

Children & Families Commission Meeting

Tuesday – August 22, 2017 10:00 a.m. – 11:30 a.m.

**First 5 Glenn County – Conference Room
1035 West Wood Street – Willows, CA. 95988**

AGENDA

- Item 1 Call to Order
- Item 2 Establish Quorum
- Item 3 Verification of Posting of the Agenda
- Item 4 Public Comment
- Item 5 Approval of Minutes – June 13, 2017

ADMINISTRATION

- Item 6 Executive Director’s Report

BUSINESS REPORT

- Item 7 2016 – 2017 Monthly Disbursements – Attachment

The County Commission will review the monthly disbursements made to First 5 Glenn County from First 5 California.

March 2017	\$26,312.32
April 2017	\$32,374.34
May 2017	\$9,475.58
June 2017	\$16,657.92

REPORTS TO COMMISSION

- Item 8 First 5 Program / Data Report – Rosa Esparza
- Item 9 “Summer Kinder Success” Camp Report – Kelsey Adkins
- Item 10 AmeriCorps Report – Nanci Orozco

NEW BUSINESS

- Item 11 **ACTION ITEM** > Proposal from Social Entrepreneurs, Inc
(SEI) for 2017-2018

The County Commission will review Social Entrepreneurs Proposal for 2017-2018. Commission will consider approving.

- Item 12 Audit – 2016 -2017 > Christy White & Associates

The County Commission will discuss work for Audit from Christy White & Associates as needed.

- Item 13 AB/SB Laws on Tobacco Tax – Updates

The County Commission will review the updates on Assembly and Senate Bill Laws on Tobacco Tax.

- Item 14 Commission Membership

The County Commission will review to accept, Commission member resignation from Darcy Pollak – Principal of Hamilton Elementary School.

- Item 15 Memorandum of Understanding with Glenn County Health & Human Services Agency.
Fully executed and ready for review by Commission for knowledge.

- Item 16 Lease Extension fully executed by First 5 Agency and Jean Rumiano/Owner of the Nurturing Nest building located at 1035 West Wood Street in Willows CA. Land Lord has also renovated some parts of the building > discussion

NEW BUSINESS – con't

- Item 17 **First 5 Association Policy for 2017-2018**

The County Commission will review First 5 Association's Visions and Policy Goals for the 2017-2018 program year.

OLD BUSINESS

- Item 18 2017 – 18 Strategic Plan **Final**

- Item 19 2017 – 18 Budget Viewing

ADVANCE PLANNING - No September Meeting

Item 20 **Confirmation of the Date, Time, and Location of the next Meeting:**

Tuesday, October 10, 2017 – 10:00 a.m. – 11:30 a.m.
First 5 Glenn County Office – Conference Room
1035 West Wood Street – Willows

Special Meeting to Approve Annual Report & Audit

**** NEED QUORUM ****

Tuesday, October 17, 2016 – 10:00 a.m. – 11:00 a.m.
First 5 Glenn County Office – Conference Room
1035 West Wood Street - Willows

Item 21 **UNSCHEDULED MATTERS AND PUBLIC COMMENT:**

Item 22 **ADJOURNMENT**

FIRST 5 GLENN COUNTY

CHILDREN & FAMILIES COMMISSION MEETING

Commission Meeting Minutes for 06-13-2017
First 5- Nurturing Nest
1035 West Wood Street
10:00 a.m. - 11:30 a.m.

Commissioners Present:

Chair Person – Dwight Foltz, Jody Meza, Tami Ritter, Heather
Aulabaugh, Melissa Stearns, Bill Wathen, Charles Tracy

Alternates Present:

Executive Director: Patricia Loera > Absent due to illness

Others Present:

Rosa Esparza
Nancy Orozco
Randy Jones
Phadie Irons

1) CALL TO ORDER

Commissioner Dwight Foltz, Chairperson, called the meeting to order at
10:07 a.m.

2) ESTABLISH QUORUM

Quorum **was** established for this Commission Meeting and also the annually required
meeting of **2017-2022** Strategic Plan and Financial Forecast.

3) VERIFICATION OF POSTING OF AGENDA

Chairperson Dwight Foltz verified with Rosa Esparza that the agenda for this meeting and

the Strategic Planning/Financial Forecast meeting following - was posted **Wednesday, June 7th, 2017** as prescribed by law.

4) PUBLIC COMMENT

No Public Comments were made

APPROVAL OF MINUTES

Commissioner Heather Aulabaugh made a correction to the minutes regarding dates for TK/Kindergarten conference in Sacramento.

Motion was made to approve the minutes of the April meeting.

Motion: **Jody Meza**

Second: **Dwight Foltz**

BUSINESS:

- ❖ Randy stated that a Budget Coordination meeting is planned to go over budget. Randy also stated that no changes were made to the budget for the year 2017-2018.
- ❖ Commissioner Charles Tracy mentioned the carry over money for IT. IT budget of \$5000 will be included in the budget for 2016-2017.

Long range financial planning & Strategic Plan Updates:

- ❖ Jody mentioned that a correction needed to be made on page 12 on the Strategic and Long Range Financial Plan, regarding that Willows Public Library is not a "State" changing to "State" to City or Local libraries.
- ❖ Commissioner Tami Ritter mentioned adding Court System under Partners on page 12

Commissioner Heather Aulabaugh made a motion to approve the Long Range Financial Planning with mentioned corrections.

