

**CHILDREN & FAMILIES COMMISSION MEETING
MINUTES**

**WEDNESDAY FEBRUARY 6, 2019
9:00 AM**

**FIRST 5 GLENN COUNTY – NURTURING NEST
CONFERENCE ROOM
1035 WEST WOOD STREET – WILLOWS, CA. 95988
(530) 934-6885**

Commissioners Present: Action Items were addressed by the following quorum.

Chairperson Dwight Foltz

Chair Jody Meza

Melissa Stearns

Heather Aulabaugh

Charles Tracy

Bill Wathen

Alternate Present: Christine Zoppi

Executive Director: Patricia Loera

Others Present: Cindi Ambriz, Rosa Esparza, and Kelsey Adkins

Special Guests: Randy Jones, and Dianna Camarena

1. CALL TO ORDER:

Chair Meza: Called this board meeting to order at 9:40 a.m. and ran meeting to Item 14, at which point Chairperson Foltz took over the meeting upon arrival.

2. ESTABLISH QUORUM:

Quorum was established by Commissioner Meza, Co-chair

3. VERIFICATION OF POSTING OF AGENDA:

Rosa Esparza confirmed posting of Agenda:

Thursday January 31, 2019

4. APPROVAL OF MINUTES:

Approval of Minutes: December 5, 2018 minutes

✓ **APPROVED**

Motion to Approve:

Charles Tracy: Made first motion to move
Melissa Stearns: Made second motion to approve

5. Public Comment:

None

NEW BUSINESS

~~NEW BUSINESS??~~

Action Item 6 RECORD RETENTION POLICY

The Commission discussed and approved the Executive Director's recommendation of Record Retention and Policy Draft as per requested by the Commission at December 5th, 2018 meeting. This Policy includes all business records standard legal retention periods at First 5 Glenn County.

Comments:

- Commissioner Meza stated that the years stipulated in the policy for each type of document made sense.
- Commissioner Wathen added that this policy was standard and acceptable.
- Executive Director included the addition of a recording device for all meetings moving forward for accuracy of these documents.

✓ **APPROVED**

Motion to Approve:

Melissa Stearns: Made first motion
Charles Tracy: Made second motion to approve

Action Item 7 AUDIO RECORDING DURING COMMISSION MEETINGS

The Commission was addressed regarding request of accurately documenting meetings' minutes, by the First 5 Glenn County Administration staff. This would mean having a tape recorder to openly record all Commission Meetings moving forward. This does not include closed sessions. This is a legal process according to Legal Counsel of the Commission. With discussion the Commission agreed that all recordings will be disposed of once meeting minutes are approved by Commission at the following meeting. No statute of preservation is required with this request.

Upon the previous agenda item, RECORD RETENTION POLICY being approved the Commission complied with the audio recording of all open session Commission Meetings.

✓ **APPROVED**

Motion to Approve:

Melissa Stearns – Made first motion
Bill Wathen – Made second motion to approve

*** Commission Meeting began to be recorded when item was approved.

Action Item 8 FIRST 5 COMMISSION MEMBERSHIP: Community-at-Large Representative

ARTICLE IV, SECTION 3, SUBPART C, BYLAWS - OFFICERS

Commission was presented with the Community-at-Large Representative Application by **Dwight Foltz**. Attached was his updated application. Commission discussed and chose for Mr. Foltz to remain on the Children and Families Commission as a Member at Large and maintain his duties at Chairperson until elections in July 2019.

Comments:

- Commissioner Tracy strongly agreed with this voluntary action by Dwight Foltz.
- Executive Director recommends it to be best practice for the Chairperson and Co-Chairperson to continue their duties until elections in July 2019.

✓ **APPROVED**

Motion to Approve:

Charles Tracy – Made first motion

Bill Wathen – Made second motion to approve

Action Item 9 OFFICIAL LETTER OF RESIGNATION AS A FIRST 5 GLENN COUNTY COMMISSIONER: CHARLES TRACY

ARTICLE IV, SECTION 5, BYLAWS VACANCY AND REMOVAL

Commission received the official letter of resignation submitted by **Charles Tracy** - Effective April 3, 2019. The Commission discussed and voted to approve the acceptance of resignation. In the letter Commissioner Tracy gave a recommendation on his replacement. He recommended Dianna Camarena to be the new Commissioner representing the north end of the county, Hamilton City.

