

**FIRST 5 SISKIYOU CHILDREN AND FAMILIES
COMMISSION MEETING
Siskiyou County Office of Education
609 S. Gold St., Yreka
December 19, 2016**

Note: This meeting was rescheduled from December 7, 2016 due to lack of a quorum on that date.

Commissioners Present: Chair Walters, Vice Chair Perry, Commissioner Hughes, Commissioner Kobseff, Commissioner Walsh and Commissioner Washington

Commissioners Absent: Commissioner Kolpacoff

Also Present: Executive Director Karen Pautz, and Administrative Services Coordinator Cheryl Sanchez, Michelle O’Gorman, Alexandra Rivera, Michelle Harris and Lori Keyser-Boswell

PUBLIC INPUT: None

MINUTES APPROVAL

1. **Approval of Minutes for the October 26, 2016 Public Hearing**

Action: It was moved by Commissioner Walsh and seconded by Commissioner Washington to approve the minutes for the Public Hearing held on October 26, 2016 as presented. Motion was approved with abstention of Vice Chair Perry who did not attend.

2. **Approval of Minutes for the October 26, 2016 Commission Meeting**

Action: It was moved by Commissioner Walsh and seconded by Commissioner Washington to approve the minutes for the Commission Meeting held on October 26, 2016 as presented. Motion was approved with abstention of Vice Chair Perry who did not attend.

EXECUTIVE DIRECTOR REPORT – Written report was distributed to the Commissioners.

- 102 sessions of parenting classes have been held thanks to the FRCs and funding partners.
- First 5 entered a partnership two weeks ago with Adult Education at the Adult School to offer a 12 week parenting series at the adult school
- A new partnership was initiated with the Karuk Tribal to co-fund a 12-week parenting education series and up to 3 workshops.
- ED Pautz said she is working with Behavioral Health on concerns about BHS staff not being able to facilitate parenting classes which include coordination funds to the FRCs. This decision has a significant impact on the parenting education programming. Even though First 5 does not receive funds from BHS for parenting classes, because the FRCs receive these funds, BHS feels there is a perception of conflict of interest. Some of the best and currently trained facilitators work for BHS. This has caused a huge impact on the availability of facilitators for these classes. ED Pautz said she is hopeful something can be worked out to mitigate this action. Some new facilitators have been trained through BHS but First 5 cannot use them. A

waiver was suggested by Assistant County Counsel Barton and it was noted that there was a previous waiver granted by BHS. It doesn't impact one-time workshops but does effect evidence-based parenting series. She said it is essential we continue to have a partnership with BHS for staff trained for the evidence-based programs not paid by MHSA directly, but part of the county parenting education system will require access to those who work at BHS.

Commissioner Kobseff suggested that a concise information and recommendation for waiver be brought to the Board of Supervisors, to which ED Pautz respectfully suggested that First 5 work with BHS and move towards this action in a united front. She also fully disclosed that her husband Michael Pautz, now works for BHS and has chosen to stop facilitating classes or donate his time if the facilitator stipend budget is from First 5. She indicated that perception of conflict of interest matters, so it is best for him to not be involved as a facilitator.

Commissioner Walsh asked if these classes were during the work hours. She said her only concern would be if it was during work hours. The classes are not during traditional work hours. Ed Pautz said she would appreciate it if the Commission were to honor her recommendation to work directly with BHS and perhaps together First 5 and BHS can address this with the BOS.

- Scott Valley update: Members of the Scott Valley FRC's Board requested a meeting with Chair Walters who accepted the request with ED Pautz in attendance. They met and were able to help clarify that the Commission takes seriously complaints filed by parents and sites must meet all requirements of the grant including health and safety issues for continued funding. There is a question about board meetings being held at a board member's home and this was discussed with County Counsel. It was recommended First 5 adopt a policy specifying that all non-profit funding recipients hold board meetings in public venues so that individuals who choose to attend have access to those meetings. The parent involved is eager and excited about being part of the community, has benefited from the FRC's resources and is participating in the IMPACT program. The parent has shared that the current director was very kind and open to discussion but there were hard feelings by one member of the Board. The board member has made it uncomfortable for the parent to be at the center since the meeting. The parent has decided to not go to the site if the board member is there. The parent did not go directly to them with her complaint but came to First 5 first then shared the letter with the FRC. It was shared with the parent that this should be between her and the SV BOD – they are working on a solution.

CONSENT AGENDA:

1. **Budget Report – October 2016**
2. **Budget Report – November 2016**
3. **Redline for contract revision for Paula Young Reich approved at October 26, 2016 Commission Meeting**

Action: It was moved by Commissioner Kobseff and seconded by Commissioner Hughes to approve the Consent Agenda as presented. Motion was approved unanimously.

