



**CHILDREN & FAMILIES COMMISSION MEETING
MINUTES**

**WEDNESDAY DECEMBER 5, 2018
10:00 A.M.-11:30 A.M.**

**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: Kelly Kampschmidt, Kendall Sorensen, and Mark Velasquez, Esq.
BEST, BEST & KRIEGER LLP

1. CALL TO ORDER:

Chairperson Dwight Foltz: Called this board meeting to order at 10:05 a.m.

2. ESTABLISH QUORUM:

Quorum was established

3. VERIFICATION OF POSTING OF AGENDA:

Rosa Esparza confirmed posting of Agenda:

Thursday November 29, 2018

Glenn County Children and Families Commission • Patricia Loera, Executive Director
1035 West Wood Street • Willows, CA 95988 • (530) 934-6885 • (530) 934-6882 • FAX (530) 934-6149
www.first5glenncounty.com



4. APPROVAL OF MINUTES:

Approval of Minutes: October 23rd, 2018 minutes

- Commissioner Meza made a comment on Item 16 in the October 23rd minutes about the lack of posting in the Valley Mirror due to cost. The posting could be cost free.
- Commissioner Wathen countered that thought and stated there are costs associated with all postings in the newspaper.
- Executive Director explained how the cost of the posting of the Agenda in the newspaper would increase pressure on the Advertising Budget. This budget is already largely consumed by the mandated annual posting of The Public Review & Comments of the Annual Report and Audit = legal announcement.
- Attorney Mark Velasquez added that if the Commission was in doubt of whether the Agenda needed to be posted in the newspaper as a requirement of the law, **they do not**. He then continued to explain that the posting of Agendas have to be ADA Compliant and on the website through either the WAG or WAG 2.0. He also advised for the Executive Director to ask for the “Web Designing person” to write a letter confirming that the website is in compliance. Executive Director agreed to have that letter of compliance regarding the website at First 5 Glenn County being ADA compliant on next meeting’s agenda.

✓ **APPROVED**

Motion to Approve:

Jody Meza – Made first motion to move

Heather Aulabaugh – Made second motion to approve

5. Public Comment:

None

NEW BUSINESS

Item 6 EMPLOYEE RESIGNATION

Commission received employee letter of resignation. The Commission was informed that the employee’s family had been relocated due to spouse’s job, her last day was November 29th 2018, and she was paid in full. They then were read the letter of intent by the employee offering to continue the web designing as an independent contractor, the Commission decided to table this matter for the next meeting, February 2019. **ITEM TABLED**

Action Item 7 BAILEY DATA MANAGEMENT LETTER OF ACCEPTANCE

Commission received letter of Acceptance from Bailey Data Management, regarding the “70 Day Notice of Disengagement of

Contract” from First 5 Glenn County. The Commission voted to accept the letter from Bailey Data Management.

Comments:

- Commissioner Stearns asked if the Data was erased for it was 30 days past the date on the letter.
- Executive Director responded by saying no and that the contract does not end until January 7th.
- Commissioner Meza asked if there was a possibility that the new data website would not be ready.
- Executive Director assured the Commission that it was going to be ready.

✓ **APPROVED Motion to Approve:**

Charles Tracy– Made first motion

Jody Meza– Made second motion to approve

Item 8 FIRST 5 CALIFORNIA FISCAL SERVICES: UPDATE ON JULY 2018 PROPOSITION 10 REVENUE

The Commission received the letter from First 5 California Fiscal Services to follow up on the last letter from October 16th, 2018, regarding the delay of the July Disbursement. The Executive Director explained how the glitch at state level resulted in counties receiving the last disbursement in two separate checks; First 5 Glenn County has yet to receive their last check.

Comments:

- Commissioner Wathen asked if there has not been an update since October 24th, 2018.
- Executive Director said not yet but that she has confirmation from Kathy Ellis saying its ready it just has to finish processing.

Action Item 9 FEE AGREEMENT AND ENGAGEMENT LETTER FROM BEST BEST & KRIEGER ATTORNEYS AT LAW

Commission received letter of obligations regarding billing and fees from **Best Best & Krieger LLP**. Chair Person Dwight Foltz signed the letter, after unanimous decision, to engage with this law firm for future legal services.

