

First 5 Yolo Children and Families Commission

Agenda Item Cover Sheet

Agenda Item- Commission Meeting Minutes
<i>Background</i>
Final minutes from Yolo County Children and Families Commission July 12, 2006.
<i>Executive Director Overview</i>
First 5 Yolo Children and Families Commission held a regularly scheduled meeting on July 12, 2006 from 3:00 – 6:00 pm at 403 Court Street in Woodland.
<i>Additional Information</i>
<i>Action Requested</i>
Approve minutes as submitted.

FIRST 5 YOLO
Commission Meeting Minutes

JULY 12, 2006

The First 5 Yolo Children and Families Commission met on the 12th day of July 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, Dr. Bette Hinton, Dr. Jorge Ayala, Sheila Allen, Suzanne Anderson, Sue Heitman - Treasurer

Commissioners Absent: Donita Stromgren

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

Public in Attendance: Sarah Rock, Laurie MacIntosh, Kim Coontz, Edgar Lampkin, Pam Miller, Cheryl Boney, Jaime Ordonez

Item 1: Call to order

Treasurer 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

Kim Coontz, president of the YFRC, addressed the Commission with regard to an item she did not believe was on the agenda. She stated that she was concerned about the perception Commissioners and community had of the YFRC as a result of their health insurance contract with First 5 Yolo. She addressed Commissioners regarding the agency, its outcomes, and concerns with processes. She advised Commissioners that the quality of the program at the Family Resource Center would be affected by the recommendation to remove funds for Outreach Coordination. She concluded by asking that the Family Resource Center be included in discussions regarding what happens to the CHI OERU program.

Edgar Lampkin advised Commissioners of his membership on the board of the Family Resource Center stating that his membership interest stemmed from how pleased he was with the work of the FRC. He added that he was unhappy with the relationship that has developed between First 5 Yolo and the FRC and urged Commissioners to do what it can to make the relationship a positive one. He stated that he is aware of the tremendous need for collaboration and efforts should be made so that the positive work in the Woodland community can continue to move forward.

Laurie MacIntosh addressed Commissioners on behalf of the Family Resource Center. She stated that she was concerned with the reporting requirements. She found them unreasonable and constantly changing which makes it hard on funded agencies. She asked that Commission streamline these requirements for the benefit of its contractors.

Items 5 – 7: Consent Agenda

5. Approve minutes of 6/14/06 First 5 Yolo Commission meeting
6. Adopt Calendar for August 2006
7. Receive Grant Fund Balance Report

Item 5: Minutes of 6/14/06 Commission Meeting

S. Anderson reported that she was absent at the last Commission meeting but was listed as seconding a motion. Staff were asked to review the tape of the minutes to discover who actually seconded the motion and change the minutes accordingly. K. Villegas questioned the use of the term SW Sacramento stating that the area being referring to was most likely Southern West Sacramento. S. Allen added that we add that the focus of the project was Yolo County though areas outside of Yolo County were mentioned.

Approve minutes of 6/14/06 Commission meeting with suggested changes. Approve consent agenda items 6 and 7.

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

Item 8: Treasurer's Report of FY 05-06 Revenue and Expenses through May 2006

S. Heitman presented the FY05/06 Revenue and Expense Report thru May 2006. She stated that since the report is through May, and not the end of the fiscal year, some items are not reflected on the report such as MAA billing, and 4th quarter four payments. The final revenue and expense report will be presented to Commissioners at a later date and added that revenue is expected to be up to \$2.5 million next year.

Receive Treasurer's Report of FY05-06 Revenue and Expenses through April 2006

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

Item 9: CHI Outreach, Enrollment, Utilization, & Retention Contract Modifications

J. Gallelo provided Commissioners with background information regarding the current contract for Health Insurance Outreach, Enrollment, Retention, and Utilization (OERU). She stated that the RFP was put out in 2004, prior to the creation of the CHI and Healthy Kids Health Insurance Program. The RFP was intended to provide a continuation of services that may have otherwise been halted with the ending of the Health Insurance Project contract through the Health Dept. with YFRC. It was unknown at the time how the CHI would evolve.

J. Gallelo advised Commissioners that challenges with the current OERU contract are in the area of countywide coordination. It is and will be difficult for a CBO (without funding to share) to get other CBO's to share data. After further assessment at the request of the Program and Policy Committee, the committee recommended that the countywide coordination be moved to a countywide agency.

Commissioners raised concerns regarding the impact of moving the countywide coordinator position from the FRC's budget, which may cause instability for the agency as a whole. Other concerns included the need to get good reliable countywide data on enrollment for all programs for reporting purposes, changing state reporting requirements, and the role of DESS.

K. Coontz addressed Commissioners stating her concerns regarding the nature of the information outlined in the report and the accuracy of it. She stated that the FRC has demonstrated compliance with enrollment and utilization efforts and exceeded outcome goals. She added that the FRC would like to be at the table to problem solve these issues with OERU.