Second to approve- Charles Tracey

First 5 Program Budget- Fiscal 2017-2018

- ❖ Motion to Approve- Charles Tracy
 - ❖ Second to Approve Jody Meza
 - ❖ No comments further comments were made.
-

No Additional Public Comments

Meeting Adjourned:

10:27 a.m.

Respectfully Submitted by: Rosa Esparza
Edited and Approved by: Patricia Loera

Children & Families Commission Meeting

Tuesday – October 10, 2017 10:00 a.m. – 11:30 a.m.

**First 5 Glenn County – Conference Room
1035 West Wood Street – Willows, CA. 95988
(530) 934-6885**

AGENDA

- Item 1 Call to Order
- Item 2 Establish Quorum
- Item 3 Verification of Posting of the Agenda
- Item 4 Public Comment
- Item 5 Approval of Minutes – August 22, 2017

ADMINISTRATION

- Item 6 Executive Director's report out on business and events

BUSINESS REPORT

- Item 7 2017 - 2018 Small County Augmentation Notifications
2017 - 2018 Monthly Disbursements

The County Commission will receive the report of monthly disbursements made to First 5 Glenn County from First 5 California.

\$22,499.83 July 2017
\$20,383.18 August 2017

REPORTS TO COMMISSION

- Item 8 Rosa Esparza - First 5 Program / 4th quarter Data Report
- Item 9 Nancy Orozco - 2017-2018 AmeriCorps Introductions

NEW BUSINESS

Item 10 **In accordance with California Health and Safety Code, Section 130135**

*The Glenn County Children and Families Commission will review and discuss First 5 California's Mandated **Annual Report Summary** of First 5 Glenn County's 2016-2017 program year. This draft will be posted out for the Public Viewing/Hearing and comments on October 11, 12, and 13th, 2017.

***Final review and approval will be October 10, 2017.**

Item 11 **In accordance with California Health and Safety Code, Section 130135**

*The County Commission will review the **First 5 Audit Draft for 2016-2017**. Executive Director recommends that Commissioners review their copy of the Audit Draft and prepare to approve for Public Viewing and Hearing dated for October 11,12 and 13, 2017.

***Final review and approval will be October 17, 2017.**

**First 5 Glenn County Annual Evaluation Report and Audit 2016-17 will be published in the local newspaper and available to Hamilton City, Orland and Willows for public viewing on October 11, 12 and 13th of October 2017. Public Comments will be accepted on October 13, 2017.

** All data and information from the Annual Evaluation Report and the 2016 - 2017 Audit will be uploaded to First 5 California and State Controller's office by midnight of October 31, 2017.

** Executive Director recommends Commissioners come prepared to make the "FINAL" approval of the Annual Evaluation Report and Audit at the Special Meeting scheduled for **October 17, 2017**. (Agenda attached)

ADVANCE PLANNING

****Special Meeting to Approve Final Annual Report & Audit****

**** NEED QUORUM ****
Chair Person – Dwight Foltz
Co-Chair Person - Jody Meza

Tuesday October 17, 2017 – 11:00 a.m. to 11:30 a.m.

**First 5 Glenn County Office – Conference Room
1035 West Wood Street - Willows**

Item 12 UNSCHEDULED MATTERS AND PUBLIC COMMENT:

*****Next regular scheduled Commission Meeting*****

**Tuesday, December 12, 2017 – 10:00 a.m. to 11:30 a.m.
First 5 Glenn County Office – Conference Room
1035 West Wood Street – Willows
(530) 934-6885**

Item 13 ADJOURNMENT

FIRST 5 GLENN COUNTY

CHILDREN & FAMILIES COMMISSION MEETING

Commission Meeting **Minutes for 08/22/2017**

First 5- Nurturing Nest
1035 West Wood Street
10:00 a.m. - 11:30 a.m.

Commissioners Present:

Chair Person – Dwight Foltz, Jody Meza, Tami Ritter, Heather Aulabaugh,
Melissa Stearns, Bill Wathen, Charles Tracy, Bill Wathen

Alternates Present:

Executive Director: Patricia Loera

Others Present:

Rosa Esparza
Nancy Orozco
Phadie Irons
Kelsey Adkins

1) CALL TO ORDER

Commissioner Dwight Foltz, Chairperson, called the meeting to order at
10:11 a.m.

2) ESTABLISH QUORUM

Quorum **was** established for this Commission Meeting.

3) VERIFICATION OF POSTING OF AGENDA

Chairperson Dwight Foltz verified with Rosa Esparza that the agenda for this meeting and was posted
Thursday August 17, 2017 as prescribed by law.

4) PUBLIC COMMENT

No Public Comments were made

APPROVAL OF MINUTES

Commissioner Heather Aulabaugh made a motion to approve the June minutes.

Motion was made to approve the minutes of the June 2017 meeting.