Comments:

- Commissioner Tracy stated his recommendation of his replacement and introduced the Commission to Ms. Dianna Camarena and explained why she was the perfect fit for this Commission.
- Commissioner Stearns asked if this was Commissioner Tracy's last meeting.
- The Commission was informed that if they did accept Ms. Camarena as the replacement that this would be Commissioner Tracy's last meeting, and that the April 3rd meeting was going to be Ms. Camarena's first meeting.

✓ **APPROVED**

Motion to Approve:

Bill Wathen – Made first motion

Melissa Stearns– Made second motion to approve

Action Item 10 FIRST 5 COMMISSION MEMBERSHIP: REPLACEMENT RECOMMENDATION

ARTICLE IV SECTION 3, SUBPART C, BYLAWS - MEMBERS

Commission was presented with the Application of **Dianna Camarena**. Commissioner Tracy recruited, Ms. Camarena, and recommended her to this Commission. Ms. Camarena is the Hamilton Unified School District's Case Manager/ Parent and Families Coordinator. Commission discussed Ms. Camarena to be Commissioner Tracy's replacement on The Children and Families Commission.

Comments:

- Commissioner Meza thanked Commissioner Tracy for recruiting and making this appropriate recommendation.
- Commissioner Wathen also thanked him for this recommendation, and added that he has worked with Ms. Camarena on other Committees and "she would be a great fit." He concluded by saying, "I am happy to see Hamilton City being represented and supported on many boards including this one."
- Executive Director thanked Ms. Camarena for applying and for the interest in being part of this board of Commission.

✓ **APPROVED**

Motion to Approve:

Melissa Stearns– Made first motion

Bill Wathen – Made second motion to approve

Action Item 11 NEWLY APPOINTED COMMISSIONER FROM GLENN COUNTY BOARD OF SUPERVISORS (BOS)

ARTICLE IV, SECTION 3, SUBPART B, BYLAWS - MEMBERS

The Children and Families Commission was presented with the application of the new Board of Supervisors Appointee, **Mr. Paul Barr**. Application has been submitted to the First 5 Glenn County Board of Commission. This nomination is approved by the First 5 Commission and it will be forwarded to the Glenn County Board of Supervisors for final appointment. Mr. Barr's first meeting as appointed will be April 3rd, 2019.

✓ **APPROVED**

Motion to Approve:

Charles Tracy– Made first motion

Bill Wathen – Made second motion to approve

Action Item 12 EMPLOYEE REASSIGNMENT FOLLOW UP

Commission re-visited and discussed the now resigned position of Website Maintenance and Design/ Reception. Executive Director presented that after more research and budget review that it would be in the best interest of First 5 Glenn County and its funding, to keep the web maintenance and design position within the agency. Therefore, the offer of contracting out to a resigned, previous employee would be rejected at this time. To remedy the need to fill this position will be in the process of additional assignments delegated to current staff.

Staff members will be trained accordingly.

Executive Director recommends this as in the better interests of First 5 Agency at this time.

* Executive Director will draft a letter and notify applicant of this decision.

✓ **APPROVED**

Motion to Approve:

Bill Wathen – Made first motion

Melissa Stearns – Made second motion to approve

Action Item 13 OLD BUSINESS RE: DISENGAGEMENT WITH CURRENT CONTRACT OF BUSINESS AND FINANCE SERVICES – post Commission vote of 2018.

