



May 29, 2015

Planning Commission Meeting Minutes

The ARC Family Resource Center

Commission Members Present

Lucresha Rentería Jeremy Mann Dan Hamburg Bryan Lowery
Paul Tichinin Ben Anderson John Passalacqua Jim Flaherty

Public Present who signed in

Janet Kukulinsky, Executive Director of Action Network

ITEM 1 **WELCOME & INTRODUCTIONS**

Commissioner Rentería called the meeting to order at 9:15 a.m. and welcomed visitors. The Commission and staff made introductions.

ITEM 2 **PUBLIC COMMENT ON NON-AGENDIZED**

Commissioner Rentería asked for public comment on non-agendized items and opened the public hearing.

ITEM 3 **CONSENT CALENDAR (ACTION)**

- Meeting Agenda
- Draft Minutes from April 27, 2015 Commission Meeting
- Fiscal Reports for March and April 2015

Executive Director Molgaard noted Jim Flaherty was not recognized on the April 27, 2015 Draft Minutes as having attended the meeting as the public present.

Motion made to approve the Consent Calendar with the updated minutes as discussed.

Motion/Tichinin, Second/Anderson (all ayes, no nays). Motion Passed.

ITEM 4: **MAXIMUM EFFECTIVENESS AND EVALUATION (ACTION)**

A. ACTION NETWORK UPDATE (SPECIAL FUNDING REQUEST) (ACTION)

Executive Director Molgaard discussed the update to Action Network's Special Funding Request (SFR) and addressed the points of concern the Commission had from the previous meeting. There are enough funds to complete Phase 1 with FIRST 5 funding Action Network serves a small population of children ages 0-5, however the database doesn't distinguish between the two sites (Pt Arena and Gualala). The trends are going up and serving specific new groups in the Point Arena building such as Music Together, etc. not offered at the former site. Janet Kukulinsky was reintroduced to address the Commission and clarify any questions or concerns.

Commissioner Lowery addressed the issue of small population versus percentage of population served.

Executive Director Molgaard addressed the Commission's concern about the financial status so close to the fiscal year and FIRST 5 is in a good position to fund the request. The Budget to Actuals were distributed and show that the budget balance is \$15,000 "to-the-good" for the fiscal year. Commissioner Flaherty asked about SFR history, which was clarified by the long-standing members of the Commission.

Commissioner Tichinin stated that he would like to have a discussion about the BOE status. The discussion points would include putting pressure on the BOE, even though the Commission is small, to reduce the high fee. Commissioner Hamburg stated Point Arena is an area that is traditionally underserved, because the South Coast population is so small. Agreed that SFR's are difficult, but in this case, because the building was given late in the year and they have come up with half the funding needed for the projects, it shows there is community support for Action Network. There are a lot of good reasons to support the proposal. Commissioner Anderson reminded the Commission about the carpet donation that could be jeopardized if the roof wasn't fixed.

Motion made to approve the Special Funding Request as a basic grant of \$10,000.

Motion/Tichinin, Second/Lowery (all ayes, no naves). Motion Passed.

B. DIRECTOR'S REPORT

The Director's Report skipped due to time allocation.

ITEM 5: REVIEW YEAR 2 OF CURRENT 2013-16 STRATEGIC PLAN

A. ARC FAMILY RESOURCE CENTER

Executive Director Molgaard introduced Lydia Villegas, Manager at ARC Family Resource Center (FRC). She then introduced other ARC staff members present at the meeting to the Commission.

The Commission was provided a June activities calendar, which goes out once a month via email or regular mail. As well as an overview of the programs at the ARC FRC, including seasonal and regular events such as the Mamá y Yo Playgroup that includes activities, free play and structured activity run by the AmeriCorps member designed to target early brain development. A discussion with Commissioners ensued regarding how better to reach English speaking parents as well as fathers, including changing and/or updating the name, adding a Saturday playgroup, etc. The Commissioners went on to discuss HHSA referrals to ARC programs, the benefits the playgroups and other programs could have for young mothers and the steps that could be taken to make new clients and English speakers feel more comfortable visiting the ARC.

Additional programs were discussed such as, Baby Sign Language. Commissioner Anderson stated that it reduces parental stress when the baby can communicate what they need through sign language, which could reduce child abuse.

Al Anon in Spanish meets at the ARC and is likely the only Spanish group in the county. Commissioner Passalacqua inquired if only families of alcoholics could attend or if narcotics were involved. The books are for alcohol abuse but if it were open to all substance abuse then it would be best serving the community. Family members of other substance abusers have been welcomed in the past.

