



CHILDREN & FAMILIES COMMISSION MEETING

TUESDAY – OCTOBER 22, 2019 – 1:00 P.M. - 2:00 P.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
- ACTION** Item 4 APPROVAL OF AUGUST 7TH, 2019 COMMISSION MEETING MINUTES
- Item 5 PUBLIC COMMENT REGARDING ANY ITEM THAT IS NOT LISTED ON THIS AGENDA (3 – minutes per person)

ADMINISTRATION

- Item 6 EXECUTIVE DIRECTOR'S REPORT

NEW BUSINESS

- ACTION** Item 7 RE-ELECTION/VOTING OF CHAIR PERSON
Commission will vote to retain Chair Person Dwight Foltz in his current seat as Chair Person of the Children and Families Commission.
- 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.
- ACTION** Item 9 ELECTION/VOTING FOR CO-CHAIR PERSON
Commission will discuss candidates choosing to fill the Co-Chair seat for the Children and Families Commission.



- ACTION Item 10 SEATED COMMISSION UPDATES**
Applications have been completed and submitted to Executive Director. These applications will be discussed by Commission for approval to fill or renew upcoming Term Limit vacancies at this Commission meeting. There are 5 seats to be filled or renewed by December 2019 to maintain the necessary quorum for future business of the First 5 Commission.
- ACTION Item 11 2018 - 2019 ANNUAL EVALUATION REPORT AND AUDIT DRAFT FOR PUBLIC REVIEW & COMMENTS**
First 5 Glenn County's Executive Director of the Children and Families Commission has submitted notification for Public Review & Comments of the legal announcement to be placed in the local Valley Mirror for the September 25 and September 28, 2019 printed newspaper. Vote to accept format and intention.
- ACTION Item 12 AUDIT REPORT CERTIFICATION FROM STATE CONTROLLER**
The Commission will review 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). Vote to acknowledge and accept requested of Commission.
- 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 will review and discuss 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 for September 30th, October 1st, and 2nd, 2019. Commissioners will vote to approve the 2018-19 **Annual Evaluation Report Summary**.
***Final review and approval will be October 22, 2019.**
- ACTION Item 14 2018-2019 FIRST 5 AUDIT**
In accordance with **California Health & Safety Code, Section 130140(d)(2)**, The County Commission will review the **First 5 Audit for 2018-2019. Audit DRAFT** was posted out for the Public Viewing/Hearing for September 30th, October 1st, and 2nd, 2019. Commissioners will vote to approve the 2018-19 Audit.
***Final review and approval will be October 22, 2019.**

** All data and information from the Annual Evaluation Report and the 2018 - 2019 Audit is subject to updates and augmentation up until final approval by the Commission at meeting, 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
Commissioners will receive the last statement of Tax Revenue Distributions for the 2018-19 year (May and June). This completes 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 will be a vote to recognize and accept the noted distributions.

May- \$18,794.41

June- \$16,511.90

Total for this update: \$35,306.31

ACTION Item 16 FIRST 5 GLENN COUNTY: STAFF ORGANIZATIONAL CHART
The Commission will receive the organizational chart for the 2019-2020 First 5 Glenn County Staff as requested by Commission. Vote to form and acknowledgment.

ACTION Item 17 DIAPER PROPOSAL: BOS FUND
Commission will receive information regarding free Diaper Project sustainability. It has been suggested by Supply.org, First 5 California and other partner Small Counties that we request of the County Board of Supervisors possible matching funds to support sustainability of Diaper distributions for identified families of need. Commission will discuss appointing BOS-Commissioner Paul Barr's advocacy and request of funding.

ACTION Item 18 FIRST 5 GLENN COUNTY EXPENDITURE REPORT
The Commission will receive an update of expenditures and Payments Issued for the months of August–September 2019. Current percentage of budget expenditures will be available. Vote to accept.

Item 19 PG&E COMPARISON REPORT
Commission will receive the comparative data regarding energy conservation by being closed one day per week (Fridays).

ACTION Item 20 CHILDREN & FAMILIES COMMISSION MEETING DURATION
Commission will be presented with the choice of keeping or changing the beginning time of meetings. This is in regards to the multiple requests of Commissioners and agencies.

ACTION Item 21 LETTER FROM JUST FOR CHILDREN
Funding request from Just For Children. Commission will discuss their desired path of supporting Glenn County's nonprofit Just For Children.

ADVANCE PLANNING

ACTION Item 22 UPCOMING CHILDREN & FAMILIES COMMISSION MEETING
Next Scheduled SPECIAL Meeting = **CANCELLED**

****APPROVAL ****

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

DUE TO COMMISSION AVAILABLY ALL ACTION ITEMS WILL BE APPROVED IN THIS COMBINED MEETING

October 22, 2019

Time: 1:00PM-2:00PM

Location: 1035 WEST WOOD ST

Next SCHEDULED Meeting

Wednesday December 4th, 2019

Time: 9:00 a.m. or TBA

Vote of the Commission: yeas ___ nays ___ abstentions ___

Location: Nurturing Nest Conference Room

Item 23 UNSCHEDULED MATTERS AND PUBLIC COMMENT

Item 24 ADJOURNMENT