- The Executive Director reviewed with the Commission, the motion and approval of disengaging contracts with Glenn County Office of Education (GCOE) for Fiscal, Payroll, Human Resources, PERS Reporting, and I.T. This recommendation was initiated by GCOE last May of 2018. Commission agreed to disengage all contracts with Glenn County Office of Education due to understanding of both parties as PERS Reporters. At last meeting, December 5th, 2018, the Commission had voted unanimously to contract outside of GCOE and approved a new contract with local business person Kelly at Kampschmidt Payroll and Accounting Services.
- The Executive Director stated that she, Kelly Kampschmidt, and Humberto Medina from the Department of Finance had deep discussion regarding concerns the Department of Finance had for First 5 Glenn County. After they met it was clear that moving from GCOE would be costlier than staying.
- For the money from the state would not go directly to Kampschmidt Payroll and Accounting Services it would have to come to Board of Supervisors and then to the county and lastly to Kampschmidt Payroll and Accounting Services.
- Every time the money had to be pulled down for Kampschmidt Payroll and Accounting Services there would be a fee.
- Staying with GCOE would cost close to \$50 thousand, and moving to Kampschmidt Payroll and Accounting Services would be \$18 thousand plus the about \$48 thousand from Board of Supervisors.
- Executive Director added that she felt, after considering the numbers and what First 5 Glenn County does it is not in the best interest of First 5 Glenn County to make the move.
- After meeting with Kelly, from Kampschmidt Payroll and Accounting Services, she agreed with this conclusion and is not charging for any of the work she had already done: meetings, setting up a payroll system, for she thought she should have known it was going to cost so much money for every time she drew money down form the county.

- Executive Director added that it was out of so much respect to this Commission and because she did not want them to be misinformed on how something should have been and it wasn't.
- She then informed them that after a conversation between Tracy Quarne and Randy Jones (both from GCOE) they are willing to set up a new MOU, upon the Commissions agreement and vote. The Commission will meet again she review this new MOU, in which, according to Mr. Quarne and Mr. Jones, First 5 Glenn County will be saving a considerable amount of money, and renegotiating the indirect.
- There is also a new agreement with Golden State Risk Management (GSRM) that they will be the legal assistance with Human Resources (HR).
- A safe purchased by the Executive Director and the Chairperson would house the personnel files, and IT would be done internally.

Comments:

- Randy Jones stated that the rate would be lower due to the HR, IT, and other services being done by another source.
- Commissioner Stearns asked what the indirect cost would be
- Mr. Jones answered 11.7% and it would drop to around 7-9% and that depending on how many services were needed that that would determine the rate.
- Commissioner Wathen commended the Executive Director for making this call and for changing whatever is not right and voiced his appreciation.
- Executive Director added that this was an annual contract and in the rewriting of the MOU some things will be taken out and adding some. She then added that First 5 Glenn County gets a 40% off from Office Depot under GCOE contract. She concluded by saying that First 5 Glenn County was very hurt and emotional over what happened to their team member, and that they stand together and builds healthy relationships and partnerships.

✓ **APPROVED**

Motion to Approve:

Melissa Stearns – Made first motion

Charles Tracy – Made second motion to approve

Item 14

FIRST 5 GLENN COUNTY WEBSITE = ADA CERTIFIED

Commission received documentation to confirm that the First 5 Glenn County website was in compliance with ADA requirements. The documentation was provided by CatapultK12 who is the owner and established platform used for the First 5 Glenn County Website. This contract and Action Plan specifies that they continually upgrade the templates to reflect ADA Compliance in accordance to the laws. This proves that the Frist 5 Glenn County Website is and always has been ADA Compliant.

Item 15 FIRST 5 GLENN COUNTY EXPENDITURE REPORT

(Second quarter per Commission request)

The Commission received the second quarter update of expenditures as agreed. Executive Director explained some of the percentages of the budget of where they are now on the expenditure report and as to why some were at 100% and why the legal was at 600% (this included the settlement of past case, appearances and consultations with the Attorney). She also explained a packet brought by Mr. Jones which goes over all of the monthly expenses and bills payed. This included the Cal Card used for business transactions. It was asked if all staff has a Cal Card, the Executive Director answered no.

