



CHILDREN & FAMILIES COMMISSION MEETING MINUTES

TUESDAY – OCTOBER 22ND, 2019 - 1:00P.M.
FIRST 5 GLENN COUNTY – NURTURING NEST
CONFERENCE ROOM
1035 WEST WOOD STREET – WILLOWS, CA. 95988
(530) 934-6885

Commissioners Present: Action Items were addressed by the following quorum.

- Chairperson** Dwight Foltz
- Co-Chair** Bill Wathen
- Heather Aulabaugh
- Dianna Camarena
- Paul Barr
- Melissa Stearns

Alternate Present: Christine Zoppi

Executive Director: Patricia Loera **Administrative Assistant:** Cindi Ambriz

Others Present: Merrilee Johnson, & Randy Jones

Participation by Phone: Auditor - Sarah Fiehler

1. **CALL TO ORDER:**
Chair Person Foltz called this board meeting to order at 1:00p.m.
2. **ESTABLISH QUORUM:**
Quorum was established
3. **VERIFICATION OF POSTING OF AGENDA:**
Cindi Ambriz confirmed posting of Agenda
Wednesday October 9, 2019
4. **APPROVAL OF MINUTES:**
Approval of Minutes: August 7th 2019 minutes
 APPROVED **Motion to Approve:**
Paul Barr: Made first motion to approve
Heather Aulabaugh: Made second motion to approve
5. **Public Comment:**
None

ADMINISTRATION

Item 6 EXECUTIVE DIRECTOR'S REPORT

- Letter from First 5 Association in opposing the Administration Public Charge Rule Expansion. This letter was presented to make California aware of First 5's stance. First 5 California, First 5 Association, and all 58 counties signed on to this letter. This generated acknowledgment without discussion.
- Executive Director reported on recent Water Cooler Conference and shared information pertaining to development of Early Learning programs moving forward in California.
- Executive Director and Commission discussed concerns regarding the expense of conference and travel to the First 5 Palm Springs Summit. It was decided that Executive Director would pass on this summit with respect to the existing budget and decline in revenues. Current travel and conference budget lines will focus towards the Child Health, Education, And Care Summit in Irvine, Ca which is scheduled for the first week in February 2020. Consensus was unanimous.
- The First 5 Health Express Van is adding 2 additional stops in Glenn County to reward our county in advocating for other Glenn County families who thought this service was out of their reach.
- Executive Director reminded the Commission of where the Mobile Dental Van would be this month and the rest of the year. New calendar being designed at this time.

NEW BUSINESS

Glenn County Children and Families Commission • Patricia Loera, Executive Director
1035 West Wood Street • Willows, CA 95988 • (530) 934-6885 • (530) 934-6882 • FAX (530) 934-6149
www.first5glenncounty.com



ACTION Item 7 RE-ELECTION/VOTING OF CHAIR PERSON

Commissioner Barr nominated Dwight Foltz to remain in his seat as Chair Person. Commissioner Barr took over meeting while Dwight Foltz stepped out during Commissions discussion and vote. Executive Director conducted a roll call, Commission voted unanimously to retain Dwight Foltz in his current seat as Chair Person of the Children and Families Commission.

✓ **APPROVED** **Commission Roll Call:**
Yeas- 4 nays- 0 abstentions- 1
Bill Wathen
Dianna Camarena
Paul Barr
Heather Aulabaugh
Dwight Foltz

ACTION Item 8 OFFICIAL LETTER OF RESIGNATION AS A FIRST 5 GLENN COUNTY COMMISSIONER: JODY MEZA Article IV, Section 5, Bylaws Vacancy and Removal

Commission will receive the official letter of resignation submitted by Jody Meza- Effective September 5, 2019. The Commission will accept the resignation.

✓ **APPROVED** **Commission Roll Call:**
Yeas- 4 nays- 0 abstentions- 0
Bill Wathen
Dianna Camarena
Paul Barr
Heather Aulabaugh

ACTION Item 9 ELECTION/VOTING FOR CO-CHAIR PERSON

Commission discussed candidates to fill the Co-Chair seat for the Children and Families Commission. Bill Wathen was nominated and accepted. Executive Director recommended a roll call vote. Commission unanimously elected Bill Wathen to the seat of Co-Chair position of this board.

