

FIRST 5 YOLO
Commission Meeting Minutes

MAY 10, 2006

The First 5 Yolo Children and Families Commission met on the 10th day of May 2006 at the First 5 Yolo office at 403 Court Street, Woodland, California at 3:00 p.m.

Commissioners in Attendance: Helen Thomson – Chair, Katie Villegas, Suzanne Anderson, Dr. Bette Hinton, Sue Heitman - Treasurer, Dr. Jorge Ayala, Donita Stromgren, Sheila Allen

Commissioners Absent: Irma Rodriguez

Staff in Attendance: Julie Gallelo, LaTina Price, Regan Overholt, Jackie Hausman

Public in Attendance: Robbie Townsley

Item 1: Call to order

Chair called the meeting to order at 3:05 PM.

Item 2: Roll Call

Item 3: Approval of Agenda

Approve the Agenda as presented.

MOTION: S. Allen **SECOND:** K. Villegas Motion carries unanimously.

Item 4: Public Comment

None

Items 5 – 8: Consent Agenda

5. Approve minutes of 4/12/06 First 5 Yolo Commission meeting
6. Adopt Calendar for June 2006
- 7A. Receive Grant Fund Balance Report
- 7B. Receive Finance Committee Minutes of 4/17/06.
8. Receive Program & Policy Committee Minutes of 4/17/06 and 5/1/06.

Approve consent agenda items 5- 8

MOTION: S. Anderson **SECOND:** S. Allen Motion carries unanimously.

Item 10: Treasurer's Report of FY 05-06 Revenue and Expenses through March 2006

S. Heitman presented Commissioners with the revenue and expense report. She stated that this financial status summary has been reviewed and approved by the Finance Committee. In addition, the Committee is working to present next year's budget and asks that Commissioners review the budget sustainability assumptions which were also reviewed by the Finance Committee. She advised Program and Policy Committee members to keep the budget and strategic plan in mind when planning for future programs.

H. Thomson raised a question regarding the CEP program being funded thru FY06/07 although the program is currently being re-evaluated. S. Heitman clarified that the budget assumptions are not inflexible and can be changed if need be. She stated that the budget assumptions refer to a budget predicted for ten years out. Any changes in programs will affect these assumptions.

Approve Commission Budget Assumptions.

MOTION: B. Hinton **SECOND:** S. Anderson Motion carries unanimously.

Item 10: First 5 Yolo Strategic Plan

J. Gallelo advised Commissioners of the need to review its strategic plan. She reported that new language was added to the Ordinance which states that indicators or outcome data that will be collected on initiatives - School Readiness, Access to Quality Healthcare, and Childcare and Early Education. The Commission is going into its fourth year of its five-year plan. As such, it is recommended that the plan be approved for its final year.

S. Allen asked if more detailed outcomes were being collected than outlined in the strategic plan. J. Gallelo confirmed stating that there will be guidelines for the specific outcomes to measure so that everyone will be collecting similar data to send to the state. A local evaluator will be helping with local evaluation.

Approve Strategic Plan for FY06-07.

MOTION: J. Ayala **SECOND:** K. Villegas Motion carries unanimously.

Item 11: First 5 Yolo Fiscal Administration Policies and Procedures

J. Gallelo reported that staff has revised the Fiscal Administrative Policies and Procedures Manual by incorporating feedback from Commissioners. She stated that she is requesting approval of the first seven chapters and that subsequent chapters will make up the Human Resource section of the Policies and Procedures Manual and will be ready for review at the next Program and Policy Committee meeting. She advised that the HR section of the polices and procedures manual must be on the June calendar for approval. Program and Policy committee members decided to postpone their May 15th meeting so that adequate time would be available for the distribution and review of the HR policies and procedures. The next Program and Policy meeting was rescheduled for June 12th at 9:00 – 10:30am.

Approve Chapters 1 – 7 of the Administrative Policies and Procedures Manual.

