

**FIRST 5 YOLO**  
Commission Meeting Minutes

June 13, 2007

The First 5 Yolo Children and Families Commission met on the 13<sup>th</sup> day of June, 2007 at the First 5 Yolo office at 403 Court Street, Woodland, California at 3:00 p.m.

**Commissioners in Attendance:** Helen Thomson (Chair), Donita Stromgren (Vice-Chair), Katie Villegas, Suzanne Anderson, Pam Miller, Sue Heitman (Treasurer), Jorge Ayala, Sheila Allen, Bette Hinton

**Staff in Attendance:** Julie Gallelo, LaTina Price, Regan Overholt, Margaret Bacot, Donna Elmore, Jackie Hausman

**Public in Attendance:** R. Delacey (FKCE), M. Hvizar (WCC), R. Townsley (R&R), D. Meyer (YC Probation), B. Patton (YC Probation), R. Simmons (YC Probation), J. Shon (DESS/CWS), M. Wright (DCN), M. Hewitt (PMC), C. Schroeder (WCC FKCE), J. Rodgers (YFSA), L. Johnson (Woodland Clinic), D. Larsen-Rife (UC Davis-FCP), H. Pauls (RDUSD).

Item 1: Call to order

Chair called the meeting to order at 3:00 PM.

Item 2: Roll Call

Item 3: Approval of Agenda

***Approve the Agenda as presented.***

**MOTION:** S. Allen                      **SECOND:** P. Miller                      Motion carries unanimously.

Item 4: Public Comment

J. Gallelo introduced Mary Hewitt of PMC, First 5 Yolo's new media firm. M. Hewitt presented Commissioners with an overview of the agency and her particular background and experience.

Item 5 –9: Consent Agenda

***Approve agenda items 5 – 9.***

**MOTION:** S. Allen                      **SECOND:** P. Miller                      Motion carries unanimously.

Item #10: Treasurer's Report of Revenue and Expenses

S. Heitman presented the report of year-to-date revenue and expenses through April 2007. She reported that the Commission remains behind in revenue due to some State allocations not yet received. The reserve fund will cover expenses until these revenues are received.

***Receive Treasurer's Report of FY06-07 Revenue and Expenses through April 2007.***

**MOTION:** P. Miller                      **SECOND:** S. Heitman                      Motion carries unanimously.

Item #11: Special Project Contracts FY07-08

J. Gallelo reported that 16 special project applications were received and thanked everyone for their time and effort in submitting the applications. The review panel recommended funding nine applications in full and one application partially. She stated that the application from the Local Childcare Planning Council (LPC) was pulled due to a change in circumstances since the time the proposal was submitted. Additionally, the review panel was concerned about possible duplication of services. The proposal may be re-visited pending additional information on the childcare provider training plan to be developed by the LPC.

Commissioners received brief project overviews from Special Project applicants.

***Approve Special Project Application for Winters Friends of the Library – Family Reading Programs in the amount of \$29,800 as recommended by the review panel.***

**MOTION:** S. Heitman                      **SECOND:** S. Allen                      **ABSTAIN:** None  
Motion carries unanimously.

***Approve Special Project Application for RISE, Inc. – Special Projects Triad in the amount of \$20,023 as recommended by the review panel.***

**MOTION:** J. Ayala                      **SECOND:** K. Villegas                      **ABSTAIN:** None  
Motion carries unanimously.

***Approve Special Project Application for Yolo Family Service Agency – PCIT at Cache Creek Continuation School in the amount of \$13,946 as recommended by the review panel.***

**MOTION:** J. Ayala                      **SECOND:** S. Allen                      **ABSTAIN:** None  
Motion carries unanimously.

***Approve Special Project Application for CommuniCare – Parenting & Breastfeeding Support in the amount of \$33,000 as recommended by the review panel.***

**MOTION:** J. Ayala                      **SECOND:** S. Heitman                      **ABSTAIN:** None  
Motion carries unanimously.