Motion: **Heather Aulabaugh**

Second: **Tami Ritter**

NEW BUSINESS:

- ❖ Executive Director Patricia Loera mentioned that corrections have been made on page 12 of the Approved Strategic and Long Range Financial Plan, regarding Willows Public Library as a Local library.
- ❖ Mobile Dental Clinic went through Glenn County successfully and served Hamilton City and Orland Elementary Schools with the coordinated efforts of First 5 Glenn County. First 5 also provided educational materials and dental packets for each and every enrolled Transitional Kindergartener and Kindergartener that contained age appropriate toothbrushes, toothpaste, dental flossers, 3 minute timers and stainless steel – Klean Kanteens for water consumption for the four and five year old students. These services and materials were also provided to the younger siblings and pregnant mothers of these children. First 5 Little Learner Playgroups and WIC children and mothers traveling through WIC and First 5 Nurturing Parenting Programs and Events were also supported with referrals to the Mobile Dental Clinic and Dental Services within the county as needed and also with dental packets of educational materials and supplies. The Commission has agreed that funding the Northern Valley Indian Health Mobile Dental Clinic with the Five Thousand dollar annual grant will no longer continue and therefore the flagged dollars will continue to supply the materials and supplies in coordination with the Dental and Health programs that First 5 participates in.
- ❖ Commissioners discussed about going back to hand delivering packets instead of sending them out electronically.
- ❖ Executive Director reported out that contract with PACA-CA has been renewed for the 2017-2018 year.
- ❖ Patricia Loera reported to commission that Cindi Ambriz Administrative Assistant was hired for a total of 20 hours per week and Bobby Sue Althaus was hired as Certified Social Worker for 20 hours a week.
- ❖ Mill Street Kindergarten Camp went great, AmeriCorps members supported teachers with camp. Provided all supplies and materials. Total of 90 students enrolled.
- ❖ Patricia will be attending the small summit augmentation in Tahoe that's coming up in September.
- ❖ Contract with Kelsey Adkins was renewed to support all referred children through Glenn County schools.
- ❖ Executive Director Patricia Loera went over monthly prop 10 disbursements.
- ❖ Nanci Orozco reported out on AmeriCorps member end of the year party going to Raging Water. Two new AmeriCorps member returning back and one new member.
- ❖ Reviewed the buildings lease extension, effective January 1st, 2018 rent will go up.

Proposal from Social Entrepreneurs Inc. (Voting Item)

Commissioner **Tami Ritter** made a motion to approve Social Entrepreneurs Proposal.

Second: **Charles Tracy**

- ❖ Christy White & Associates, Sarah White will have rough draft ready before October for review in October's meeting.

OLD BUSINESS

- ❖ 2017-2018 Budget Viewing- Switched Dental grant over to technology.

No Additional Public Comments:

Meeting Adjourned:

11:40 A.M.

Respectfully Submitted by: Rosa Esparza
Edited and Approved by: Patricia Loera

Children & Families Commission Meeting

Tuesday – October 17, 2017 **8:00 a.m. – 8:30 a.m.**

**First 5 Glenn County – Conference Room
1035 West Wood Street – Willows, CA. 95988
(530) 934-6885**

AGENDA

- Item 1 Call to Order
- Item 2 Establish Quorum
- Item 3 Verification of Posting of the Agenda
- Item 4 Public Comment

ADMINISTRATION

- Item 5 Item 6 Executive Director's recommendation for approval of the 2016-17 Annual Report and Audit

NEW BUSINESS

- Item 6 ACTION:
In accordance with California Health and Safety Code, Section 130135

*The Glenn County Children and Families Commission will review and discuss First 5 California's Mandated **Annual Report Summary** of First 5 Glenn County's 2016-2017 program year

- Item 7 **In accordance with California Health and Safety Code, Section 130135**

*The County Commission will review the **First 5 Audit for 2016-2017**. Executive Director recommends that Commissioners review their copy of the Audit Draft and prepare to approve for Public Viewing and Hearing dated for October 17, 2017.

**First 5 Glenn County Annual Evaluation Report and Audit 2016-17

** All data and information from the Annual Evaluation Report and the 2016 - 2017 Audit will be uploaded to First 5 California and State Controller's office by midnight of October 31, 2017.

Item 8

** Executive Director recommends Commissioners come prepared to make the "FINAL" approval of the Annual Evaluation Report and Audit at the Special Meeting scheduled for **October 17, 2017**. (Agenda attached)

ADVANCE PLANNING

****Special Meeting to Approve Final Annual Report & Audit****

**** NEED QUORUM ****
Chair Person – Dwight Foltz
Co-Chair Person - Jody Meza

Item 9 UNSCHEDULED MATTERS AND PUBLIC COMMENT:

*****Next regular scheduled Commission Meeting*****

Tuesday, December 12, 2017 – 10:00 a.m. to 11:30 a.m.
First 5 Glenn County Office – Conference Room
1035 West Wood Street – Willows
(530) 934-6885

Item 10

ADJOURNMENT

FIRST 5 GLENN COUNTY

CHILDREN & FAMILIES COMMISSION MEETING

Commission Meeting Minutes – 10/10/2017

First 5- Nurturing Nest
1035 West Wood Street
10:00 a.m. - 11:00 a.m.

Commissioners Present:

Chair Person – Dwight Foltz, Jody Meza, Melissa Stearns, Charles Tracy,
Heather Aulabaugh (present by phone)

Alternates Present:

Executive Director:

Patricia Loera

Others Present:

Randy Jones
Rosa Esparza
Nancy Orozco
Phadie Irons

1) CALL TO ORDER

Commissioner Dwight Foltz, Chairperson, called the meeting to order at
10:21 a.m.