MOTION: S. Anderson **SECOND:** K. Villegas Motion carries unanimously.

Item 12: Amendment to County Ordinance

J. Gallelo announced that since SB35 was passed into law, the Commission is required to add new language to its Ordinance stating that it will collect outcome data. She stated that the complete Ordinance was distributed so that Commissioners could review it in its entirety. She asked that the Commission recommend forwarding the revised Ordinance to the Board of Supervisors for approval/adoption.

Commissioners made the following recommendations: That the name of the article be changed to First 5 Yolo Children and Families Commission and that Sec. 2-23301 be changed to state “There is hereby created the First 5 Yolo Children and Families Commission which may also be known as the Yolo County Children and Families Commission”.

Approve the amendment to the County Ordinance along with the recommendations from Commissioners to replace Yolo County Children’s and Families Commission with First 5 Yolo in the title of the article and in Sec.2-23301 and forward to the Board of Supervisors for adoption.

MOTION: S. Allen

SECOND: J. Ayala

Motion carries unanimously.

Item 13: CEP Update

J. Gallelo reported that Community Engagement Program was discussed at the last Program and Policy Committee meeting. Committee members decided that input from all Commissioners would be necessary in determining funding, goals and staffing of the program. A Commissioner retreat was suggested to devote time to this discussion. J. Gallelo stated that staff will send out a survey to Commissioners to compile data to look at during the retreat. She added that the retreat will affect the way the Commission is going to run – linking services and resources through existing programs. The direction of the CEP program, whether it is to stand alone or be incorporated into other programs, needs to be known in order to guide the strategic plan. S. Heitman acknowledged that although staff is responsible for implementation of the strategic plan, most of the current staff were not employed at the time the strategic plan was created and as a result did not participate in its formation.

Commissioners voiced their concerns regarding improving cultural competency, building language and cultural capacity in our programs and materials. They stated that CEP is really about making sure that community voices are heard and input is given. J. Gallelo advised that community focus groups will be essential to the strategic planning process and will allow for the Commission to match its services to the needs of families in our community.

Action Item: Program and Policy Committee to develop retreat agenda and set a date for late summer or early fall.

Item 14: CHI Update

J. Hausman provided Commissioners an update on the Children’s Health Initiative and Healthy Kids Program. She informed Commissioners that a cap was placed on enrolling 6 – 18 year olds. The CHI has received a grant from the Blue Shield Foundation to be distributed June 1st for \$104,000 to help cover the cost of premiums. She stated that retention and utilization data will be provided by PHP and the first report should be available in June. She also reported that the CHI Policy Committee met to discuss the hardship fund and decided to pay the first month of non-payment for families at risk of being dis-enrolled in order to give CAA’s time for outreach to these families.

Item 15: Bidding Process for Universal Preschool Contract Monitor

J. Gallelo the Universal Preschool Program is in need of an agency that would work exclusively with family childcare providers and centers. Duties would include initial assessments, monitoring whether or not they meet and continue to meet criteria, and funding distribution. D. Elmore will be responsible for state and Headstart programs. Thirty-three child care slots at \$6k/year = \$200,000. There is a 10% overhead for the administering agency. The budget includes actual dollars for services and oversight. She stated the First 5 Yolo is 1 of 9 pilot programs to include family-based childcare preschools. D. Stromgren added that it should be made clear that the contract is for monitoring the UPK program and not childcare.

Approve staff request to contract with an agency to provide fiscal and programmatic oversight of private childcare centers and family childcare homes participating in the Universal Preschool 4 West Sacramento Program (UP4WS).

MOTION: K. Villegas **SECOND:** D. Stromgren Motion carries unanimously.