✓ **APPROVED Motion to Approve:**

The Commission made a unanimous roll call vote to continue contract with the law firm **Best Best & Krieger LLP. 6 yes and 0 no 0 abstentions**

Action Item 10 FIRST 5 GLENN COUNTY FISCAL BINDERS

The Commission discussed and accepted the First 5 Glenn County’s financial information as presented. The Commission had access to the First 5 Glenn County Fiscal Binders for the FY 2018-19: July 1, 2018-

Current. The Financial Activity Report and the Employee-Paid Benefit History Report were also available with the Fiscal Binders.

Comments:

- Commissioner Meza addressed her confused as to what the Commission was supposed to receive in regards to the Financial Reports; she thought they were going to receive an updated financial report of expenditures for the time period between meetings. She concluded by stating that if that was not what the Commission agreed with, that she was ok with what they wanted.
- Commissioner Wathen asked if it was possible to get a monthly update.
- Mark Velasquez, LLP stated that the Executive Director would be able to email these reports if that is what the Commission would like.
- The Executive Director said that she was more than accepting of what the Commission agreed too.
- Commissioner Tracy added that the last two months expenditures reports could be scanned or emailed with the Commission Meeting packets.
- Kelly Kampschmidt, from Kampschmidt Payroll and Accounting Services, added that if the Commission decided to Contract with her she could assist in the expenditure reporting by providing the Executive Director with monthly or quarterly reports for her to give the Commission.
- Commissioner Aulabaugh added that an easier to read financial report was better for not everyone can understand the QSS reports.

✓ **APPROVED Motion to Approve:**

The Commission approved unanimously to approve the fiscal binders as are and understand that they are available in the front office in the First 5 building. Expenditure reports will also be provided every 2 months for review. **6 yes and 0 no 0 abstentions**

Item 11 GOLDEN STATE RISK MANAGEMENT (GSRM): SELECTION OF SPECIAL DISTRICT REPRESENTATIVE FOR THE GSRMA BOARD OF DIRECTORS.

The Commission received a follow-up letter from GSRM regarding the election process for filling the July 1, 2019 vacancy of the Fire and Special Districts representative positions on the GSRM Board of Directors. The timeline for the new process was also included.

Comments:

Commissioner Tracy said he would support any Commissioner who decided to apply. No other comments or commitments were made.

Action Item 12 **FIRST 5 COMMISSION MEMBERSHIP: Community Member AT Large**
Commission Members reviewed their responsibility for recruitment. Executive Director also explained how having an extra Agency Slot on the Term Limits makes it look like there is an open slot when there is not. She recommended deleting that extra slot. Maintaining that the Bylaws say there has to be at least 5 and no more than 9 Commissioners of which need to be either an agency Director, have expertise in Early Childhood Development, or be a Community Member at large. All of which require approval from the County Board of Supervisors. Commission decided to table this Action Item for the next Commission meeting. Movement of this matter is not necessary unless otherwise requested by the Commission. **ITEM TABLED**

Item 13 **NEW APPOINTED Board of Supervisor (BOS)**
The Commission was informed that the new Board of Supervisor Appointee was elected and the appointment to Children and Families Board of Commission will be announced at the February 6, 2019 meeting.

Item 14 **FIRST 5 GLENN COUNTY: ORGANIZATIONAL CHART: STAFF AND AMERICORPS Service Members**
The Commission received the updated organizational chart for the First 5 Glenn County Staff and AmeriCorps members. The delegations of job descriptions were presented as were the steps of supervisory roles. Commissioner Aulabaugh questioned AmeriCorps members being related to staff. A formal letter from Prevention Child Abuse CA (PAC CA) was provided. This letter surmised that there were no violations of First 5 Glenn County's staffing of AmeriCorps members and that the one request was that members not serve their own family members in the county relating to Conflict of Interest. No other discussion.