✓ **APPROVED** **Commission Roll Call:**
Yeas- 4 nays- 0 abstentions- 1
Dianna Camarena
Paul Barr
Heather Aulabaugh
Dwight Foltz
Bill Wathen

ACTION Item 10 SEATED COMMISSION UPDATES

Executive Director explained that there were submitted applications. She then reminded the Commission that there are 5 seats to be renewed by December 2019 to maintain the necessary quorum for future business of the First 5 Commission. Additionally, all submitted applications will be discussed by Commission for approval to meet term limits. During meeting community member Merrilee Johnson submitted a completed application to the Executive Director. Kacie Sanders, CICC Coordinator also submitted a completed application of which the Commission accepted for review.

✓ **APPROVED** **Motion to Approve:**
Paul Barr: Made first motion to approve
Bill Wathen: Made second motion to approve

ACTION Item 11 2018 - 2019 ANNUAL EVALUATION REPORT AND AUDIT DRAFT FOR PUBLIC REVIEW & COMMENTS

The Commission received the submitted notification for Public Review & Comments of the legal announcement to be placed in the local Valley Mirror for the September 25 - 28, 2019 printed newspapers. Commission voted to accept format and intention.

✓ **APPROVED** **Motion to Approve:**
Dianna Camarena: Made first motion to approve
Heather Aulabaugh: Made second motion to approve

ACTION Item 12 AUDIT REPORT CERTIFICATION FROM STATE CONTROLLER

The Commission reviewed the official letter received from **Joel James, Chief of the Financial Audits Bureau** stating that the First 5 Glenn County Audit has met the minimum reporting standards contained in the **fiscal year 2017-18** > Standard and Procedures for Audits of Local Entities Administering the California Children and Families Act and prescribed in California Health and Safety Code section 130151 (b). Commission voted to acknowledge and accept letter. Auditor Sarah Fiehler explained that there was a delay of business for the State Controller in certifying Audits, and that the First 5 Glenn County's audit was submitted on time.

✓ **APPROVED** **Motion to Approve:**
Heather Aulabaugh: Made first motion to approve
Paul Barr: Made second motion to approve

ACTION Item 13 2018-19 FIRST 5 GLENN COUNTY ANNUAL EVALUATION REPORT SUMMARY

In accordance with California Health & Safety Code, Section 130140 (d)(2), The Glenn County Children and Families Commission reviewed and discussed First 5 California's mandated Annual Evaluation Report Summary of First 5 Glenn County's 2018-2019 program year. This draft was posted for the Public Viewing/Hearing on September 30th, October 1st & 2nd, 2019. Commissioners voted and approved the 2018-19 Annual Evaluation Report Summary, as submitted.

✓ **APPROVED** **Motion to Approve:**

Paul Barr: Made first motion to approve

Heather Aulabaugh: Made second motion to approve

ACTION Item 14 2018-2019 FIRST 5 AUDIT

In accordance with California Health & Safety Code, Section 130140(d)(2), The County Commission reviewed the 2018-2019 First 5 Audit. The Audit DRAFT was posted for the Public Viewing/Hearing on September 30th, October 1st & 2nd, 2019. The Audit was presented by Auditor Sarah Fielher, of Christy White and Associates over the phone. Fiscal representative Randy Jones pointed out a correction of the indirect percentage of costs to Glenn County Office of Education instead of 11.58% the indirect was actually 6.68%. Correction was noted it was also submitted that the First 5 revenue totals needed adjustments per First 5 California. These adjustments will be made to the final document per Auditor - Sarah Fielher. Commissioners voted and approved the 2018-19 Audit, with amendments

✓ **APPROVED** **Motion to Approve:**

Paul Barr: Made first motion to approve

Dianna Camarena: Made second motion to approve

Commission was reminded that all data and information from the Annual Evaluation Report and the 2018 - 2019 Audit were subjected to updates and augmentation up until final approval by the Commission on *October 22nd, 2019. Final documents will be uploaded to First 5 California and State Controller's office by midnight of October 31, 2019 as per compliancy.

ACTION Item 15 FIRST 5 CA DISBURSEMENT

Commission received the last statement of Tax Revenue Distributions for the 2018-19 year (May and June). This completed the 2018-19 fiscal year disbursements reporting. These disbursements have been reported to First 5 Glenn County's Audit team and calculated into the Audit report. There was a vote to recognize and accept the noted distributions.