Comments:

- Commissioner Tracy added that seeing these expenditure reports monthly is in benefit of the Annual Audit for the public to have full disclosure on expenses.
- Commissioner Wathen agreed and added that as Commissioners they need to be informed so if asked about expenses they are consistent with information provided.
- Executive Director agreed and explained that in the past she did provide these reports to the Commission, but because of their request she stopped, for they found it easier to go look them up at the GCOE office.
- Executive Director added that Christy White and Associates is who does the Annual Audit. Sarah Fiehler is the Auditor who works with Randy Jones on the Audit.
- Commissioner Wathen asked is the First 5 Building was the only building being paid by for maintenance
- Executive Director said yes, and the storage unit.
- Commissioner Meza asked if they were going to be getting an expenditure report like this on every meeting
- Executive Director answered we can if that is what the Commission would like.
- Commissioner Meza added that if it could be in a consent calendar in case someone did want to go over it.
- Executive Director said yes, that would be easy, and she reminded everyone of the binders in the Administration office with the financial binders.
- Mr. Jones offered to bring more information on any part of the report that the Commission needed explaining on.

Action Item 16 FIRST 5 CA TAX REVENUE DISBURSEMENTS

Commission received statement of Tax Revenue Distributions for the 2018-19 year. They voted to recognize and accept the noted distributions **pursuant to California Health & Safety Code section 130150.**

JULY - \$21,220.00

AUGUST- \$17,942.42
SEPTEMBER- \$23,878.63
OCTOBER- \$19,580.90

TOTAL OF FIRST QUARTER TAX REVENUE DISBURSEMENTS
\$ 82,621.95

✓ **APPROVED** **Motion to Approve:**
Melissa Stearns – Made first motion
Jody Meza – Made second motion to approve

Action Item 17 SMALL POPULATION COUNTY FUNDING AUGMENTATION (SPCFA)

The Commission received the January 11, 2019 letter of Authorization of Disbursement 2 for Fiscal Year 2018-19 from First 5 CA SPCFA. Executive Director explained how the SPCFA takes a certain percentage from the very large Agencies plus they match it at the State First 5 and the 20 smallest counties get that divided between them. The letter received stated that the Funds were expected to be delivered seven (7) business days from the authorization date of January 10, 2019 in the amount of \$337,500.00. This letter was submitted to the CA State Controller's Office for disbursement. The Commission was asked to accept this letter and to understand that Glenn County was not actually going to get this amount, but the letter needed to be accepted to be able to move on to the next item on the agenda.

✓ **APPROVED** **Motion to Approve:**
Bill Wathen – Made first motion
Jody Meza – Made second motion to approve

Action Item 18 SPCFA DISBURSEMENT #2 UPDATE:

The Executive Director explained that the way First 5 Glenn County gets this money is by turning in the deliverables (FIP Forms) on time, this allows First 5 Glenn to receive 75% of the funding, the last 25% at the end of the program year. The Executive Director provided correspondence from the Executive Director of First 5 California - Camille Maben, which states that the 2nd quarter disbursements for Glenn County and all counties were incorrect due to formulaic errors on First 5 California's Fiscal calculations. Executive Director concluded by stating that it has been promised that the distribution in the correct amount of \$167,958.75 would be expedited and mailed by January 31, 2019. Apologies are stated in letter for this unfortunate error. Commission has voted to accept the corrected amount.

Comments:

- Commissioner Wathen asked if the \$167 thousand was what Glenn County was expecting and planned for

- Executive Director said yes. She also reminded the Commission of a past meeting in 2012 at GCOE where the Commission as a whole decided to always keep the Fund balance at \$450 thousand. First 5 California is making sure that with all of First 5 Glenn County's revenues and disbursements they are around their \$450 thousand fund range.

✓ **APPROVED** **Motion to Approve:**
 Jody Meza – Made first motion
 Melissa Stearns – Made second motion to approve

Action Item 19 UPDATED COMMISSION MEETING CALENDAR LIST

The Commission received the updated Commission Meeting list reflecting the changes agreed upon at the December 5, 2018 meeting. Commission Meetings are now on the First Wednesday of every other month with the meeting starting at 9 am. Meetings will end when business is complete.

