



Meeting Minutes

The First 5 Yolo Children and Families Commission met on the 12th day of June, 2018 at First 5 Yolo, 502 Mace Blvd. Ste. 15, Davis, CA 95618.

COMMISSIONERS (Absentees denoted by X)

Nichole Sturfels – District 1		Sally Brown – District 2		Jenn Rexroad – District 3	x
Heidy Kellison – District 4		Melissa Roberts – District 5		Garth Lewis – YCOE	
Jennie Pettet– County of Yolo	x	Jim Provenza, Chair - Board of Supervisors		Nichole Arnold – Children w/ Special Needs	

Staff in attendance: Gina Daleiden, Victoria Zimmerle, Melina Ortigas

Public in attendance: Mariah Piepho, Justine Jimenez

Item #1: Call to Order

Chair Jim Provenza called the meeting to order at 3:06 p.m.

Item #2: Roll call

Absentees were Jen Rexroad and Jennie Pettet.

Item #3: Approval of Agenda

Commissioners reviewed the agenda and had no changes.

Item #4: State of Conflict and Recusal

None.

Item #5: Public Comment

None.

Item #6: Updates and Announcements from the Chair

None.

Item #7-11 Consent Agenda

7. Approve First 5 Yolo Commission Meeting Minutes (item pulled from Consent by N. Sturfels)
8. Adopt Calendar for FY 19-20
9. Approve First 5 Yolo Finance Committee Meeting Minutes from 06/04/2019

10. Receive Sponsorship Fund Allocations Report (Yolo County Multi-disciplinary Interview Center's Eliminate Human Trafficking and Child Sexual Abuse Awareness Benefit Concert)

11. Adopt Policy Revisions to First 5 Yolo Administrative Policies and Procedures Chapters 4, 5 and 7 (Planning and Budgeting; Accounting Policies; and Administrative, Program and Evaluation Cost Policies)

Approve Consent Agenda Items 8-11.

MOTION: H. Kellison **SECOND:** S. Brown Motion carries unanimously.

Item #7: Approve First 5 Yolo Commission Meeting Minutes

H. Kellison noted a typographical error in her name in the minutes. N. Sturmfels noted an error in the CHILD Project numbers in the draft Minutes. Tracked corrections clarifying the numbers were provided to Commissioners for review during the meeting.

Approve First 5 Yolo Commission Meeting Minutes from May 08, 2019 with corrections.

MOTION: S. Brown **SECOND:** M. Roberts Motion carries unanimously.

Item #12: Consider and Approve Cost of Living Adjustment (COLA) of 2% for First 5 Yolo Employees for Fiscal 2019-2020.

J. Provenza noted this increase is consistent with county practices and the designated employee units of First 5 Yolo positions. Staff clarified that current budget projections include the 2% COLA, as recommended by County of Yolo and best practice for fiscal planning. Staff noted an error under the effective pay period schedule included in the agenda item cover sheet. The correct Fiscal Year is 2019-2020 instead of 2018-2019.

Approve Cost of Living Adjustments (COLA) of 2% for First 5 Yolo Employees for Fiscal Year 2019-2020.

MOTION: N. Arnold **SECOND:** S. Brown Motion carries unanimously

Item #13: Public Hearing: Review and Adopt FY 19-21 Strategic Plan Update

OPEN PUBLIC HEARING at 3:33 pm. Chair Provenza opened the Public Hearing.
No public Comment.

CLOSE PUBLIC HEARING at 3:34 pm. Chair Provenza closed the Public Hearing.

Commissioners reviewed and discussed updates to The FY19-21 Strategic Plan. S. Brown noted missing commas in J. Provenza's letter. N. Sturmfels' name had a typographical error.

Staff responded to questions about the types of financial reserves. G. Daleiden clarified that the Unassigned Balance, while not specifically "dedicated" right now, includes dollars that are essentially dedicated based on prior Commission decisions to leverage funding on multi-year projects. The goal is not to spend these dollars simply to use the funds by end of a given year, but to plan strategically, extending these dollars for larger projects like Help Me Grow and Road to Resilience, which have

S. Brown discussed the outcomes of the Finance Committee Meeting on June 3rd, 2019 and highlighted a few items in the budgets presented.

In comparing the years, it should be noted that there are one-time expenditures in each year that change, or spike, individual program allocations in particular years.

The Evaluation amount listed on the Evaluation line under Professional Services in the proposed budget does not include R2R evaluation, which is listed as part of the R2R Program budget. The total allocation for outside evaluation is \$25,000.

There is a new Operating Reserve in addition to the Catastrophic Reserve and Unassigned Balance.

G. Daleiden also noted that since the Finance Committee meeting, an additional \$5,000 was received from a private funder. This amount was expected in the next fiscal year, but came in earlier, and is now included in the FY18/19 Budget

V. Zimmerle clarified there is no formal action on the 3-year Budget; it is a tool for review and to provide information on trends. There were more individual programs funded in FY 17-18, the last year of the previous Strategic Plan, because, in addition to multi-year programs there were smaller and “special,” one-time projects. The current Strategic Plan focuses on deeper investment in fewer individual programs that are better aligned and positioned for greater systems impact on higher-need populations.

