Vasquez, Reveles

This purchase order is for the First 5 book bag project according to the communication plan. The books are expected to be ordered from Scholastic Inc. and the clear back packs will be order from Products that Promote. The books are geared for toddlers and preschool and a majority will be bilingual meaning the text will be in both English and Spanish. Staff has ensured that the books ordered have parent tips for reading with children. Lastly the book bags will obtain information for parents about our school readiness sites. Commissioner Rice and Vasquez suggested that staff include books with the language Hmong for the Hmong community in Yuba County. After further discussion on how to do this, it was noted that it might be easier to simply provide parent tips for reading with children translated in Hmong. The second purchase order presented to the Commission will be for target outreach billboards on Simpson Lane, North Beale road and bus shelters in Marysville. The Commission authorized the Executive Director to purchase all the items presented according to policies.

Item 6: Monthly Activity Report and Future Agenda Items

Executive Director Cynthia Sodari briefly went over her monthly report

Mini Grant Program: Correction: application will be accepted until April 30, 2017 or until funding has been depleted for the year.

The meeting adjourned at 4:30pm