



CHILDREN & FAMILIES COMMISSION MEETING

WEDNESDAY – FEBRUARY 6TH, 2019 - 9:00 A.M.

**FIRST 5 GLENN COUNTY – NURTURING NEST
CONFERENCE ROOM
1035 WEST WOOD STREET – WILLOWS, CA. 95988
(530) 934-6885**

AGENDA
QUORUM NEEDED

ORDER OF BUSINESS

- Item 1 CALL TO ORDER**
- Item 2 ESTABLISH QUORUM**
- Item 3 VERIFICATION OF POSTING OF THE AGENDA**
- Item 4 APPROVAL OF DECEMBER 5TH, 2018 COMMISSION MEETING MINUTES**
- Item 5 PUBLIC COMMENT REGARDING ANY ITEM THAT IS NOT LISTED ON THIS AGENDA**

NEW BUSINESS

Action Item 6 RECORD RETENTION POLICY

Commission will discuss and approve the Executive Director’s recommendation of **Record Retention Policy** requested by Commissioner Charles Tracy. This will include the Policy and understandings of technological recordings for accuracy of meeting minutes only.

Action Item 7 AUDIO RECORDING DURING COMMISSION MEETINGS

In regards to accurate documentation of meetings’ minutes, First 5 Glenn County Administration staff is requesting to record openly all Commission Meetings moving forward. This does not include closed sessions. This is a legal process according to Legal Counsel of the Commission. Once meeting minutes are prepared and approved, all recordings will be disposed of. No statutes of preservation are required with this request.

Glenn County Children and Families Commission • Patricia Loera, Executive Director
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Action Item 8 FIRST 5 COMMISSION MEMBERSHIP: Community-at-Large

Representative

ARTICLE IV, SECTION 3, SUBPART C, BYLAWS - OFFICERS

Commission will be presented with the *Community-at-Large Representative*

Application by **Dwight Foltz**. Attached is his updated application.

Commission will discuss and choose for Mr. Foltz to remain on the Children and Families Commission as a Member at Large and maintain his duties until elections in July 2019.

Action Item 9 OFFICIAL LETTER OF RESIGNATION AS A FIRST 5 GLENN COUNTY COMMISSIONER: CHARLES TRACY

ARTICLE IV, SECTION 5, BYLAWS VACANCY AND REMOVAL

Commission will receive the official letter of resignation submitted by **Charles Tracy** - Effective April 3, 2019. The Commission will discuss and vote to approve the acceptance of resignation. In the letter Commissioner Tracy gives recommendation on his replacement to the First 5 Commission.

Action Item 10 FIRST 5 COMMISSION MEMBERSHIP: REPLACEMENT RECOMMENDATION

ARTICLE IV SECTION 3, SUBPART C, BYLAWS - MEMBERS

Commission will be presented with the Application by **Dianna Camarena**.

Mr. Tracy has recruited, Mrs. Camarena, and is recommending to this

Commission for her to be his replacement. Mrs. Camarena is the Hamilton

Unified School District's Case Manager/ Parent and Families Coordinator.

Commission will discuss Mrs. Camarena to be Mr. Tracy's replacement on The Children and Families Commission. (See attached application)

Action Item 11 NEWLY APPOINTED COMMISSIONER FROM GLENN COUNTY BOARD OF SUPERVISORS (BOS)

ARTICLE IV, SECTION 3, SUBPART B, BYLAWS - MEMBERS

The Children and Families Commission will be presented with the new **Board of Supervisors Appointee, Mr. Paul Barr** – Supervisor elected in November 2018. Application has been submitted to the Board of Elections and to the First 5 Glenn County Commissioners for discussion and approval (please see attached). Once approved, this nomination will be forwarded to the Glenn County Board of Supervisors for final approval. Commission will receive letter of approval and Mr. Barr's appointment to the First 5 Board of Commission as a mandated member pursuant of Bylaws.

Action Item 12 EMPLOYEE REASSIGNMENT FOLLOW UP

Commission will re-visit and discuss the now resigned position of website maintenance and design/ reception.

Action Item 13 BUSINESS OF DISENGAGEMENT WITH CURRENT CONTRACT OF BUSINESS AND FINANCE SERVICES – post Commission vote.

It is necessary after further research and recommendation that the First 5 Commission reconsider establishing contracts for services outside of the current method. After more intensive research it has become evident that the

Commission's previous decision to switch out to another agency for payroll and PERS services would not be in the best interest of First 5 Glenn County. Commission Chair and Executive Director will present information. Commission will discuss moving forward with business matters in place.