May- \$18,794.41

June- \$16,511.90

Total for this update: \$35,306.31

✓ **APPROVED** **Motion to Approve:**

Paul Barr: Made first motion to approve

Heather Aulabaugh: Made second motion to approve

ACTION Item 16 FIRST 5 GLENN COUNTY: STAFF ORGANIZATIONAL CHART

The Commission received the organizational chart for the 2019-2020 First 5 Glenn County Staff as requested by Commission.

✓ **APPROVED** **Motion to Approve:**

Heather Aulabaugh: Made first motion to approve

Bill Wathen: Made second motion to approve

ACTION Item 17 DIAPER PROPOSAL: BOS FUND

Commission received information regarding free Diaper Project sustainability. By the suggestion of Supply.org, First 5 California and other partner Small Counties, First 5 Glenn requested for Commissioner Paul Barr of the County Board of Supervisors to seek possible matching funds from the county to support sustainability of Diaper distributions for identified families of need. Commission discussed and approved appointing BOS-Commissioner Paul Barr's advocacy and request of funding.

✓ **APPROVED** **Motion to Approve:**

Bill Wathen: Made first motion to approve

Dianna Camarena: Made second motion to approve

ACTION Item 18 FIRST 5 GLENN COUNTY EXPENDITURE REPORT

The Commission received an update of expenditures and Payments Issued for the months of August - September 2019. Current percentages of budget expenditures were available and found to be of a healthy and appropriate status.

One question was noted regarding a payment issued on the warrant list. Clarification was offered by Fiscal representative Randy Jones that it was the county business cards monthly payment. Commission voted to approve and accept expenditure report.

✓ **APPROVED** **Motion to Approve:**

Paul Barr: Made first motion to approve
Bill Wathen: Made second motion to approve

Item 19 PG&E COMPARISON REPORT

Commission received the comparative data regarding energy conservation by being closed one day per week (Fridays). The report did not show the predicted results because of the rise of expenses due to the fires and expansion of services in 2018-19 program year.

ACTION Item 20 CHILDREN & FAMILIES COMMISSION MEETING DURATION

Commission was presented with the choice of keeping or changing the beginning time of meetings. This was in regards to the multiple requests of Commissioners and agencies. The Commission voted to keep meetings on the first Wednesday of every other month at 9am.

✓ **APPROVED** **Motion to Approve:**

Bill Wathen: Made first motion to approve
Heather Aulabaugh: Made second motion to approve

ACTION Item 21 LETTER FROM JUST FOR CHILDREN

Funding request from Just For Children. Commission discussed their desired path of supporting Glenn County's nonprofit Just For Children.

The Commission agreed that the best option would be to donate supplies on hand. Executive Director will develop donation for raffle.

✓ **APPROVED** **Motion to Approve:**

Heather Aulabaugh: Made first motion to approve
Bill Wathen: Made second motion to approve

ADVANCE PLANNING

ACTION Item 22 UPCOMING CHILDREN & FAMILIES COMMISSION MEETING

Next Scheduled **SPECIAL** Meeting = **CANCELLED**

✓ **APPROVED** **Motion to Approve:**

Paul Barr: Made first motion to approve
Heather Aulabaugh: Made second motion to approve

****APPROVAL **2018-19 Annual Report and Evaluation (SEI) & Audit (Christy White & Associates)**

*** DUE TO COMMISSION AVAILABILITY ALL ACTION ITEMS WERE APPROVED IN THIS COMBINED MEETING OF
October 22, 2019 1:00PM-2:00PM Location: 1035 WEST WOOD ST**

Next **SCHEDULED** Meeting
Wednesday December 4th, 2019
Time: 9:00 a.m.

Location: Nurturing Nest Conference Room

Item 23 UNSCHEDULED MATTERS AND PUBLIC COMMENT

Item 24 ADJOURNMENT

Meeting adjourned: 2:40 p.m.

Submitted by: Cindi Ambriz -- Reviewed and Approved by: Dwight Foltz – Chairperson, Patricia Loera – Executive Director
Information contact First 5 Glenn County**

** (for additional