2) ESTABLISH QUORUM

Quorum **was** established.

3) VERIFICATION OF POSTING OF AGENDA

Chairperson Dwight Foltz verified with Rosa Esparza that the agenda for this
Meeting was posted **October 5, 2017** as prescribed by law.

4) PUBLIC COMMENT

- ❖ Randy Jones – Director of Glenn County Office of Education Business and Finance Department, reported out his oversight of the 2016-17 Audit as per First 5 Glenn County's contract and in partnership with SEI for accuracy and transparency. His opinion of this audit report was that it was a clean report and that it was cleared with no FINDINGS or need for corrections.
- ❖ Mr. Jones did point out that Page 25 describes that the 2016-17 expenditures for program expansion did reduce the fund balance. In discussion, Executive Director and Chair Person – Dwight Foltz agreed with Commission members that this would be an important discussion item for the April 2018 – Strategic Planning and Financial Forecast development. This information will

transform the June 2018 -meeting of Budget Development preparing for the 2017-18 program year. Commission discussed the numbers of children and parents served. This information will drive the Strategic Planning and Financial Forecast updates in the April 2018 Commission Meeting.

- ❖ NO OTHER COMMENTS WERE MADE regarding the 2016-17 Audit

➤ Motion was made to approve and accept Audit DRAFT for public hearing and comments.

Motion: **Jody Meza**

Second: **Melissa Stearns**

➤ Chuck Tracy made a motion to move October 17, 2017 to 8:00 a.m.

Motion: **Jody Meza**

Second: **Chuck Tracy**

All Commissioners approved motion.

BUSINESS:

- ❖ Executive Director updated appointment Roster Commission member's handouts.
- ❖ Jody Meza will be up for re-election in 2018. Two vacancies will be up for election. Executive Director recommended that Commissioners recruit for other community members who they may feel are interested and well versed in Early Learning and Child Development related services to apply. First 5 Glenn County's website has a page representing the role of the Commission and encourages county citizens to apply.
- ❖ Patricia attended the summit in Tahoe.
- ❖ Executive Director reminded the Commission of her registration and attendance pending the First 5 California/Association Summit in November of 2017. This summit will take place in Monterey at the Asilomar Conference Center. Future planning for the state of California's 58 counties and their First 5's will be establishing sustainability and continued agency representation within each county will be researched and discussed for future implementation. Follow up on the information will be continued with the First 5 CA Commission/Association at the January 2018 meetings in Sacramento. This information will be compiled and delivered to the Commission in more detail at the February 2018 meeting.
- ❖ Executive Director provided Commission with the Prop. 10 monthly disbursements and Small County Augmentation schedule.
- ❖ Rosa Esparza reported out data of enrollments of parents and children in the Little Learners Programs and Nurturing Parenting Programs. Current enrollments for October 2017 were 10 families of children and parents. Referrals were received and entered into services from Health and Human Services, Hamilton Unified Elementary School, Orland's Mill Street Elementary School and self-referred families with dental needs.
- ❖ Nancy Orozco reported out on AmeriCorps hours and future trainings. Five First 5 AmeriCorps members are currently serving Hamilton City and Mill Street Schools with support for Children in TK/K classrooms identified during spring 2016 DECA Assessments performed by First 5 Staff. These members of 2017-18 are also engaging with the parents and children in Little Learners, Nurturing Family events and Family Engagement services at the Nurturing Nest.

Additional Public Comments

There were no additional comments and Commission agreed to end the meeting.

Executive Director announced that the next meeting will be in one week – October 17th.
This meeting will need a voting quorum as well to approve the Final Draft of the Audit and
Annual Report for 2016-17. Commissioners agreed to attend this meeting after the
Public Review and Hearing.

Meeting Adjourned:

Meeting adjourned 11:02 a.m.

Respectfully Submitted by: Rosa Esparza
Edited and Approved by: Patricia Loera

Children & Families Commission Meeting

Tuesday – December 12, 2017 **10:00 a.m. – 11:30 a.m.**

**First 5 Glenn County – Conference Room
1035 West Wood Street – Willows, CA. 95988
(530) 934-6885**

AGENDA

- Item 1** Call to Order
- Item 2** Establish Quorum
- Item 3** Verification of Posting of the Agenda
- Item 4** Public Comment
- Item 5** Approval of Minutes – October Meetings 2017

ADMINISTRATION

- Item 6** Executive Director’s report on business and events

BUSINESS REPORT

Item 7

2017 - 2018 Small County Augmentation monthly disbursements

The County Commission will receive the report of monthly disbursements to First 5 Glenn County from First 5 California.

September - \$19,826.63

October - \$18,926.51

REPORTS TO COMMISSION

- Item 8** Rosa Esparza - First 5 Programs
- Item 9** Nancy Orozco – Community Events, AmeriCorps
- Item 10** BobbySue Althaus – Special Parent Success Presentation

NEW BUSINESS

Item 11 **First 5 Glenn County Commission Highlights 2016-17**
Commissioners will receive copies of this summary and will discuss the success of these reported services and events. This summary will serve as a tool of foundational planning for year 2018-19 Strategic Plan.