Item 14 FIRST 5 GLENN COUNTY WEBSITE = ADA CERTIFIED

Commission will receive documentation to confirm that the First 5 Glenn County website is in compliance with ADA requirements. The documentation was provided by CatapultK12 who is the owner and established platform used for the First 5 Glenn County Website. This contract and Action Plan specifies that they continually upgrade the templates to reflect ADA Compliance in accordance to the laws. (See attachment)

**Item 15 FIRST 5 GLENN COUNTY EXPENDITURE REPORT
Second quarter per Commission request**

The Commission will receive the second quarter update of expenditures as agreed. Current percentage of budget expenditures will be available.

Action Item 16 FIRST 5 CA TAX REVENUE DISBURSEMENTS

Commissioners will receive statement of Tax Revenue Distributions for the 2018-19 year. There will be a vote to recognize and accept the noted distributions **pursuant to California Health & Safety Code section 130150.** (see attached)

JULY - \$21,220.00

AUGUST- \$17,942.42

SEPTEMBER- \$23,878.63

OCTOBER- \$19,580.90

TOTAL OF FIRST QUARTER TAX REVENUE DISBURSEMENTS

\$ 82,621.95

**Action Item 17 SMALL POPULATION COUNTY FUNDING AUGMENTATION
(SPCFA)**

The Commission will receive the January 11, 2019 letter of Authorization of Disbursement 2 for Fiscal Year 2018-19 from First 5 CA SPCFA. Funds were expected to be delivered seven (7) business days from the authorization date of January 10, 2019 in the amount of \$337,500.00. This letter was submitted to the CA State Controller's Office for disbursement. (see attached)

Action Item 18 SPCFA DISBURSEMENT 2 UPDATE:

On January 25, 2019 a letter was received from First 5 CA Executive Director - Camille Maben stating that the previous 2nd quarter disbursements for Glenn County and all counties were incorrect due to formulaic errors on First 5 CA's Fiscal calculations. We have been promised that the distribution in the correct amount of \$167,958.75 will be expedited and mailed by January 31, 2019. Apologies are stated in letter for this unfortunate error. Commission will receive information on this matter in a Q&A session.

Action Item 19 UPDATED COMMISSION MEETING CALENDAR LIST

The Commission will receive the updated Commission Meeting list reflecting the changes agreed upon at the December 5, 2018 meeting. Commission Meetings are now on the First Wednesday of *every other month* with the meeting starting at 9 am. Meetings will end when business is complete. (per wish of the Commission).

Action Item 20 UPDATED MILAGE SHEET WITH MILEAGE PAY INCREASE

The Commission will receive the updated mileage sheet showing the Glenn County increase to \$0.58 per mile reimbursement. Commission will take action to accept.

Item 21 BAILEY DATA MANAGEMENT LETTER AND EMAIL CONFIRMATION OF DVD OF FIRST 5 GLENN DATA ARCHIVES

Commission will receive the email and the letter from *Bailey Data Management*, regarding the First 5 Glenn County Data in DVD form. The email confirms the DVD was sent via USPS Certified mail. The letter explains that the DVD contains the last 4 months of data in four files. SEI – Lisa Watson has taken the data and is incorporating it into the newly designed Database that Commission approved and paid for during 2018-19 Strategic Planning.

Action Item 22 FIRST 5 CALIFORNIA DIAPER PILOT PROGRAM

First 5 CA has designed and patented diapers that are being distributed to families throughout California counties and are available to all families in need – i.e. displaced from Camp Fire, homeless, poverty struggles, etc. First 5 Glenn County has been chosen as a pilot for California rural counties. Commission will discuss details of this project. Discussion and approval will be needed to move forward with Executive Director’s recommendation.

ADVANCE PLANNING

Item 23 UPCOMING CHILDREN & FAMILIES COMMISSION MEETING

**Next Scheduled Meeting
Wednesday April 3rd, 2019
Time: 9:00 a.m.**

The Annual visit of External Evaluators under contract - Social Entrepreneur, Inc. (SEI)
Mandated review of the

**2019-24 Strategic Planning/Evaluation and Financial Forecast.
Pursuant to California Health and Safety Code 130150**

*As always this impactful meeting could last up to 2-3 hours.

Item 24 UNSCHEDULED MATTERS AND PUBLIC COMMENT

Item 25 ADJOURNMENT

