



**Children and Families Commission Meeting Minutes:
December 20, 2023 – 10:30am**

MEMBERS PRESENT	Chairperson Dwight Foltz, Co-Chair Bill Wathen, Phadie Irons, Tom Arnold, Christine Zoppi (alternate)	
MEMBERS ABSENT		
GUEST	Chrissy Millen, Dusty Thompson, Ryan Bentz (GCOE)	
STAFF PRESENT	Administrative Assistant Cindi Ambriz	
AGENDA ITEMS	DISCUSSION	ACTIONS & RECOMMENDATION
Call to Order, Establish Quorum, Verification of Posting of Agenda, and Approval of AB361 Compliancy 30-Day Resolution	<p>Chairperson Foltz called the meeting to Order at 10:35am</p> <p>Quorum was established</p> <p>Cindi Ambriz confirmed posting of Agenda 12/15/2023</p>	Approval of AB361 Compliancy 30-Day Resolution- TABLED
October & November Minutes	Minutes were approved as presented.	<p>Approval of October & November 2023 Minutes</p> <p>Tom Arnold: Made first motion Phadie Irons: Made second motion Roll Call: Tom Arnold, Phadie Irons, and Dwight Foltz Abstained: Bill Wathen</p>
Glenn County Office of Education (GCOE) and First 5 Glenn County MOU/Contract	<p>Commission decided to table this item for another meeting.</p> <p>It was discussed that GCOE views their MOU as a document of shared liability with First 5 Glenn County, therefore the Superintendent of Glenn County Office of Education (GCOE) offered a recommendation of First 5 looking into operating as a 501C3 (non-profit). Another option mentioned was to possibly contract with another agency for financial services. GCOE no longer wants the contract at the 4% indirect cost that was negotiated with the prior Director of Finance.</p> <p>Commission Chairperson Foltz was asked if all financial decisions were approved by Commission and once approved, provided to the Commission. Foltz responded all expenditures and dipping into the Fund balance during Covid was approved by the Commission.</p>	<p>Glenn County Office of Education (GCOE) and First 5 Glenn County MOU/Contract- TABLED</p> <p>Motion to request and evaluate the proposal process of organization to assume the administration management of First 5</p> <p>Tom Arnold: Made first motion Bill Wathen: Made second motion Roll Call: Tom Arnold, Bill Wathen, Phadie Irons, and Dwight Foltz</p>





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<p>Commission Member Review</p>	<p>Commission reported that they all have been actively recruiting and Applications will be coming in soon, of which will be reviewed at the next meeting. Once approved by Commission they will be sent to the Board of Supervisors (BOS) for final appointment. As of this meeting no new applications have been received or presented to this Commission prior to the BOS, since January 2023. Chairperson Foltz added that having more members is best, this means more ideas. Commissioner Zoppi added that parents could receive incentives to join, with a stipend when better revenues are received from the state. It is the Commissions responsibility to recruit members and this Commission agreed to do so.</p>	<p>Motion to recruit applicants for the Children and Families Board of Commission Tom Arnold: Made first motion Phadie Irons: Made second motion Roll Call: Tom Arnold, Bill Wathen, Phadie Irons, and Dwight Foltz</p>
<p>First 5 Glenn County Finances</p>	<p>The Financial Director from GCOE shared the fiscal reports with the Commission. Budget is 47% expended for the year, which is good. Discussion pending regarding a loan-payback in the future.</p> <p>Commissioner Irons suggested creating a month-to-month running budget spread sheet, of which is currently in place since the inception and presented and approved at every Commission meeting.</p> <p>Commissioner Wathen asked how many CalCards does First 5 have, and Commissioner Arnold asked what is the card being used for. Commission was informed that there are 2 cards- Executive Director and Administrative Assistant each have one, and that it is used to purchase materials for the building and supplies needed for staff and Glenn County families enrolled in First 5 Diaper Bank Program. Administrative Assistant added that all office supplies, toiletries for staff and visitors, waters, Diaper Bank /Supplies, all travel, registrations, and lodging of First 5 ED and staff. Playgroup toys and accessories, Nurturing Parenting materials. (added by Administrative Assistant in these notes for further information).</p>	<p>Motion to move Prop 10 and Prop 56 funding from this year to break even FY 2022-23 and address the deficit spending moving forward with an updated MOU with GCOE to pay back remainder Bill Wathen: Made first motion Phadie Irons: Made second motion Roll Call: Tom Arnold, Bill Wathen, Phadie Irons, and Dwight Foltz</p> <p>Motion to stop home deliveries and inform families of this change, contact as many families as possible by end of February.</p>



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	<p>Glenn County Office of Ed. Superintendent – Bentz reported that a letter from GCOE on behalf of First 5 was submitted to the Board of Supervisor (BOS) requesting a loan, but that there was no interest from BOS to provide that loan or assistance. He added that this puts the Commission in a bad spot because now what can be done(?).</p> <p>Commissioner Irons added that she spoke to Avo, First 5 Association Executive Director, and he said that Prop 10 and Prop 56 funding can be used to backfill. Commission has discretion to use this year’s Prop 10 and Prop 56 funding to close out last year. It was recommended that a loan be taken from our own budget to cover 2022-23 FY.</p> <p>Commissioner Iron suggested creating an ADHOC to go over budget and budget scenarios to see where spending can be cut back.</p> <p>After Closed Session Commission returned to Item 8 First 5 Glenn County Finances</p> <p>Commissioner Arnold asked what the 3 storage Units were being used for. The commission was informed that it was to house the program materials, books, large seasonal toys/banners, etc., old F5 history files, AmeriCorps and other program materials that were previously housed in the sheds in the back lot that had to be disposed of and insurance claim filed because they were vandalized and destroyed beyond repair. Along with the seasonal toys and equipment, and furniture from the 2 playrooms in the building that needed to be stored when the state sent 2 rooms full of supplies for distribution to all the small counties. Books/book bags, activity kits for parents/children, Holiday décor and items, and special items for specific play groups including strollers for family walks etc.</p>	<p>Bill Wathen: Made first motion Phadie Irons: Made second motion Roll Call: Tom Arnold, Bill Wathen, Phadie Irons, and Dwight Foltz</p>
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	<p>Commission asked to condense from 3 storage units to 2, one for materials and one for files.</p> <p>Commissioner Arnold asked for deliveries to families to be discontinued. Families are to be informed of this change. Possible other agency members could transport supply boxes to libraries in the different towns and families could pick up there. He also offered another solution that a monthly distribution to towns for families. Requested that staff provide a list of families who get delivery service and who has been informed.</p>	
Public Comment	Commissioner Wathen inquired about the current status of a staff member and Commissioner Arnold offered that he had spoken with said staff member and remains ill.	
Closed Session	<p>Commission entered in to a Closed Session CLOSED SESSION- PERSONNEL Pursuant to Government Code Section 54957/ Personnel Matters Classified. A Closed Session was held to consider the appointment, employment, evaluation or performance of staff.</p>	Commission entered into closed session at 11:50 a.m.
Commission Closed Session Report	Commission reopened meeting to the public.	1:04p.m Commission reported Action taken in closed session includes: creating an ADHOC Committee to research current finances and Golden State Risk Management Authority regarding Personnel
Upcoming Commission Meeting	Next Meeting: Commissioners decided to set the next Commission meeting for January 17 th @ 10:30am.	It was requested that the agenda include a closed session for Personnel Matters- by each staff position
Adjournment	Meeting Adjourned: 1:21 pm	