Item 12 **Commission will discuss and propose dates for the Annual Strategic Plan (Action Item) Update and the Financial Forecast. This meeting will take place in April 2018. It will be a two to four hour session with mandatory external evaluators – SEI, Social Entrepreneurs Inc. (Please prepare your calendars with suggested dates). Executive Director will gather the proposals for dates and notify Commission of April’s meeting.**

Item 13 UNSCHEDULED MATTERS AND PUBLIC COMMENTS

ADVANCE PLANNING

*****Next regular scheduled Commission Meeting*****

**Tuesday February 13, 2018 – 10:00 a.m. to 11:30 a.m.
First 5 Glenn County Office – Conference Room
1035 West Wood Street - Willows**

Item 14 ADJOURNMENT

FIRST 5 GLENN COUNTY

CHILDREN & FAMILIES COMMISSION MEETING

Commission Meeting Minutes
OCTOBER 17, 2017

Final Approval of 2016-2017 Annual Report & Audit

First 5 - Nurturing Nest
1035 West Wood Street
8:00 a.m. - 8:30 a.m.

Commissioners Present:

Chair Person – Dwight Foltz, Heather Aulabaugh, Melissa Stearns, Charles Tracy, Jody Meza (present by conference call with agenda posted on door.)

Alternates Present: (none present)

Executive Director:

Patricia Loera

Others Present:

Rosa Esparza - Administration
Nanci Orozco - Administration

1) CALL TO ORDER

Commissioner Dwight Foltz - Chairperson, called the meeting to order at 8:20 a.m.

2) ESTABLISH QUORUM

Quorum was established.

3) VERIFICATION OF POSTING OF AGENDA

Chairperson Dwight Foltz verified with Rosa Esparza that the agenda for this Meeting was posted **October 05th, 2017** as prescribed by law.

4) PUBLIC COMMENT

No Public Comments were made

Executive Director's Report

No scheduled report intended

BUSINESS

Action Item: Approval of Annual Report

In compliance with the California Health and Safety Code, Section 130135

Motion was made to approve 2016-2017 **Annual Report**.

Motion: **Charles Tracy**

Second: **Heather Aulabaugh**

**Annual Report was approved and accepted by the Commission
Report will be sent to State Controller and First 5 California**

Action item: Approval of 2016 - 17 Audit

In compliance with the California Health and Safety Code, Section 130135

Motion was made to approve the 2016 – 17 **Audit Report**.

Motion: **Charles Tracy**

Second: **Heather Aulabaugh**

**Annual Audit Report was approved and accepted by the Commission
Report will be sent to State Controller and First 5 California**

Meeting Adjourned: 8:39 A.M.

Respectfully Submitted by: Rosa Esparza_____

Edited and Approved by: Patricia Loera_____

Children & Families Commission Meeting

Tuesday –February 13, 2018 10:00 a.m. – 11:30 a.m.

**First 5 Glenn County – Conference Room
1035 West Wood Street – Willows, CA. 95988
(530) 934-6885**

AGENDA

ORDER OF BUSINESS

- Item 1** Call to Order
- Item 2** Establish Quorum
- Item 3** Verification of Posting of the Agenda
- Item 4** Public Comment regarding non- agenda items
- Item 5** Approval of December Meeting Minutes

CLOSED SESSION 10:00am -11:00am Commissioners/Executive Director and Legal Counsel only

- Item 6** Public Comment regarding closed session item

Personnel Matters

Pursuant to Government Code Section 54957/ Personnel Matters Classified

**Pursuant to Government Code Section 54956.9 Potential Litigation
Furtado v First 5 Glenn County**

- Item 7** Report any and all action taken in closed session to public
- Item 8** Discussion of Commission regarding December 2017 Agenda

(Page 2)

REPORTS TO COMMISSION

- Item 9** **Kelsey Adkins** – First 5 Association/First 5 California Commission
- Item 10** **Rosa Esparza** – First 5 Programs

- Item 11** Nanci Orozco – Community Events, AmeriCorps
- Item 12** BobbySue Althaus, BSW – Nurturing Parenting Report

Item 13 Prop. 10 First 5 CA County Disbursements

November \$17,872.10

December \$5,123.07

- Item 14** Commission will calendar > April 3, 2018 for the Annual visit of External Evaluators – Sarah Boxx and Sarah Yeats-Patrick with Social Entrepreneur, Inc. for the mandated update of the **2018-19 Strategic Plan, 2018-2019 Financial Forecast, 2018-2019 Budget Planning and Evaluation.**

ADJOURNMENT

Children & Families Commission Meeting

Tuesday – May 1, 2018 12:30pm– 3:00pm

**First 5 Glenn County – Conference Room
1035 West Wood Street – Willows, CA. 95988
(530) 934-6885**

AGENDA

ORDER OF BUSINESS

- Item 1** Call to Order
- Item 2** Establish Quorum
- Item 3** Verification of Posting of the Agenda
- Item 4** Public Comment regarding non- agenda items
- Item 5** Approval of February 2018 Meeting Minutes
- Item 6** Public Comment regarding closed session item

CLOSED SESSION 12:30pm -1:00pm Commissioners/Executive Director and Legal Counsel only

