



CHILDREN & FAMILIES COMMISSION MEETING MINUTES

WEDNESDAY- OCTOBER 7, 2020 – 4:00 P.M.

Via ZOOM

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

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

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

Alternate Present: Christine Zoppi

Executive Director: Patricia Loera

Administrative Assistant: Cindi Ambriz

Others Present: Kelsey Adkins, and Sarah Palafox, and Lisa Watson

1. **CALL TO ORDER:**

Chair Person Foltz called this board meeting to order at 4:10 p.m.

2. **ESTABLISH QUORUM:**

Quorum was established

3. **VERIFICATION OF POSTING OF AGENDA:**

Cindi Ambriz confirmed posting of Agenda

Thursday October 1, 2020

4. **APPROVAL OF MINUTES:**

Commission approved June 29, 2020 minutes

✓ **APPROVED**

Motion to Approve:

Heather Aulabaugh: Made first motion to approve

Paul Barr: Made second motion to approve

ROLL CALL VOTE- Heather Aulabaugh, Paul Barr, Bill Wathen, Dianna Camarena, Dwight Foltz

5. **Public Comment:**

None

ADMINISTRATION

Item 6 **EXECUTIVE DIRECTOR'S ORAL REPORT**

- Commission was informed that First 5 Glenn County was accepted to apply for part of the community outreach funding through HHSA, moving forward with this emergent program year. First 5 Glenn County is very appreciative to Commissioner Wathen for advocating for First 5.
- First 5 California- First 5 Glenn County qualifies and it's looking very promising of getting the Home visiting grant- \$100,000. In the process of drawing up a contract, more information will be available at a later date.

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



NEW BUSINESS

~~NEW BUSINESS~~

ACTION Item 7

AUDIT REPORT CERTIFICATION FROM STATE CONTROLLER

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). 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 2018-19**. Commission voted to acknowledge and accept letter.

✓ **APPROVED**

Motion to Approve:

Paul Barr: Made first motion to approve

Dwight Foltz: Made second motion to approve

ROLL CALL VOTE- Heather Aulabaugh, Paul Barr, Bill Wathen, Dianna Camarena, Dwight Foltz

ACTION Item 8

2019-2020 FIRST 5 GLENN COUNTY ANNUAL EVALUATION REPORT DRAFT

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 DRAFT** of First 5 Glenn County's 2019-2020 program year. This draft will be posted for the Public Viewing/Hearing October 10-12, 2020. ***Final review and approval will be October 21, 2020.**

✓ **APPROVED**

Motion to Approve:

Heather Aulabaugh: Made first motion to approve

Dianna Camarena: Made second motion to approve

ROLL CALL VOTE- Heather Aulabaugh, Paul Barr, Bill Wathen, Dianna Camarena, Dwight Foltz

ACTION Item 9

2019-2020 FIRST 5 AUDIT DRAFT

In accordance with **California Health & Safety Code, Section 130140(d)(2)**, The County Commission reviewed the **First 5 Audit DRAFT for 2019-2020**. Audit DRAFT will be posted out for the Public Viewing/Hearing October 10-12, 2019. ***Final review and approval will be October 21, 2020.**

✓ **APPROVED**

Motion to Approve:

Heather Aulabaugh: Made first motion to approve

Paul Barr: Made second motion to approve

ROLL CALL VOTE- Heather Aulabaugh, Paul Barr, Bill Wathen, Dianna Camarena, Dwight Foltz

ACTION Item 10

POSTING OF THE 2019 - 2020 ANNUAL EVALUATION REPORT AND AUDIT DRAFT FOR PUBLIC REVIEW & COMMENTS

First 5 Glenn County's Executive Director of the Children and Families Commission submitted notification for Public Review & Comments of the legal announcement to be placed in the local Valley Mirror for the October 10th and 12th printed newspaper. Commission voted to accept format and intention.