Action Item 15 **AUDIO RECORDING DURING COMMISSION MEETINGS**
The Commission was presented with the request by the First 5 Glenn County Administration staff to record the Open Session part of the Commission Meetings in regards to accurate documentation of meeting minutes. This is an appropriate, legal request according to law. Commissioners Bill Wathen and Heather Aulabaugh made a motion to approve this Item, but after discussion of the full Commission, the motion and approval were withdrawn. The Commission voted to table this Action Item until the February meeting. Executive Director referred legality to present Legal Counsel. She promised to draft up a new policy for the Commission to discuss and possibly approve at the next scheduled Commission meeting.
ITEM TABLED

✓ **APPROVED Motion to Approve:**

Charles Tracy– Made first motion to table this recommendation

Bill Wathen– Made second motion to approve

Action Item 16

FINAL CBO OFFER: KAMPSCHMIDT PAYROLL AND ACCOUNTING SERVICES

Commission received the Kampschmidt’s proposal to provide services of Payroll, PERS Reporting and all Fiscal Business. Commission discussed and made decision to move into contract beginning January 1, 2019. Kelly Kampschmidt reported that there was not a tremendous amount of changes in her proposal and that after meeting with Chair Person Foltz, Executive Director, and Rosa Esparza - Data Analyst for First 5 Glenn County, she was able to gather more information of the agency’s needs. Mrs. Kampschmidt also explained her Privacy Policy. Financial information is kept confidential and is not delivered to anyone except for through the direction of the Commission or the Executive Director. The Executive Director negotiated that a pending contract would include the training of staff and agreement that all monies not expended would roll over to the next year’s budget. This was agreeable and the Commission chose to continue with contract.

✓ **APPROVED Motion to Approve:**

Charles Tracy– Made first motion to continue with contract

Melissa Stearns– Made second motion to approve

Action Item 17

PREVENTION CHILD ABUSE CALIFORNIA (PCA CA): SUPERVISORIAL EXPECTATIONS OF SERVICE MEMBERS

The Commission received the official letter from Prevention Child Abuse California regarding requirements of members and their assignments of services. Supervision of the members was also discussed. According to First 5 California contract - Executive Director explained how the PCA CA Bylaws do not prevent anyone from the age of 17-72 to serve as an AmeriCorps member through PCA CA. The AmeriCorps members are not considered employees of First 5 Glenn County; they are service members of PCA CA. Anyone who meets the requirements including LIVE SCAN (State and DOJ) can apply. Relatives of service site are not excluded. Executive Director- Patricia Loera, used her son, Sean Loera (PCA CA service member), as an example saying that she called PCA CA to make sure it was ok if he served in the same agency where she was the Executive Director. She said that Ian Hadley, Project Manager at PCA CA, assured that there are no regulations in the Bylaws that state that family members cannot serve in the same agency. There were similar family situations throughout the nation regarding same question. First 5 Glenn County AmeriCorps Supervisor, Nanci Orozco and another service member,

Evan Orozco are related. The Executive Director explained how Nanci Orozco was Sean Loera's Supervisor and Rosa Esparza, also an AmeriCorps Supervisor, was Evan Orozco's Supervisor. Executive Director reminded Commissioners that the Human Resources and Management for AmeriCorps was through PCA CA and that they are in charge of all matters within the Human Resource field.

Comments:

- Commissioner Aulabaugh asked what a service recipient was.
- Commissioner Aulabaugh was referring to a term used in the letter, "No AmeriCorps member would be related to a service recipient". Executive Director clarified that a service recipient was the child or family that the AmeriCorps service member was delivering services to. This is not allowed and considered a sensitive case to that member. Another member is assigned.
- Commissioner Wathen asked when there would be new recruitments for next year. Executive Director stated May has been the history of recruitments and June/July Letter of Intent. Commissioner Wathen added that their agency - HHSa would like to have a stronger relationship with the AmeriCorps moving forward and collaborating efforts for services. Both agreed to meet regarding positive intentions of building on AmeriCorps services in Glenn County.

Action Item 18 CHILDREN & FAMILIES COMMISSION MEETING DURATION

Commission was presented with the choice of keeping the meetings at the same duration of 1 hour and 30 minutes or change the time duration to one hour. This is in regards to the multiple requests of Commissioners and other Agencies. After many suggestions and discussion, the Commission came to the agreement of having the Commission Meetings on the First Wednesday of every other month at 9:00am. It was also recommended to not putting a time of meeting to end. Agreement was made that the meetings will last the duration that it takes the Commission to address the Agenda Items business at hand.