G. Lewis inquired about the one-time expense for training cohorts through Help Me Grow and whether a plan was needed for sustaining this. G. Daleiden clarified that the Early Mental Health Training cohorts are designed to create a learning community of Masters-level providers in Child Parent Psychotherapy and licensed providers trained in Napa Infant-Parent Mental Health Fellowship working with children 0-5. Once they are trained, providers will commit to serving clients from HMG in Yolo County in exchange for the “scholarships” for the trainings provided by First 5 Yolo. The trainings themselves are not intended to be on-going.

G. Daleiden also provided an update that Help Me Grow (HMG) is now expected to expand in two ways not yet reflected in the Budget. These additions were recommended and requested by the HMG CTC team using RBA/Clear Impact to identify these needs. There will be an increase in bilingual HMG staff screening families, and additional play groups run by child development specialists to support HMG-identified children and families with intervention through play. This expansion is possible because of the partnership with MHSA and the collaboration with HHSA. This additional funding is expected to be approximately \$115,000.

G. Lewis asked about Quality Counts/IMPACT. G. Daleiden explained that it is still not clear how IMPACT funds from First 5 CA will change for FY20/21, when the current IMPACT grant sunsets. Some funds may come to individual First 5s to fund parent and family engagement. Other funds may be provided to fund Quality Counts initiatives, possibly through, or in collaboration with, California Department of Education.

The Chair took public comment. J. Jimenez commented that it is important to think about gaps in early learning and collective County resources.

J. Provenza added that it will be important to see what the State is doing around new early learning initiatives and legislation.

G. Daleiden informed the Commission that the Woodland City Council approved the inclusion of \$50,000 in their FY19/20 Budget to support R2R home visiting/navigation for Woodland residents. The City of Woodland and City of Davis are now funding partners on the R2R Project for services within their respective communities.

Adopt FY 19/20 Budget.

MOTION: H. Kellison SECOND: S. Brown Motion carries unanimously

Item #16: Public Hearing: Review and Adopt Long Term Financial Plan Update FY2019

OPEN PUBLIC HEARING at 4:17pm. Chair Provenza opened the Public Hearing.

No Public Comments.

CLOSED PUBLIC HEARING at 4:18pm.

V. Zimmerle noted the update reflects the Commission's focus on funding strategically across multi-year projects.

Adopt Long Term Financial Plan Update FY2019.

MOTION: G. Lewis SECOND: N. Sturmfels Motion carries unanimously

Item #17: Executive Director Road to Resilience Update

G. Daleiden shared that direct service program staff are being recruited by direct service partners and will be hired after July 1, 2019. The target is to have management staff hired prior to the end of August.

The updated graphic of the Navigation and Referral Pathways for the Project included in the agenda materials shows the most recent change to have the HFA Navigator trained to do HFA assessments in order to eliminate an additional service person, streamlining the process, which will be better for the clients and the program. The graphic also now highlights that the Behavioral Health Navigation Coordinator supports, but does not lead the Project, as leadership rests with the Project Manager/Perinatal Navigation Coordinator.

Item #18: Executive Director Report

G. Daleiden announced that a special Commission Meeting, between August 13-23, 2019, will be needed for the Nurturing Parent Program RFQ process. Staff will send a survey monkey to Commissioners to confirm availability.

G. Daleiden requested Commissioner attendance at MHSA Stakeholder Meetings that will be held this summer and fall before Yolo County drafts its next 3-year MHSA plan. Currently, the County is

holding education events in the community. On July 11th, the meeting will be in West Sacramento to review data generated by some of the programs. Suggestion is for commissioners to attend the meetings held in their location in the fall. Commissioners agreed to attend when available.

G. Daleiden reinforced the importance of First 5 yolo ensuring that the community understands that early childhood sets the foundation for mental health.

G. Daleiden agreed to share the slides from the last MHSA community meeting held at the Davis Library with the commissioners.

G. Daleiden asked for 4-5 commissioners to join the Executive Director of CTC and First 5 Yolo Staff on the scholarship committee for the Early Mental Health Trainings. Those commissioners who are interested in participating on the committee are requested to reach out to G. Daleiden.

Item #19: Commissioner Reports

None.

Item #20: Adjournment

The open session of the meeting was adjourned at 4:34 p.m. The next Commission Meeting will be September 11, 2019 from 3-5pm at the First 5 Yolo, 502 Mace Blvd. Ste. 11, Davis, CA 95618.

CLOSED SESSION

The Commission convened to closed session at 4:34 p.m.

Commissioners in Attendance: Jim Provenza, Heidy Kellison, Nichole Arnold, Sally Brown, Nichole Sturmfels, Garth Lewis

Staff in Attendance: Gina Daleiden

Item #1 Public Employee Evaluation Government Code Section 54957(b)(1) Executive Director

Item #2 Conference with Labor Negotiator Government Code Section 54957.6 Executive Director

There was no report out of closed session.

The meeting ended at 5:09PM