



Children and Families Commission Meeting Minutes:

April 10, 2024 10:30 am

Location:

1035 West Wood Street Willows

Members Present: Bill Wathen, Dr. Jared Garrison, Phadie Irons, Tom Arnold, and Colleen Watkins

Members Absent: none

Guest: Chrissy Millen, Jody Meza, Anna Bauer, and Avo Makdessian

Item 1 Meeting Called to Order: 10:35 am

Item 2 Established a Quorum: Yes, 5 with members present

Item 3 Verification of Posting Agenda: Agenda posted at the Orland Library, the Glenn County Office of Education Orland Admin Building.

Item 4 Approval of Minutes:

A. January 17, 2024-

Motion: Phadie Irons

Second: Tom Arnold

A: None

V: All

B. March 6, 2024

Motion: Colleen Watkins

Second: Bill Wathen

A: None

V: All

Item 5 Public Comment on non- agenda items (3 minutes per person)

A. None

Item 6 Commissioner Update

- A. Jody Meza, Library Director has submitted an application to the BOS.

Item 7 Finances and Revenue- Action maybe required

- A. Financial Update- Chrissy shared a handout with current revenue and expenses to date. We are 75% through the fiscal year 23/24 and we have spent about 67% of this year's allocated budget.

Item 8 Annual Report and Audit 22/23 Program Year- Action maybe Required

- A. The Annual Report or Program Report is past due, Christy White Inc. should complete the audit from 22/23 by the end of April. Once we have a draft we will formalize the audit with a public meeting.

Item 9 Home Visiting Program- Action maybe required

- A. Anna Bauer, First 5 Executive Director from Butte County shared out, that her staff is making progress on connecting with Home Visiting Program in Glenn County that already exist. Sixteen referrals have come in from Glenn County this year for Help Me Grow.

Item 10 Diaper Bank/ Family Supplies- Action required

- A. Supply Ordering Approved- Diaper size 3-6 and wipes. Order total not to exceed \$1,000.00, for the remainder of the fiscal year.

Motion: Bill Wathen

Second: Colleen Watkins

A: None

V: All

Item 11 Closed Session- Action required entered @ 12:09 pm, Opened Meeting @ 1:03pm

- A. Staff Planning
- B. Administration body
- C. Building
- D. Audit

Item 13 Closed Session Report out

- A. Notices have been sent out to remaining staff that their contract will not be renewed for the 24/25 fiscal year.
- B. The Commission will look at having a coordinator appointed by GCOE to look over administrative duties and ED responsibilities.

C. The Commission went over space utilization and discussed possible income from subletting.

D. An extensive audit is now underway.

Item 14 **Next Meeting-** Children & Families Commission
May 1, 2024- 10:30 am
10353 West Wood Street, Willows

Item 15 **Meeting Adjourned** 1:07 pm