The Parenting Apart Workshops and Supervised Visitation grant contract was reviewed for the Commission.

The ARC's is a great location in the Alex Rorabaugh Recreation Center (ARRC), even though rent is a little high. A discussion ensued regarding the ARRC board and how the ARRC contracts with the City and the City sets the rental agreements. The rental contract is currently up for renewal, but since staff has not seen the numbers to run the center, it is unknown what a fair rental amount is. Commissioners directed Executive Director Molgaard to negotiate with the City either to reduce the monthly rent for the ARC or to include the use of the facilities for extended hours at no additional charge as the ARC. Finding a way to reduce costs will benefit FIRST 5 and therefore the people served. It was suggested the ARRC board members be engaged in discussions by the FIRST 5 Commissioners in an effort to support the lower facility costs. Commissioner Flaherty can contact Marvin Trotter and Commissioner Tichinin can contact Lloyd Weer.

Commissioner Mann stated ARC is doing a great job, great program, great location. Only suggestion is the program has grown organically and to circle back to the strategic plan and decide what programs to continue to push and implement versus community suggestions.

Commissioner Rentería called a break at 10:26 a.m. to review the FIRST 5 historical timeline. Commissioner Passalacqua left the meeting. A quorum was still present.

B. COMMUNITY INDICATORS

Commissioner Rentería called the meeting back to order at 11:02 a.m.

Executive Director Molgaard presented a PowerPoint with updated Community Indicators.

Commissioners suggested that Domestic Violence rate increase may be due to more public education and awareness, therefore the rate may not necessarily be due to an actual increase in domestic violence. Tanya Ayala responded to an inquiry from Executive Director Molgaard and stated that there has been an increase in the Spanish speaking population going to Project Sanctuary now that there is a Spanish-speaking staff member.

The most current stat for the "Adopted in less than 24 months" indicator is 100%. Commissioner Anderson stated there may have been a very low number of adoptions and all the adoptions were within the 24 months to get the

100%, leading to an unreliable indicator. Median Time to adoption is going down and in the right direction.

Breastfeeding Rates were reported. Commissioner Rentería stated Mendocino Coast Clinics is adding breastfeeding to its Quality Improvement Plan. The Commission engaged in a discussion with Executive Director Molgaard on the deaths of children and it was thought the District Attorney's office may not prosecute enough cases of positional asphyxiation actually due to neglect from parents rolling over on their children, particularly when it was due to alcohol or drug use.

ITEM 6: ADOPT STRATEGIC PLAN 2015-16 (ACTION)

A. POTENTIAL INVESTMENTS IN PARENTING AND SUBSTANCE ABUSE

1. HOME VISITING PILOT PROGRAM

Home Visiting Pilot Program was discussed at previous meeting and no significant updates have occurred. Home Visiting is a new budget category (30H) and staff recommends funding at \$50,000 as matching funds for the pilot project.

B. ADOPT STRATEGIC PLAN FOR 2015-16 (ACTION)

Per the California Health and Safety Code 130140 (C)(1)(a)(iii), the Commission must hold a public hearing and approve/modify the Strategic Plan. The public hearing was opened at the beginning of the meeting.

In May 2013, the Commission voted to approve a 3-year plan to Improve Parenting and Decrease Substance Abuse. The question brought to the Commission was should we continue with the current plan, modify or draft a new plan.

Commissioner Anderson, Tichinin, Rentería and Mann discussed the success of both Improved Parenting and Decreasing Substance Abuse. We are stronger in parenting based on community indicators with a stronger uphill battle fighting substance abuse in county. To move forward to decrease substance abuse, FIRST 5 will need to integrate and anticipate the legalization of marijuana

Motion made to approve the Strategic Plan of Improved Parenting and Decreasing Substance Abuse.
Motion/Mann, Second/Flaherty (all ayes, no nayses). Motion Passed.

ITEM 7: PRIORITIZING RESOURCES TOWARD STRATEGIC PLAN (ACTION)

A. REVIEW BUDGET TO ACTUALS FOR FISCAL YEAR 2014-15

Executive Director Molgaard redirected Commission to Budget to Actuals provided to the Commission during the Action Network Special Funding Request agenda item.

Commissioner Mann clarified projecting 96% of budget would be spent, including approved SFR for Action Network.