✓ **APPROVED Motion to Approve:**

Chairperson Dwight Foltz– Made first motion to change day/time of Commission meetings beginning February 6, 2019

Charles Tracy– Made second motion to approve

PROFESSIONAL PRESENTATIONS

Item 19 BROWN ACT Over view

Commission was provided with a packet on the **Brown Act** from Attorney Mark Velasquez, Esq. BEST, BEST & KRIEGER LLP to assist members during his short Brown Act overview. Mr. Velasquez

presented the Commission with very important tips and highlights of the Brown Act. Following are the reminders he focused on:

- Commissioners gave up some rights when they became Commissioners. For example, they cannot share information with others outside of the appointed Commission as a whole
- Anything discussed in Open Session is public knowledge, except when exempted according to law
- Commissioners cannot mingle outside of scheduled meetings with 2 or more members and discuss meeting subjects
- Commission act as a whole through discussions and votes
- Closed Sessions have to be properly noted on an Agenda and any information provided in closed sessions needs to be stamped Confidential and held internally in locked files. All notes taken during closed sessions are to be collected and destroyed after closed session meetings. No exceptions
- Personnel Matters are required by the Brown Act to list a title of the personnel to be discussed. If it is a disciplinary matter, the employee is to be notified no later than 24 hours in advance of the concerns or allegations to be discussed. Employee is entitled to be present to hear, respond or dispute the information presented - according to the Brown Act.
- Commission members are entitled and encouraged to talk to the Attorney retained by the Commission as a whole regarding any questions or concerns regarding First 5 Glenn County. However, it is discouraged that Commissioners discuss sensitive or closed session items outside of that. There is no individual privacy privilege between the retained attorney and any one or few Commissioners. All details are open to Commission as a whole either through stated attorney or through the Chairperson of the Commission. Attorney represents the Commission/Agency as a whole. Attorney does not represent Executive Director or any other employee.
- Specific types of Meetings have different time notice requirements: Regular meetings - posted 72 hours prior. Special Meetings require 24 hours' notice. Emergency Meetings have no time notice and are immediate under extenuating circumstances: life threatening or natural disaster situations. (i.e. Lockdowns, epidemics, danger)

Comments:

- Executive Director asked if it was advisable for a Commission member to could contact their own attorney individually regarding potential Closed Session information. Concerns of doing so were expressed when relayed through email accessible to another agency violating Brown Act Disclosure boundaries.

- Mark Velasquez, LLP stated that anyone can have their own attorney for personal affects. However, on matters of the Commission, only the Commission’s retained attorney can be contacted and would be compensated by the Commission’s Legal Counsel Budget for consultation.
- Commissioner Meza offered that this question was being asked in regard to her contacting the City Council’s Attorney regarding information that she had received. Mr. Velasquez reminded Commissioners that all confidential concerns and contact are to be made directly through the Chairperson or Executive Director. If the concerns warrant legal assistance then they are to contact him only. These requirements were detailed in provisions of the Brown Act.
- Commissioner Tracy added that anyone can contact the Commission retained Attorney independently. However, all information is subject to the knowledge of the Commission as a whole. No one Commissioner can react or respond to an item of concern independently or with other Commissioners outside of a meeting with a posted agenda.

ADVANCE PLANNING

Item 20 UPCOMING CHILDREN & FAMILIES COMMISSION MEETING

There was a motion to cancel the scheduled meeting of Tuesday February 12th, 2019. Commission rescheduled is February 6, 2019.

**CANCELED: Scheduled Meeting
Tuesday February 12th, 2019
Time: 10:00am-11:30am**

✓ APPROVED Motion to Approve:

Heather Aulabaugh – Made first motion change meetings schedule

Charles Tracy– Made second motion to approve

The Commission came to the agreement of having the Commission Meetings on the First Wednesday of every other month at 9:00am and not putting a time limit to the ending of these meetings. Noting that the future meetings will last the duration that it takes for Commission to address all matters of business at hand on the Agenda.

**Next Scheduled Meeting
Wednesday February 6th, 2019
Time: 9:00a.m.**

Item 21 UNSCHEDULED MATTERS AND PUBLIC COMMENT

None

Meeting adjourned: 12:01 p.m.

**Submitted by: Cindi Ambriz
Reviewed and Approved by**

Dwight Foltz – Chairperson
Patricia Loera – Executive Director