

FIRST 5 YOLO
Commission Meeting Minutes

October 14, 2009

The First 5 Yolo Children and Families Commission met on the 14th day of October, 2009 at the First 5 Yolo office at 223 Elm Street, Woodland, California at 2:00 p.m.

Commissioners in Attendance: Helen Thomson (Chair), Donita Stromgren (Vice-Chair), Suzanne Anderson (Treasurer), Sue Heitman, Pam Miller, Karen Ziebron, Rick Baker, Kim Suderman, Jorge Ayala

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

Public in Attendance: L. Aldrete, J. Iser, K. Villegas, R. Townsley

Item #1: Call to order

Chair called the meeting to order at 2:00 pm.

Item #2: Roll Call

Item #3: Approval of Agenda

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

Item #4: Public Comment

H. Thomson welcomed those in attendance and invited the public to address the Commission on any issue that is not on the agenda.

No Public Comments.

Item #5: Recognition of Service – K. Villegas

Resigning Commissioner Katie Villegas was recognized by the Commission for over 4 years of service on the Commission as the District 1 Community Representative for children and families in the West Sacramento area. K. Villegas was presented with a certificate of appreciation, parting gift, and sentiments of Commissioners, staff and community members.

Item #6-11: Consent Agenda

6. 9/9/09 Commission minutes
7. November Commission Calendar
8. 10/8/09 Finance Committee Meeting Minutes
9. 10/5/09 Program and Policy Committee Meeting Minutes
10. 9/10/09 Public Awareness Committee Meeting Minutes
11. Mini-grant Application – Parent Advisory Council for State Preschools

Approve agenda items 6-11.

MOTION: D. Stromgren **SECOND:** R. Baker Motion carries unanimously.

Item #12: Sole Source Contracting and Procurement Justification Form

J. Gallelo informed Commissioners of the Sole Source Policy approved 4/12/06. She stated that the Sole Source Contracting and Procurement Justification Form was developed in support of the policy to provide formal documentation of the procedural process performed for each sole source contract. She stated that the form will be used retroactively for all sole source contracts beginning in FY09-10 and that all First 5 Yolo contracts, including sole source contracts, are approved by the full Commission.

Approve Sole Source Contracting and Procurement Justification Form

MOTION: S. Heitman **SECOND:** R. Baker Motion carries unanimously.

Item #13: Support of Safety Net Services for Children & Families

Commissioner's reviewed the recommendation to fund the Department of Employment and Social Services in the amount of \$200,000 for Emergency vouchers to prevent homelessness and build family stability, and the Yolo County Children's Alliance and Yolo County Food Bank in the amount of \$15,000 for fresh produce distribution in West Sacramento.

S. Heitman added that a total of \$300,000 was set aside by the Commission to fund Safety net Programs and that recommendations for additional monies are being explored.

*Commissioner P. Miller recused herself from voting on this agenda item.

Approve safety net funding in the amount of \$200,000 to DESS for TANF Emergency Contingency Funds matching program and 15,000 to YCCA/Yolo Food Bank for fresh produce distribution in West Sacramento.

MOTION: J. Ayala **SECOND:** S. Anderson Motion carries.

Item #14: Public Hearing-First 5 Yolo Fiscal Audit for FY08-09

M. Bacot informed the Commission that the FY08-09 audit is complete and that the process went well with the new auditors. She stated that the management letter from the auditors to the Commission reported no findings and disclosed an adjustment made to last year's audit.

Chair H. Thomson OPENED PUBLIC HEARING. No public comment. PUBLIC HEARING CLOSED

Receive First 5 Yolo FY08-09 Financial Audit

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

Item #15: Public Hearing-First 5 Yolo FY08-09 Annual Report

J. Gallelo provided Commissioners with an overview of the Annual Report for submission to First 5 California. She stated that First 5 Yolo is reaching out to a lot of different families having addressed many of the program service areas outlined by the state commission. She acknowledged that under the service area "Improved Systems of Care" it shows 0 served due to the inability to enter data into this section. She stated that she consulted First 5 CA on this drawback and for now reported the numbers served in the narrative section under Improved Systems of Care.

She informed Commissioners that First 5 California compiles data from each county to create a state annual report based on their goals and strategic plan. To be included in the state annual report

is a cost per child analysis based on the number of participants in each county matched with dollars spent. J. Gallelo added that the state annual report no longer includes individual county profiles and that the First 5 Association is looking into doing an annual report to highlight each county and the work accomplished over the year. She stated that in addition to the annual report to the state, First 5 Yolo uses this data for the Annual Report to the Community as well as the Annual Report to the Commission describing how First 5 Yolo was able to impact children and families.