B. REVIEW FUND STATUS AT COMMUNITY FOUNDATION (CFMC)

Executive Director Molgaard stated we started the Healthy Kids Mendocino (HKM) fund in 2006 so people could make tax deductible donations for universal children's health insurance. More recently, there was a ballot initiative to raid FIRST 5 and money was moved into the fund for Imagination Library (IL). The remaining funds were reviewed for each program; \$171,000 is being spent slowly for HKM because of the ACA. IL has \$137,000, which is being spent down quickly due to program success at about \$8,000/mo. Moving forward, IL will need funding raising efforts. The annual cost for IL is \$125,000. Commissioner Rentería suggested the officers also serve as the fundraising committee for the nonprofit.

C. FINANCIAL PROJECTIONS FOR FISCAL YEAR 2015-16

1. BUDGET ASSUMPTIONS, PROP 10 MONTHLY ALLOCATION, OTHER REVENUE

New budget assumptions were provided to replace the older version that was sent out in meeting packets. The State predicts \$688,525 from Prop 10, which reflects a steady county birth rate with a decline in smoking. The Commission's long-term financial plan is to keep the Prop 10 contribution at \$750,000 for 5 years by pulling from reserves. We are entering year 3 of this 5 year plan.

Other income assumptions are the contract with HHSA for Triple P Parenting groups not within ages 0-5 and for training dollars, as well as the contract for Parenting Apart Workshops (PAW) and Supervised Visitation (SV) through the Superior Court of Mendocino County.

Commissioner Tichinin engaged in a conversation with Executive Director Molgaard regarding his concern about the amount of money FIRST 5 is spending for the limited number of children served through PAW/SV; whether FIRST 5 is doing the court's work; and what options are available to not take a loss on this contract. Executive Director Molgaard responded to the concerns by stating the PAW and SV contract falls completely into Improved Parenting because we are keeping children safe and helping to maintain the parent-child relationship. FIRST 5's contribution is just under \$10,000 per year plus some in-kind staffing time. Other options to reduce costs are to not subsidize the contract and once the funding is exhausted so too are the workshops and visits. That could cause long-term/permanent damage to the parent-child relationship without the supervised contact. Commissioner Anderson entered the conversation to clarify the contact has already been determined as important.

Executive Director Molgaard suggested looking into placing stipulations on returning families by requiring them to participate in a Triple P Class, or including guidelines or limitation to decrease the costs. Commissioner Tichinin stated that each child is important, and if we are pursuing PAW and SV, there may be other resources from judicial service agencies that we can supplement the expenses outside of charging the families. Commissioner Lowery asked if we could make a request to increase the amount, which is possible but it would have to go to the Judicial Council at the state level. This is a federal grant distributed through the state Judicial Council. Teleconferencing was suggested to reduce costs but not possible due to range of camera and safety concerns. Commissioner Anderson stated that for a small number of children it has a high fiscal and high physical liability. Executive Director Molgaard explained the safety protocol in place for staff and thought a better place to do it would be a place with more staff vs. a smaller family resource center, but no larger agency is willing to accept the contract. Commissioner Anderson, Lowery and Tichinin engaged in a conversation regarding the use of a location other than the ARC. The HHSA Family and Children's Services (FCS) visitation rooms are unavailable due to their frequent use by FCS. Other conversations were supplementing or augmenting the services FIRST 5 provides. FCS is currently in talks with MCYP regarding additional funding for providing supervised visitation (to FCS clients, not court clients). FIRST 5 may be able to engage MCYP in discussions for funding and/or collaboration as well.

Executive Director Molgaard explained to Commissioner Lowery that providing more visitation services could decrease the overall cost, but that would only be worth it if FCS was able to bill the state/feds additionally for them; FIRST 5 has no interest in substituting its services for another provider's.

Commissioner Rentería called a break for lunch at 12:14 p.m.

ITEM 5: REVIEW YEAR 2 OF CURRENT 2013-16 STRATEGIC PLAN (CON'T)
B. COMMUNICATIONS AND MARKETING REVIEW

Commissioner Rentería called the meeting to order at 1:26 p.m.

Menaka Olson, Communications and Imagination Library Program Manager, presented to the Commission on her daily tasks and duties such as building connections through designing and ordering outreach materials, the FIRST 5, BreastStart and Raise & Shine websites, Facebook graphics, etc.

The new FIRST 5 website (draft) was presented to the Commission. Commissioner Tichinin discussed the need for the First 5 California website and the FIRST 5 Mendocino website to be linked together.

The FIRST 5 and ARC Facebook pages were discussed. There is a huge Latino presence on Facebook being reached. Commissioners Mann and Rentería stated that the population of young pregnant women in county are active on Twitter and suggested using Twitter and Facebook together (one topic posted simultaneously on both media).