Item 16: Executive Director Report of Staff Activities

J. Gallelo gave an update on staff activities. She stated that the annual report was inserted into the larger local papers. Special project applications will be reviewed on May 23rd at 9:00am. She stated that there was some confusion regarding the need to get sponsorship from a Commissioner on project applications and as a result some Commissioners may be contacted in this regard. She also advised that site visits will be occurring in the next couple of months with current contractors. Other updates included: The School Readiness application received a preliminary approval pending changes to the logic models; The UPK program is focusing on workforce development and putting together applications for preschoolers and providers; The pilot program will begin on August 21, 2006 with 33 private and 75 public - State and Head start program slots; The Administrative Assistant position was upgraded to Administrative Services Analyst with the approval of the Program and Policy Committee.

Item 17: Commissioner's Reports

S. Anderson reported that two forums were hosted by YCOE and the Local Childcare Planning Council on UPK and were well attended. Another forum will be held on May 31st in West Sacramento at City Hall. She stated that marketing strategies and outreach to providers could improve attendance at future events.

K. Villegas advised Commissioners of a program that she was able to take advantage of called "Computers for Kids". The program refurbishes computers for children in 4th – 6th grade who receive free or reduced lunch so that they are able to get a computer in the home. For more information on this program contact Lewis Bear at 916-267-0266. She stated that a great presentation was put on by the Children's Alliance to acknowledge Foster Parents and Families and the River Cats donated 100 tickets as giveaways.

D. Stromgren announced that S. Allen and herself are working with the Davis Joint Unified School District and the Children's Center due to low enrollment over the past

few years. As such, there is a risk for a contract reduction in the number of children they will be able to serve. They are working with agencies to figure out a way to advocate for these slots to be retained. Many factors will have a positive effect on future enrollments numbers such as relocating the Children's Center and eligibility level for subsidized child care services are likely to change with this budget process which will increase the number of families eligible.

J. Ayala expressed his excitement about Head Start. He stated that positive things are happening and the program is up and running. Staff has received additional training, numbers are up to where they need to be, in-kind is positive, community partners are up, and awareness is up. Wanda Roundtree the Director of Head Start is doing a good job going out into the communities. They are looking at improving facilities and applying for additional funds to implement changes. The annual comprehensive plan completed important piece that moves them forward.

B. Hinton stated that she has been assisting Head Start with investigating the cause of severe allergic reactions in several children. There is a new Pertussis Vaccine for older children and adults. The vaccine is being administered along with Tetanus (DTaP). There was a small outbreak of the virus in Davis high schools. If you are interested in receiving the vaccine you must ask for it. It is not administered in combination automatically. She urged all to get vaccinated with their next tetanus booster shot.

S. Heitman announced that the Farmer's Market opened again last Saturday and was very successful it is a great family event. They event also kicked off new signs welcoming you to the Capay Valley, Esparto, Capay, Esparto Park, etc. She stated that the valley is hosting an event "Walk through the Valley with your Mom" on mother's day. The event costs \$10 for adults where you can visit twelve open gardens and ranches in the valley. Proceeds will go to the Will Baker Educational Foundation. She announced that all three schools, elementary, middle and high school have received the California Distinguished Schools award and the middle school was chosen as a blue ribbon school. A celebration will be held at the Tabor's new event center at the end of the month. An RFQ went out to the community for property owners to put together a new multi-use facility as part of the Cal grant to house clinics, offices, space for adult education and after school programs for children in Esparto.

H. Thomson announced that she visited Washington on the CAP2CAP trip where Mike McGowan arranged a meeting in the executive office building of the White House to meet with the President's Local Government Representative. She stated that she was pleased that for the first time Yolo County was able to be a part of the agenda and the work effort which reinforces their being seen as part of the region. She announced that the Flood Control Team of which she is a member, worked hard and was able to secure funds for levy repair. She added that she was able to accompany Jeff Goodman to see the Inspector General who spoke to the heads of all of the hospitals systems in the region regarding Medi-cal and Medicare fraud.

Adjournment

The meeting adjourned at 5:40 PM. The next Commission meeting will be held June 14, 2006 at 3:00 pm.