Chair H. Thomson OPENED PUBLIC HEARING. No public comment. PUBLIC HEARING CLOSED

Receive First 5 Yolo FY08-09 Annual Report

MOTION: K. Suderman **SECOND:** P. Miller Motion carries unanimously.

Item #16: Contractor Status Report for FY08-09

Commissioners reviewed the contractor status report at the request of the Program and Policy Committee to build awareness of the challenges and successes of its funded programs last fiscal year. Commissioners examined the total funding by program area, program productivity, percentages of goal achievement, program costs per client and actual budget expenditures by program. J. Gallelo reported that one-year special project grants accomplished an average of 53% of their goals. Commissioners recommended that the report continue to be presented to the Program and Policy Committee quarterly and to the full Commission on an annual basis.

Item #17: Executive Director Report

Commissioners received an update of staff activities, funded programs and events.

J. Hausman announced that MRMIB restored the Healthy Families program and that all waitlisted children are being enrolled as well as the new enrollees. She stated that the Quality Assurance Subcommittee of the CHI is folding back into the CHI Steering Committee and the 2nd mental health provider capacity training will be held upcoming Friday. A list of training topics is forthcoming.

R. Overholt announced that the school readiness program is busy collecting data from its West Sacramento, Woodland, and RISE, Inc. programs. She reported that the Raising a Reader program has expanded to include West Sacramento home providers and that all UP4WS classes are fully enrolled. She added that the Universal Night to Shine event highlighting the accomplishments of the UP4WS Preschool Program was well attended and was a wonderful event.

Item #18: Commissioner's Reports

J. Ayala reported that Head Start is wrapping up its 3rd training session for staff working with families and children who are English Learners. He announced that a forum for career technical education will be held on the 16th and courses of study will come out in February.

S. Heitman reported that due to the stormy weather, much of the rural areas including Winters and the Capay Valley are still without electricity. She announced that a task force is working with the Yolo County Parks and Recreation to create a new Community Service Area for children in Western Yolo and that revenues will be generated to finance of parks and recreation for children. RISE, Inc. is working on creating an office in Winters and the front page of the Sacramento Bee highlighted the energy share program aimed at problem solving ways the valley can capture and save its own energy. She announced that the Taste of Capay will be held on October 25th.

R. Baker announced that he participated in the Davis flu clinic and urged those getting flu shots this year to get both vaccines including the H1N1 Vaccine. He reported that Health Care Reform has an emphasis on preventative services and that he is working on an article on the importance of immunizations.

D. Stromgren announced that the 2010 Census is coming soon and that the dollars that California receives from the Federal Government is directly related to these counts. The state has fewer dollars to do outreach and she proposed that First 5 Yolo ask contractors to talk to clients about the importance of filling out the census forms. She reported that the ELQST is meeting twice more this year in Woodland to discuss issues in quality care and education.

S. Anderson thanked county department heads for participating in the safety net meetings to inform the Commission of gaps in services created by funding cuts.

P. Miller announced that Child Welfare Services will be moved in to the Cottonwood building before Christmas. She reported that a presentation on Foster Care was presented to the Board of Supervisors and that the collaboration around foster care is great for the County. She stated that DESS will not be able to provide child care for women who are exempted but will offer employment services to all that volunteer to participate.

K. Ziebron announced that she is looking forward to the Yolo County Children's Alliance meeting on Safety Net Issues. She stated that she appreciates the staff report and thanked staff for doing a great job. She added that she is pleased to be serving on the Commission and looks forward to forging connections and networking.

K. Suderman reported that due to the furloughs, ADMH and the Health Department will be closed the week of Thanksgiving and the last 2 weeks of December. Crisis coverage will be available during this time though regular operations will be closed for both agencies. She announced that the after hour crisis response and services inquiry calls have been shifted to roll to YCCC instead of the dispatch services. She stated that the new process is working well. She also reported that mental health services for children under 6 are underutilized.

H. Thomson announced that the SACOG group is involved in the Rural Urban Connection Study for transportation development in rural areas. She reported that there is growing interest and support for fresh food and programs such as Farm to Market. A regional crop map showing every crop grown on every piece of land in the County was developed and this data will inform decisions. During the month of May a regional public meeting will be held on setting goals and expectations. Sunset magazine printed an article about the city of Davis highlighting the bicycling community and its Farmer's Market. She stated that she hired Chris Lee, former assistant to Supervisor Chamberlain, and that there are 9 candidates for CAO position to be filled to the end of November.

Adjournment

The meeting was adjourned at 3:45 p.m. The next commission meeting will be held December 9, 2009.