We have less VISTA and AmeriCorps staff so Outreach is becoming increasingly difficult to do, but is invaluable to reaching the community. This includes regularly meeting with Agencies, Service Groups, Preschools, etc. Screen-free week in May 2015 was offered to FRC's, pediatricians, head starts, clinics, etc. to participate in the week with free materials provided to anybody interested that serves children ages 0-5.

Imagination Library (IL) has 3,100 kids enrolled, which is up from same time last year at 2,800. The social marketing goal is to make everyone throughout the county internalize IL as commonplace and expected for all children.

Policy work is geared to helping our county prioritizing the needs of young children and their families. People forget they have to invest in the fast developing brains to help remind people to feed growing brains. Attends Mendocino

County Breastfeeding Coalition (inland and coastal). HHSA Maternal, Child & Adolescent Healthy asked FIRST 5 to sponsor a countywide training October 6th-7th from the MotherToBaby program, it works similar to poison control when asking about safe medications, etc.

Executive Director Molgaard explained that Moving Forward Mendocino is an effort by the County Office of Education to get people to think about the community as the classroom and prioritize different things. They are trying to be leader to bring in other resources, along with schools, in order to help kids move forward.

Commissioner Tichinin stated it is modeled off successful efforts in Humboldt, Stanislaus and Sonoma counties.

It would be helpful to have an AmeriCorps to help with libraries all over the county. There are currently no Spanish speaking families at the bi-lingual story time in Ukiah. There are English speaking families who would like their children exposed to Spanish. In Fort Bragg, all the children that attend are bi-lingual. The First 5 California, Too Small to Fail and Bay Area efforts joined in the Talking is Teaching: Talk, Read, Sing awareness campaigns in the last year. It would be a fantastic campaign to bring to the county.

ITEM 7: PRIORITIZING RESOURCES TOWARD STRATEGIC PLAN (CON'T) (ACTION)

D. ADOPTION OF THE 2015-16 BUDGET (ACTION)

Executive Director Molgaard presented the \$1.4 million-draft budget for the upcoming fiscal year 2015-16 to the Commission. Line items were discussed including the new line for a proposed Home Visiting Program pilot, which has 4.75% in the budget. A percentage from CAC, a bit from FRC Network, a bit from Oral Health and HKM (used only for car seats when HHSA runs out of car seat money) to create budget for Home Visiting. Commissioner Lowery asked how much was needed and the answer was an additional \$50,000 (FIRST 5 funding with additional partners).

Executive Director Molgaard presented the comparison findings on the salary schedule to Commission. The Salary policy requires a review every four years. Staff gathered the Bay Area CPI since 2010 and the 2013 Compensation and Benefits survey report for California nonprofits. After analysis, Director Molgaard recommended adjusting the salary schedule up by 5%. Commissioner Tichinin stated this should be a second action separate from the actual budget and feels very strongly and knows the work the staff does and that it is critical the employees see compensation increase.. Since 2010 there was a 2% COLA offered to the individuals employed at the time.

Motion made to place a 5% salary increase to the salary schedule resulting in at least a 2% COLA to current employees.

Motion/Commissioner Tichinin, Second/Commissioner Lowery (all ayes, no nays). Motion Passed.

The Commission requested a review of a side-by-side comparison from 2014-15 to proposed 2015-16 with Budgets to more easily compare them.

Discussion about Ford Street grant of \$25,000 per year to cover pregnant and parenting women who have no other access to rehab/detox. Ford Street is in the process of becoming Drug Medi-Cal certified but they are not yet approved.

The Commission was presented with the additional funding request for Pottery Valley Youth and Community Center (PVYCC FRC), for their child care enrichment program PVYCC is a State Preschool and they have an Enrichment Program that works side-by-side to fill in the gap of time for children that do not qualify for the State Preschool and for working parents, which the State Preschool does not cover. There is only one other licensed childcare provider in Potter Valley. State Preschool slots are limited, generally to 16 slots, and priority is given to low-income families. Commissioners Tichinin, Renteria and Anderson discussed the fact this was a non-emergent request and it had been funded twice before. PVYCC was given an 18-month notice that FIRST 5 would no longer fund the program. As of FY 2014-15, they only received the basic \$5,000 grant. Commissioner Tichinin went on to say that FIRST 5 does not provide subsidies for child care programs. If we funded child care, we would have to put out an RFP countywide for childcare and let others compete for the funding. Commissioner Rentería stated we may want to look at how the FRC's justify getting more than the base amount, and if this could be inclusive in those activities. Commissioner Lowery asked why wouldn't the Commission be approving the amount for the FRC Network and give the Executive Director the decision-making capabilities to allocate the approved funds, which is what happens the majority of the time. Executive Director Molgaard went on to explain the reason this request is brought to the Commission is because it does not directly align with the Strategic Plan. Her previous direction was if a request aligns with either Improved Parenting or Decreasing Substance Abuse (as that community sees the need), she had the authority to make the decision to allocate the funds. Commissioner Tichinin went on to say, considering the PVYCC request at this time, child care is not a priority to the Commission.