***Approve Special Project Application for Woodland Memorial Hospital – Baby Friendly Gift Bags in the amount of \$33,000 as recommended by the review panel.***

**MOTION:** K. Villegas                      **SECOND:** B. Hinton                      **ABSTAIN:** J. Ayala  
Motion carries.

***Approve Special Project Application for Yolo County DESS – Keep Our Kids Local Childcare Subsidy Program in the amount of \$33,000 as recommended by the review panel.***

**MOTION:** K. Villegas                      **SECOND:** D. Stromgren                      **ABSTAIN:** P. Miller  
Motion carries.

*Approve Special Project Application for YC Probation Dept. – Media-based Parent/Child Education and Visitation Project in the amount of \$33,000 as recommended by the review panel.*

**MOTION: S. Heitman**      **SECOND: K. Villegas**      **ABSTAIN: None**  
Motion carries unanimously.

*Approve Special Project Application for the Foster & Kinship Care Education Program – Foster Parent Recruitment & Retention in the amount of \$33,000 as recommended by the review panel.*

**MOTION: K. Villegas**      **SECOND: S. Allen**      **ABSTAIN: None**  
Motion carries unanimously.

*Approve Special Project Application for UC Davis – Families Together Program in the amount of \$5,000 as recommended by the review panel.*

**MOTION: Withdrawn**

*Executive Director to work with applicant to revise the UC Davis – Families Together Program and Parents Together Program applications to include components of both programs into a single application. Upon revision, have application move through the Review Panel and then bring back to the full Commission for action.*

**MOTION: J. Ayala**      **SECOND: B. Hinton**      **ABSTAIN: None**  
Motion carries unanimously.

Item #12: First 5 Yolo CHI Evaluation Plan

Francesca Wright of Davis Consultant Networks presented an update on the Children’s Health Initiative evaluation plan. She reported on the findings to date based on reports from Partnership HealthPlan of California, Delta Dental, and First 5 Yolo data. She asked Commissioners if there were any gaps in the data being reported that they would like to see represented in their final presentation. The final presentation on the Commission’s evaluation plan will be presented in December and will encompass all funded programs.

Item #13: Policies and Procedures Updates

The First 5 Yolo Policies and Procedures manual was updated to ensure compliance with the expanded audit guidelines and Commissioner direction. Chapters 1 – 7 were revised to reflect the expanded audit requirements, and Chapter 21 and 22 were added to reflect the Commission’s smoking cessation and breastfeeding policies. All policies were reviewed by county counsel to make sure that they comply with state law.

*Approve changes to the First 5 Yolo Policies & Procedures Manual as recommended.*

**MOTION: S. Heitman**      **SECOND: D. Stromgren**      **Motion carries unanimously.**

Item #14: Executive Director Report of Staff Activities

J. Gallelo gave an overview of staff activities for the month of May. J. Hausman reported on the Universal Application RFP. She announced that seven proposals were received and the top three were interviewed by the review panel. The review panel was unable to

put forth a recommendation based on the current stage of development of the systems presented. The review panel recommended holding a second round of interviews in three months time.

Commissioners recommended having the systems evaluated independently by a consultant who will report back to the Commission with a recommendation.

Item #15: Commissioner Reports

S. Anderson announced that it was a pleasure to see the creativity and collaboration in the special project applications.

D. Stromgren announced that she along with Danelle Larson of UC Davis Family Connection Program and a First 5 Yolo grantee and ACS Quantum the commission's media firm will speak on behalf of First 5 Yolo on Univision.

P. Miller reported that DESS is working on furnishing the lobby with furniture and activities for children. The Medi-cal citizenship verification rules came out and they are currently working on staff procedures and processes. There are now two CAA's in the office who are able to help families denied for Medi-cal apply for other programs.

K. Villegas announced that the YCCA is fully staffed and an RFP for a fund developer has been released. She reported that Wal-Mart opened in West Sacramento and \$3,700 was donated by PepsiCo and Wal-Mart employees to the YCCA.

H. Thomson reported that the Board of Supervisors is having budget hearings next week. The County has a balanced budget with no significant changes.

Adjournment

The meeting adjourned at 6:00 PM. The next Commission meeting will be held September 12, 2007 at 10:00 am.