✓ **APPROVED**

Motion to Approve:

Paul Barr: Made first motion to approve

Bill Wathen: Made second motion to approve

ROLL CALL VOTE- Heather Aulabaugh, Paul Barr, Bill Wathen, Dianna Camarena, Dwight Foltz

Commission was reminded that all data and information from the Annual Evaluation Report and the 2019 - 2020 Audit is subject to updates and augmentation up until final approval by the Commission at meeting, on October TBA, 2020. As per compliancy final documents will be uploaded to First 5 California and State Controller's office by midnight of:

October 31, 2020

Item 11 **CERTIFICATION OF COMPLIANCE FOR FISCAL YEAR 2020-2021 FUNDING**
In consistency with the requirements outlined in **Health and Safety Code Section 130140**, First 5 Glenn County submitted to First 5 California the ASD-035 and required documents needed for the Certification of Compliance for the 2020-2021 Fiscal year. This was submitted on June 30th. Letter of Compliancy was received. Funding Approved.

Item 12 **NATIONAL FIRE SYSTEMS, INC.**
Commission was presented with the invoice from National Fire Systems, Inc. confirming First 5 Glenn County is in compliance with its dry chemical extinguishers annual maintenance/inspection.

Item 13 **UPDATED COMMISSION DOCUMENTS: APPOINTMENT ROASTER AND MEETING LIST**
Commission reviewed the updated documents for the 2020-21 Fiscal year.

ACTION Item 15 **FIRST 5 GLENN COUNTY FINANCIALS**

• **Ca Tax Revenue Disbursements**

Commissioners received statement of Tax Revenue Distributions **pursuant to California Health & Safety Code section 130150**. There was a vote to recognize and accept the noted distributions (see attachment)

Distributions for FY 2019-20. This concluded closure of books for 2019-20 Program and Fiscal Year.

April	\$20,624.39 RECEIVED 6-8-20
May	\$12,419.73 RECEIVED 7-10-20
June	\$17,645.54 RECEIVED 8-12-20

TOTAL OF TAX REVENUE DISBURSEMENTS: \$50,689.66

Distributions for FY 2020-21

July	\$17,254.88 DUE TO RECEIVE
August	\$19,005.62 DUE TO RECEIVE

“Prop10 revenue for August 2020 has been received by F5CA. We submitted the claim for county disbursements to the State Controller’s Office on 9/29/2020 and anticipate warrants being released for mailing in the next few business days. “- First 5 California

TOTAL OF TAX REVENUE DISBURSEMENTS: \$32,260.50

Vote to Accept.

• **Expenditure Report**

The Commission received an update of Expenditures and Payments Issued for the months of July-September 2020. Current percentage of budget expenditures was available. Commission voted to accept.

• **First 5 California County Tax Revenue Projections**

Commission also received the First 5 California County Tax Revenue Projections for 2018-19 through 2024-25.

✓ **APPROVED**

Motion to Approve:

Paul Barr: Made first motion to approve

Bill Wathen: Made second motion to approve

ROLL CALL VOTE- Heather Aulabaugh, Paul Barr, Bill Wathen, Dianna Camarena, Dwight Foltz

ACTION Item 16 DONATIONS TO FIRST 5 GLENN COUNTY

Commission was presented with the Donations made to First 5 Glenn County.

- 1) Community Member wishing to stay anonymous for \$7,500
- 2) First 5 Alameda County for \$4,999
- 3) First 5 Tuolumne County transferred supplies.

✓ **APPROVED**

Motion to Approve:

Paul Barr: Made first motion to approve

Bill Wathen: Made second motion to approve

ROLL CALL VOTE- Heather Aulabaugh, Paul Barr, Bill Wathen, Dianna Camarena, Dwight Foltz

ACTION Item 17 UPCOMING CHILDREN & FAMILIES COMMISSION MEETING

NEXT SPECIAL MEETING

WEDNESDAY OCTOBER 21, 2020 Time: 4:00 p.m. Location: ZOOM

****APPROVAL of Annual Report and Evaluation & Audit 2019-20**

(Subject to change due to COVID-19 reporting requirements of First 5 California)

Commission voted on October 21st to be their special meeting to approve the presented reports.

✓ **APPROVED** ROLL CALL VOTE- Heather Aulabaugh, Paul Barr, Bill Wathen, Dianna Camarena, Dwight Foltz

NEXT SCHEDULED MEETING

WEDNESDAY DECEMBER 2, 2020 Time: 4:00 p.m. Location: ZOOM

Item 18 UNSCHEDULED MATTERS AND PUBLIC COMMENT

None

Meeting adjourned: 4:34 p.m.

Submitted by: Cindi Ambriz-- Reviewed and Approved by: Dwight Foltz – Chairperson, Patricia Loera – Executive Director

** (for additional information contact First 5 Glenn County)**