S. Rock reported that 474 children have been enrolled thru June 30, 2006. She stated that she did not contest the idea of a centralized data system and that a four-page data collection tool was developed by the FRC but partners showed little interest in coordinating enrollment efforts and data sharing. She provided Commissioners with coordinator job responsibilities which included the facilitation of trainings and meetings, staffing HICC, and coordinating outreach efforts. Clear direction was not given in regards to the expectations for HICC and the system was flawed by not having incentives for others to share data she added.

When asked about how the proposed action would impact the YFRC's budget, S. Rock replied that the money allowed for the utilization of AmeriCorps workers and trainings for community members among other things. She stated that the revised Scope of Work showed increased outcome expectations with decreased funding. She stated that with a budget of \$75K the agency would need to scale back their efforts and concentrate on key relationships. She added that the FRC is the only agency she is aware of that is currently tracking utilization and retention and that the program simply cannot run without a program manager.

L. Macintosh commended the YFRC stating that the Commission is getting double the work for the funding they are providing. She stated that great work is being done by the FRC but there seems to be a barrage of negative activities surrounding their efforts. She added that it's the FRC Boards job to step back and take in the bigger picture.

Commissioner expressed their frustration with the barrage of paperwork provided by the FRC on the day of the meeting and with not having an opportunity to review the data before. They reiterated the value of the FRC to the Woodland community and agreed that they did not want to lose the services provided by the FRC. Commissioners recognized the need to separate out the countywide coordination from the service delivery function and that the money should be directed to where it can be utilized more effectively in an organized way.

Refer the issue of CHI Outreach, Enrollment, Retention and Utilization to an ad hoc Committee and then onto the Program and Policy Committee to further discuss OERU

strategies with participants Katie Villegas, Jackie Hausman, Sarah Rock, and Pam Miller to come up with options for how to best utilize the Commission's funds.

MOTION: B. Hinton **SECOND:** K. Villegas Motion carries unanimously.

Item 10: Human Resource Policy for Employee Salaries and Benefits

J. Gallelo reported that based on new Prop. 10 legislation,, a policy for employee salaries and benefits must be included in the Policies and Procedures Manual. She stated that this policy, like most of First 5 Yolo's, were adapted from the County and that pay scales and benefits are in alignment.

Approve the Human Resource Policy for Employee Salaries and Benefits.

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

Item 11: Recommendation to BOS to Appoint DESS Department Head to Commission

H. Thomson advised Commissioners of the need to fill the open seat on the Commission left by past Commissioner Irma Rodriguez. She stated that the recommendation is for the Director of DESS to join the Commission and asked that a letter be submitted to the Board of Supervisors stating their recommendation.

Pam Miller, Director of DESS introduced herself to Commissioners. She stated that there is a natural alliance between First 5 Yolo and DESS and that participating on the Commission aligns with her commitment to children and the community.

Send a letter to the YC Board of Supervisors stating the recommendation for the Director of DESS to serve on the Commission.

MOTION: S. Heitman **SECOND:** J. Ayala Motion carries unanimously.

Item 12: Executive Director Report of Staff Activities

J. Gallelo gave a brief update on staff activities. She stated that staff is currently evaluating two data systems – One-E-App and COMPASS. One-E-App offered to provide their services free of charge and will be giving a demonstration on July 31st. She reported that the School Readiness Jump Start Program is in progress in West Sacramento and that Hector Ramirez the State Chair of First 5 CA recently had the pleasure of visiting on-site. She announced that the UPK program is looking to enroll its first 135 kids in August and that marketing kits are being developed targeting providers as well as parents. She reported that First 5 Yolo has contracted with Pablo Stansbury of the Davis Consulting Network to provide evaluation services and is meeting with contractors and First 5 Yolo to look at data to collect across all programs. She advised Commissioners that First 5 Yolo's media firm, ACS Quantum Strategies, is in their third year of the contract. As a result, media relations will soon be going out to bid again.

Item 13: Commissioner's Reports

S. Heitman reported that Capay Valley Vision will be starting a program with RISE.

K. Villegas reported that the Yolo County Children's Alliance hired a fund developer and a grant writer. She announced the upcoming CHI fundraiser "Oktoberfest" for October

19, 2006. She also reported that an article on UPK was published in West Sacramento "City Lights".

S. Allen announced that they were successful in their campaign to save three out of four childcare slots in Davis. She stated that the Children's Center will be moving from downtown to Korematsu School and that there is a recommendation to close an elementary school in the district and open this facility as K – 6th grade. She also announced that she will be vacationing in Wisconsin for two weeks.

B. Hinton reported that the fluoridation issue will go to West Sacramento City Council next Wednesday. She stated that the Commission can take some credit but much credit goes to the advisory board.

J. Ayala announced that he is excited about UPK and Head Start. He stated that the Yolo County Office of Education is one of only two recipients of a new grant in California "Diploma +". He stated that this new program is a high school alternative program targeting students struggling in school. The school is based on competency and not "seat time" and upon completion students will graduate with a diploma. The program will start at the County Fair Mall in Woodland with 150 students and will go countywide in FY 07-08.

Adjournment

The meeting adjourned at 5:40 PM. The next Commission meeting will be held September 13, 2006 at 3:00 pm.