Personnel Matters

Pursuant to Government Code Section 54957/ Personnel Matters Classified

**Pursuant to Government Code Section 54956.9 Potential Litigation
Furtado v First 5 Glenn County**

- Item 7** Report any and all action taken in closed session to the public
- Item 8** Public Comment regarding closed session item
- Item 9** **2018-19 Strategic Plan, 2018-2019 Financial Forecast**
***** QUORUM NEEDED*****

OPEN SESSION 1:00PM -3:00PM 2018-19 STRATEGIC PLAN, 2018-2019
FINANCIAL FORECAST

Item 10 Confirmation of the Date, Time, and location of the next meeting

**Tuesday June 12, 2018
10:00 am to 11:30 am
First 5 Glenn County Conference Room
1035 West Wood Street Willows CA 95988**

Item 11 UNSCHEDULED MATTERS AND PUBLIC COMMENT

Item 12 ADJOURNMENT

FIRST 5 GLENN COUNTY

CHILDREN & FAMILIES COMMISSION MEETING

Commission Meeting Minutes – 02/13/2018

First 5- Nurturing Nest
1035 West Wood Street
10:00a.m. – 11:30a.m.

Commissioners Present:

Dwight Foltz
Charles Tracy
Jody Meza
Tami Ritter
Bill Wathen
Melissa Stearns

Alternates present:

Executive Director

Patricia Loera

First 5 Glenn Staff and AmeriCorps:

Rosa Esparza - First 5 Glenn
Nanci Orozco - First 5 Glenn
Bobby Sue Althaus, BSW - First 5 Glenn
Kelsey Adkins, LMFT - First 5 Glenn
Sean Loera - AmeriCorps
Maddison Heffley - AmeriCorps
Evan Orozco - AmeriCorps
Rene Cabral - AmeriCorps

Guest:

Kathy Furtado
Tommy Herseth
Mark Velasquez, ESQ. Jeppson & Griffin, LLP Attorneys at Law

1) CALL TO ORDER

Commissioner Dwight Foltz, Chairperson, called the meeting to order at 10:00 a.m.

2) ESTABLISH QUARUM

Quorum **was** established.

3) VERIFICATION OF POSTING OF AGENDA

Chairperson Dwight Foltz verified with Rosa Esparza that the agenda for this meeting was posted February 9th, 2018 as prescribed by law.

4) PUBLIC COMMENT

Commissioner requested a new calendar of upcoming commission Meetings. Executive Director Patricia Loera made those available.

5) ADDITIONAL BUSINESS

Approval of October meeting minutes

Motion was made to approve October minutes (December meeting was without quorum)

Motion made- **Tami Ritter**, Director of Court Services

Second- **Charles Tracy**, Superintendent of Hamilton Unified School District

All Commissioners approved motion to approve delay of October minutes .

6) PUBLIC COMMENT

Public Comment

CLOSED SESSION 10:10 A.M. – 11:15A.M.

REPORT OUT TO ALL ACTIONS TAKEN IN CLOSED SESSION:

- 1) Ratify the retention of legal counsel to address Mrs. Furtado's claim and potential lawsuit.
- 2) Direct the Executive Director concerning modification of the Business/Human Resources/Technology Contract between GCOE and First 5.
- 3) Authorize staff to work with legal counsel concerning Board's instructions.

OPEN SESSION 11:20A.M. – 11:44A.M.

7) REPORTS TO COMMISSIONERS

- ❖ **Patricia Loera, Executive Director** delivered information of the **20th year Anniversary of First 5 California**. She reported on upcoming Advocacy Days that will be celebrated throughout the year beginning May 1, 2018 in Sacramento with all county Commissioners, Agency representatives, community members invited to attend at the capitol. Please inform First 5 if you are interested in attending. (Handouts)
- ❖ **Kelsey Adkins-LMFT, attended the First 5 Association Meeting** in January in place of Executive Director who was out with the flu. Ms. Adkins reported out that Advocacy Day is scheduled for May

2nd, 2018 at the Capitol main lawn in Sacramento. Discussions were held regarding all outreach materials to be displayed and distributed throughout all 58 counties. Additional events will be taking place before the end of the program year 2017-18. More details on these events to come.

- ❖ **Rosa Esparza, First 5 Glenn County Program/ Data Coordinator**, reported out on the current data of enrollments of parents and children in the ***Little Learners Programs*** as well as the ***Nurturing Parenting Programs***. Current enrollments for October 2017 were 10 families of children and parents. Referrals were received from the following agencies: Health and Human Services, Hamilton Unified Elementary School, Mill Street Elementary School, and self-referred families with dental health needs. These referrals were entered into our First 5 Glenn's Online Data Master (ODM), data recording program.
- ❖ **Nanci Orozco, First 5 AmeriCorps Supervisor and Event Coordinator Assistant**, introduced the **2017-18 AmeriCorps members**: *Maddison Heffley, Evan Orozco, Rene Cabral, and Sean Loera*. First 5 Glenn currently has four AmeriCorps members serving in Glenn County. These members are providing services at the following locations: Hamilton Unified Elementary School, Walden, Murdock and Mill Street Elementary Schools. In these locations they provide support for children in TK/K classrooms that were identified in the spring 2017 ***Devereux Early Childhood Assessment's (DECA)*** and upon referrals. The DECA Assessments are implemented annually by trained and certified First 5 Staff to identify the incoming TK/K students who will need support in the classrooms with developing Social/Emotional, self- regulation and initiative skills for school success.

