



Children and Families Commission Meeting Minutes:

February 7, 2024 10:30 am

Location:

1035 West Wood Street Willows

Members Present: Bill Wathen, and Dr. Jared Garrison, Phadie Irons

Members Absent: Tom Arnold

Guest: Colleen Watkins, Chrissy Millen, and Dusty Thompson

Item 1 Meeting Called to Order: 10:35 am

Item 2 Established a Quorum: Yes, with 3 members present

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

Item 4 Approval of Minutes:
A. January 17, 2024- **Tabled**
B. Special Meeting January 19, 2024
Motion: Bill Wathen
Second: Dr. Jared Garrison
A: None
V: All

Item 5 Public Comment on non- agenda items (3 minutes per person)
A. None

Item 6 Commissioner Update
A. Colleen Watkins 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. The MOU between Glenn County First 5 and the Glenn County Office of Educated was shared.

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

A. The Annual Report or Program Report is past due. Commissioners will gather information and check with the state for next steps. The 2022-23 Annual audit is past due. It is unknown if the request for another extension was accepted. Commissioners will look into that further.

Item 9 Home Visiting Program- Action maybe required

A. Commissioners have requested the MOU with the partnering counties and will evaluate Glenn Counties roll in the grant.

Item 10 Diaper Bank/ Family Supplies- Action required

A. Supply Ordering- a large purchase of diapers and wipes was made in January; we will see how long these supplies last.

B. Update record Sheet- there is a need to update the record sheet for supplies, as it currently contains items that are no longer available. Items will not be replaced once they run out.

C. Families Served- data indicates that the same families are being served each month.

D. Utilization of supplies- ideas about supply distribution were shared. Check with family child care for the use of sanitizer and local medical facilities for masks.

Item 11 Memberships/ House Keeping- Action required

A. End subscriptions/ Memberships- end water service and magazines subscriptions as they run out.

Item 12 Closed Session- Action required entered @ 11:40am, Opened Meeting @12:01pm

A. Personnel

B. Diaper Bank

C. Job Duties

Item 13 Closed Session Report out

A. Nurturing parenting will continue to be offered through zoom by referrals. The front desk will stay in operation for walk ins and calls.

B. The Commission is committed to providing support to the community by maintaining its services of the diaper and supply bank.

C. Job duties were reviewed

Item 14 **Next Meeting-** Children & Families Commission
March 6, 2024- 10:30 am
10353 West Wood Street, Willows

Item 15 **Meeting Adjourned** 12:02 pm