✓ **APPROVED** **Motion to Approve:**
 Charles Tracy – Made first motion
 Melissa Stearns – Made second motion to approve

Action Item 20 UPDATED MILAGE SHEET WITH MILEAGE PAY INCREASE

The Commission received the updated mileage sheet showing the Glenn County increase from \$0.55 to \$0.58 per mile reimbursement. Executive Director explained that First 5 Glenn County Staff does use county cars when available, but sometimes they are not very reliable. She then added that Randy Jones and Tracy Quarne from GCOE had offered for First 5 Glenn to be part of their car fleet, and this would be in negotiation under the new MOU that is going to be drafted. Commission took action to accept.

Comments:

- Commissioner Tracy asked if the Commission owned a car.
- Executive Director answered no. and that First 5 Glenn County tried about 4-5 years ago, like all other First 5, but it was not possible because of funding to maintenance the car.
- Commissioner Stearns ask if First 5 Glenn had considered rental cars
- Executive Director explained that Golden State Risk Management would not insure a rental car, but they will cover a county car under the First 5 Glenn Policy.
- Randy stated that the rate to use one of the GCOE cars was \$0.32 per mile, and that this form was for an employee to be reimbursed for driving their personal car reflective of the IRS reimbursement rate. He added that the staff would be able to,

with a login, go into their website and reserve a car from the GCOE car fleet.

- Executive Director added that what would be best for the agency would be to have a car on site for emergency services: delivering formula, diapers or visits.
- Commissioner Tracy shared of their experience of their agency buying a car and paying for it through the savings of mileage.

✓ **APPROVED**

Motion to Approve:

Charles Tracy– Made first motion

Melissa Stearns – Made second motion to approve

Item 21

**BAILEY DATA MANAGEMENT LETTER AND EMAIL
CONFIRMATION OF DVD OF FIRST 5 GLENN DATA ARCHIVES**

Commission received the email and the letter from Bailey Data Management, regarding the First 5 Glenn County Data in DVD form. The email confirmed the DVD was sent via USPS Certified mail. The letter explained that the DVD contained the last 4 months of data in four files. Executive Director explained that Lisa Watson from SEI has taken the data and is incorporating it into the newly designed Database that the Commission approved and paid for during the 2018-2019 Strategic Planning.

Action Item 22

FIRST 5 CALIFORNIA DIAPER PILOT PROGRAM

The Commission was presented with the First 5 California designed and patented diapers that are being distributed to families throughout California counties and are available to all families in need – i.e. displaced from Camp Fire, homeless, poverty struggles, etc. Executive Director explained that First 5 Glenn County has been chosen as a pilot for California rural counties. Commission discussed details of this project and approved for this project to continue in Glenn County.

Comments:

- Executive Director explained the current diaper bank through Honest Company, and how she was able to get a great price at 11 cents per diaper in comparison to 27-31 cents in other places.
- Executive Director explained the set up and use of the diapers at different events. First 5 Glenn County gives out diaper bundles, dental kits, parenting kits, and a First 5 California bags at these events: Week of the Child and the Fatherhood Conference.
- She Concluded by saying that this year First 5 Glenn County was going to be in charge of the table decorations and one raffle prize at the Professional Conference. The raffle prize is a wagon she purchased at a phenomenal price.

✓ **APPROVED**

Motion to Approve:

Melissa Stearns – Made first motion

Bill Wathen – Made second motion to approve

ADVANCE PLANNING

Item 23 UPCOMING CHILDREN & FAMILIES COMMISSION MEETING

Commission was presented with the date of the next scheduled Commission Meeting to be Wednesday April 3rd, 2019 at 9:00 a.m. for The Annual visit of the External Evaluators, under contract, Social Entrepreneur, Inc. (SEI) for the mandated review of the 2019-2024 Strategic Planning/Evaluation and Financial Forecast - Pursuant to California Health and Safety Code 130150. The Commission was reminded that this impactful meeting could last up to 2-3 hours. Executive Director commented that although it was the scheduled meeting for this annual visit, the date may change depending on availability of SEI.

Item 24 UNSCHEDULED MATTERS AND PUBLIC COMMENT

None

Meeting adjourned: 10:50 a.m.

Submitted by: Cindi Ambriz

Reviewed and Approved by

Dwight Foltz – Chairperson

Patricia Loera – Executive Director