These **AmeriCorps** members also facilitate all **Little Learner Playgroups, Nurturing Family Events, and Nurturing Parent Engagement Services, Support Groups**.

- ❖ **Bobby Sue Althaus, BSW**, the First 5 Glenn County resident Social Worker and Nurturing Parenting Program Facilitator, presented an update on the current status of the Nurturing Parenting Program. She went on to discuss the importance of the program through sharing a current touching success story of a family in services. She then shared her future plans and goals regarding the Nurturing Parenting program and its potential for parents and community.
- ❖ Patricia Loera, Executive Director, provided the Commission with the Prop. 10 monthly disbursements and Small County Augmentation schedule.
 - *September - \$19,826.63*
 - *October - \$18,926.51*

Charles Tracy made a motion to approve First 5 Glenn County disbursements
Melissa Stearns was second to vote Glenn County disbursements acceptance.

8) **ADDITIONAL PUBLIC COMMENTS**

There were no additional comments

9) **ADVANCE PLANNING**

Patricia Loera, Executive Director announced that the next meeting will be held on **April 3rd, 2018**. It is the annual visit of External Evaluators, ***Sarah Boxx and Sarah Yeats-Patrick with social Entrepreneur, Inc.*** The Commission, agreed to move the time for the meeting. Meeting is scheduled for April 3rd, 2018 at 1:00p.m. to 3:00 at the First 5 Glenn County Office in the Conference room.

****This meeting will need a voting quorum****

10) MEETING ADJOURNED:

Meeting adjourned 11:44a.m.

Respectfully Submitted by: Rosa Esparza, Program/ Data Coordinator

Edited by: Cindi Ambriz, Administrative Assistant

Approved by: Patricia Loera, Executive Director

Children & Families Commission Meeting

Tuesday – June 12, 2018 10:00am – 11:30pm

First 5 Glenn County – Nurturing Nest
Conference Room
1035 West Wood Street – Willows, CA. 95988
(530) 934-6885

AGENDA

QUORUM NEEDED

ORDER OF BUSINESS

Item 1 Call to Order

Item 2 Establish Quorum

Item 3 Verification of Posting of the Agenda

Item 4 Public Comment regarding non-agenda items

Item 5 Approval of May 1, 2018 Meeting Minutes

Item 6 Public Comment regarding any item that is not listed on this agenda.

Item 7 **ACTION:** **COMMISSIONER REAPPOINTMENT – JODY MEZA**



Commission will discuss the reappointment of Commissioner Jody Meza – Director of County Libraries and current Co-Chair of the Children’s and Family Commission, First 5 Glenn County. County Clerk of Glenn County - notified and vote will move to position Mrs. Meza on the Commission Roster for an additional three years > **2018 to 2021.**

Item 8 Public Comment regarding closed session.

(Page 1)

Item 9 **CLOSED SESSION** 10:00am -11:00am Commission excused for closed session
(Commissioners/Executive Director and Legal Counsel only)

Personnel Matters

Pursuant to Government Code Section 54957/ Personnel Matters Classified

Pursuant to Government Code Section 54956.9 Potential Litigation

Furtado v First 5 Glenn County

Item 10 Report to the public action taken in closed session

OPEN SESSION

Item 11 ACTION ITEM: **ANNUAL BUDGET FOR 2018-2019 > FINAL DRAFT**



Commission will receive the final draft budget for the program year 2018-2019. Executive Director will present the projections of programs and appropriate predictions of fiscal assignments. Commissioners will discuss to vote for approval.

Item 12 ACTION ITEM: **FIRST 5 CALIFORNIA'S ANNUAL REPORT**



2017-2018 > REPORT OF ALL 58 COUNTIES

Pursuant to Government California Health & Safety Code - section 130140 (d) (3) California State Controller's Office has completed the desk review of First 5 Glenn's Commission will receive report, review contents and Vote to accept the report per Children and Families Commission requirements. Reported to California State Controller.

Item 13 ACTION ITEM: **AUDIT OF 2017-2018 STATE APPROVAL**



Pursuant to Government California Health & Safety Code - section 130151(b) California State Controller's Office has completed the desk review of First 5 Glenn's annual audit report for the fiscal year ended June 30, 2017. This audit has met the minimum reporting Standards contained in the 2016-2017 Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act.

*Commission will review letter of approval and vote to accept.

(Page 2)

Item 14 ACTION ITEM: **AMERICORPS PROGRAM FOR 2018-2019**



Commission will discuss and consider approval of recommendation by the Executive Director to continue the funding match of up to two AmeriCorps Service Members to continue support of the existing Little Learner Programs for the 2018-2019 Program Year.