Motion made not to approve the request from PVYCC for additional funding, as written.
Motion/ Lowery, Second/Flaherty (all ayes, no naves). Motion Passed.

Commissioner Lowery left the meeting at 2:57 p.m., quorum still present.

Executive Director Molgaard presented the Commission with the Memorandum of Agreement (MOA) between the Mendocino Coast Children's Fund (MCCF) and FIRST 5. Commissioners discussed the partnership and stated they would prefer the terms of the contract be more generic. FIRST 5 could have the entire right to hire/fire the employee shared with MCCF. FIRST 5's benefit is having a presence on the coast, which is hard when only working through AmeriCorps members who are obligated to their direct supervisors. MCCF has a larger overall view of the population and is great at fundraising. Commissioners Tichinin and Rentería inquired about physical location, office space, communications, etc., as well as the supervision of the employee by the Executive Director. The contract would need to be written into the MOA. The office could be at MCCF with in-kind rent to FIRST 5. Commissioner Flaherty added, this is a mutual aid agreement, where hopes and expectations were built in to sharing resources including fiscal and programmatic. The agreement would need to be very clear in the content, and an open discussion about expectations would be had prior to a decision. Executive Director Molgaard discussed having a Committee meet with Annie Liner for MCCF in the next few weeks. The Commission directed Executive Director Molgaard to gather more information and create a full proposal to be discussed at the next meeting for an action to be taken.

Executive Director Molgaard presented the opportunity for an internship program to assist during the period without AmeriCorps members and explained the legality and funds have already been allocated in the budget. There was no action needed.

Motion to adopt the 2015-16 budget.
Motion/ Tichinin, Second/ Hamburg (all ayes, no naves). Motion Passed.

E. AUTHORIZATION OF THE 2015-16 CONTRACTS AND GRANTS (ACTION)

Motion made to authorize the Executive Director to negotiate and sign 2015-16 contracts and grants per the previously approved budget.
Motion/ Hamburg, Second/ Anderson (all ayes, no naves). Motion Passed.

ITEM 8: LONG-TERM FINANCIAL PLAN (ACTION)

A. APPROVE/MODIFY/ADOPT LONG-TERM FINANCIAL PLAN (ACTION)

State law requires the Commission to have a long-term financial plan out to 3-years. Executive Director Molgaard presented the Prop 10 Tobacco Sales tax prediction and the Mendocino County Birth Rate and the "fiscal cliff."

Executive Director Molgaard posed to the Commission if they want to continue the long-term financial plan.

No comment offered by the public.

Motion made to continue the current long-term financial plan.
Motion/Hamburg, Second/ Flaherty (all ayes, no naves). Motion Passed.

B. DEVELOPMENT AND SUSTAINABILITY

The conversations held in the earlier parts of the meeting covered this agenda item.

ITEM 9: COMMISSIONER REPORTS, ANNOUNCEMENTS & ADDITIONAL MATERIALS

Commissioner Anderson announced the Mendocino County Clinic is holding a Kids Fitness Night. An English and Spanish flyer were distributed and will be included on the Family Fun Calendar found on the FIRST 5 Website.

Commissioner Rentería announced we are handing out Kits for New Parents at Care for Her. They had ordered a large supply at one time and still have on hand units. Menaka Olson, will follow-up with them.

Commissioner Rentería closed the public hearing at 3:34pm.

ITEM 10: CLOSED SESSION – PERFORMANCE EVALUATION

Closed session convenes at 3:34 p.m.

ITEM 11: RECONVENE IN OPEN SESSION

A. REPORT OUT FROM CLOSED SESSION

Reconvene in open session at 3:39 p.m.

Executive Director Molgaard provided direction on survey monkey for Commissions to provide her with their evaluation of her performance.

B. SET NEXT COMMISSION MEETING DATE

Discussion held about vacations and quorum.

Commissioners decided to hold a meeting on June 22, 2015 was set as the next meeting at 1:00 p.m. at MCOE and the Coast and to cancel the July meeting.

August 31, 2015 at 1:00 pm at MCOE as usual.

Commissioner Rentería adjourned meeting at 3:44 p.m.