Item 15 ACTION ITEM: **STRATEGIC PLAN 2018 - 2019**



Pursuant to Government California Health & Safety Code section 130140 (a) (1) (D) (E) (F) The 2018-19 Strategic Plan – Commission will review final draft and move for a *Final Approval*

Item 16 ACTION ITEM: FISCAL STABILITY PLAN 2018-2019



**Pursuant to the Government California Health & Safety Code section 130140 (A) (1) (C) (II) Long –range financial plan that includes the current fiscal year, as described in the First 5 Financial Management Guide of requirements.
*Final Approval***

Item 17

**Confirmation of the Date, Time, and location of the next meeting
DUE TO THE ROBUST NATURE OF THIS AGENDA, IT IS NECESSARY TO SCHEDULE A “SPECIAL MEETING” FOR JULY.**

Tuesday July __, 2018

(PLEASE BRING YOUR CALENDARS)

10:00 am to 11:30 am

**First 5 Glenn County Conference Room
1035 West Wood Street Willows CA 95988**

Item 18
Item 19

**UNSCHEDULED MATTERS AND PUBLIC COMMENT
ADJOURNMENT**

FIRST 5 GLENN COUNTY

CHILDREN & FAMILIES COMMISSION MEETING

Commission Meeting Minutes – May 01,2018
First 5 Glenn County Office- Conference Room
1035 West Wood Street
12:30 p.m. - 3:00 p.m.

Commissioners Present:

Chair Person – Dwight Foltz, Co-Chair Jody Meza, Tami Ritter, Melissa Stearns, Heather Aulabaugh,
Charles Tracy

Alternates Present: None

Executive Director: Patricia Loera

Others Present: Rosa Esparza
Esther Rosario

Nanci Orozco
Phadie Irons
Susie Kochems
Chrissy Millen
Randy Jones
Kelsey Adkins
Cindi Ambriz

Special Guests: Sarah Boxx
Sarah Yeats-Patrick

Chair Dwight Foltz: Called this board meeting to order at 12:35

Quorum established – Six members present

Rosa Esparza confirmed posting of Agenda – April 24, 2018

Approval of Minutes: Moved - Charles Tracy /Second – Melissa Stearns

There were no public comments regarding items not posted to agenda

There were no public comments regarding closed session.

12:30 – 1:00 CLOSED SESSION

Pursuant to Government Code Section 54957/Personnel Matters Classified

Pursuant to Government Code Section 54956.9 Potential Litigation
Furtado vs First 5 Glenn County

NO action was taken in Closed session and therefore no report out was mandated to the public.

12:40 to 3:35

Commission held discussion regarding declining revenues at the state level of the Prop. 10 Tobacco Tax. This decline will reflect in First 5 Glenn County's long time services in the Transitional Kindergarten and Traditional Kindergarten classrooms. This has been a very successful program having the assigned, certified AmeriCorps in the classrooms facilitating DECA (Deverex Early Childhood Assessments) and supporting children as needed.

It was decided that DECA's would continue within the Little Learners Program at the Nurturing Nest. This service will wind down in the schools and First 5 will embark on the state wide interest of the ACES (Adverse Childhood Experiences Survey). This survey will have a centralized database. First 5's and schools are negotiating moving forward with this ACES as being a united front on customizing children's needs for healthy social and emotional needs and supporting them in environments and with teachers that know their best interests in learning. Staff will continue trainings in this field and return to Commission Meetings with follow up reports.

Further discussion was held in creating ideas regarding stretching Funding and service delivery. Internal discussions will include the

*Extension of AmeriCorps services = leverage funding continued.

*Ideas of 5013c restructure possibly in future.

*Additional Little Learners specific playgroups and support groups.

SPECIAL PRESENTATION BY Social Entrepreneur Inc.

Social Entrepreneur Inc. Sarah Boxx and Sarah Yeats-Patrick

The renewal of the First 5 Glenn County Strategic Plan was presented and the Commission and visiting community members went through the plan and made adjustments and fine-tuned the plans for First 5 Glenn services for children Birth to Five and their families.

*Mission Statement remains the same

*Vision Statement remains the same

GOALS

1. IMPROVE FAMILY FUNCTION

Commission agreed that this program and its goals and indicators would remain the same and are successful.

2. IMPROVED CHILD DEVELOPMENT

No changes to this goal as the goals and indicators are still valid and effective with successful results.

3. IMPROVED CHILD HEALTH

It was discussed that the dental services that First 5 provides will continue on a minimized level. Handing out toothbrush kits and supplies with education to all children participating in Little Learner's events, First 5 CA Express Van events, Community events and school (TK/K) events.

Education on immunizations and healthy eating, plus the water campaign and water policy.

4. IMPROVED SYSTEMS OF CARE

No changes to this goal as the goals and indicators are still valid and effective with successful results. As First 5 becomes narrower in its focus of services, partnerships remain important and staff flexibility and assignments become trickier. ☺ But remain important.

Commission has maintained the Fund Balance to remain at the \$450,000.00 balance for continued business.

Commission will discuss and vote to approve the Strategic Plan and the Financial Forecast/Fiscal Sustainability Plan

At the June 12, 2018 meeting. SEI and Patricia Loera, Executive Director will have the final draft prepared for that vote and upon that vote, these mandated reports will be reported to the State Controller and First 5 California.

No further comments or Public Statements

***Next scheduled meeting –
June 12, 2018
at First 5 Nurturing Nest
3:40 Meeting adjourned**

**Submitted by: Rosa Esparza
Cindi Ambriz**