ACTION ITEMS

1. **Approval of revised contract for Executive Director:**

Action: It was moved by Commissioner Kobseff and seconded by Commissioner Walsh to approve the revised contract for the Executive Director as presented. Motion was approved unanimously.

2. **Discussion and possible action on approval of contract with CSC to assume provision of 24 parenting sessions for parents and teens with Probation:** ED Pautz said this item was pulled from the previous meeting agenda because the amount of the subcontract with CSC was less than the original contract. This is the second year of partnership with Probation, the FRCs and CSC. Due to the limited amount of funds, 100% of the contract amount went directly to programs and no additional fees were charged. The contract is still with CSC because it was a CSC contract prior to the transition to First 5. This will be the only year that First 5 will be a subcontractor of CSC and will be 5% less than the actual cost of the program. ED Pautz explained to CSC's ED about potentially not charging admin because the budget did not support this, but she said CSC is holding 5% administrative fee. Yreka CRC has agreed to reduce fees, and Yreka High School's partnership will allow us to offer these classes. ED Pautz said she did not feel we were ready at the last meeting to take this on without attempting to use the entire funds for the direct services. Based on agreement with Yreka CRC, we are now in a position to move forward and partner with Yreka High School and Yreka CRC to open these classes. There was a question because services are for adults and First 5 is limited to 0-5 and OPEC is 0-6. ED Pautz said that the provision of use of funds for 0-5 is for Proposition 10 funds. These funds allow us to expand our partnerships and strengthen a system of parenting education support for pre-natal to teens.

Action: It was moved by Commissioner Hughes and seconded by Commissioner Kobseff to approve the contract with CSC to assume provision of 24 parenting sessions for parents and teens with CSC / Probation. Motion was approved unanimously.

3. **Annual review of Policies and Procedures**

It was recommended that all policy and procedure forms be dated as of December 19, 2016 and eliminating all past review/adoption dates.

1. **Contracting and Procurement**

Action: It was moved by Commissioner Hughes and seconded by Commissioner Washington to approve the Contracting and Procurement policy with minor revisions as presented. Motion was approved unanimously.

2. **Conflict of Interest**

Action: It was moved by Commissioner Kobseff and seconded by Commissioner Hughes to approve the Conflict of Interest policy as submitted with no changes. Motion was approved unanimously.

3. **Administrative Cost Policy**

Action: It was moved by Commissioner Hughes and seconded by Commissioner Washington to approve the Administrative Cost Policy with no changes as presented. Motion was approved unanimously.

4. **Contract Employee Policy**

Action: It was moved by Commissioner Walsh and seconded by Commissioner Kobseff to approve the Contract Employee Policy with the stipulation that the word "County" be added to define the holidays provided for this position. Motion was approved unanimously.

5. Travel Policy

A recommendation was made to increase the reimbursement allowable for per diem for meal reimbursement from \$9 to \$10 for Breakfast, \$10 to \$12 for Lunch and \$20 to \$22 for Dinner.

Action: It was moved by Commissioner Hughes and seconded by Commissioner Kobseff to approve the Travel Policy with modifications noted. Motion was approved unanimously.

6. Accounting Policies and Procedures

Several minor changes were made to the policy reflecting actual practice during the past year. In addition to those changes, the Commission recommended changing "QuickBooks" to "accounting software"; and striking the words "including a P&L for the current month and a YTD P&L and Balance Sheet" under Item 4 as redundant.

Action: It was moved by Commissioner Kobseff and seconded by Commissioner Hughes to approve the Accounting Policies and Procedures policy with modifications as noted. Motion was approved unanimously.

7. Accounting Policies and Procedures – Funds Transfers from Trust Account-County Auditor:

There were numerous changes to this document presented by the internal bookkeeper following actual practices since becoming a Public Agency and assuming accounting services in-house.

Action: It was moved by Commissioner Kobseff and seconded by Commissioner Washington to approve the Accounting Policies and Procedures with changes as presented. Motion was approved unanimously.

8. Credit Card Policies & Procedures

The credit card limit was increased from \$10,000 to \$15,000 to accommodate greater than usual use due to additional program spending. The Commission recommended the credit limit be reduced to \$10,000 and that as needed, additional payments within a month be made to keep it within that limit.

Action: It was moved by Commissioner Hughes and seconded by Commissioner Kobseff to approve the Credit Card Policies & Procedures with the limit decreased to \$10,000. Motion was approved unanimously.

9. Funded Program Evaluation Policy

Action: It was moved by Commissioner Kobseff and seconded by Commissioner Washington to approve the Funded Program Evaluation Policy with a date change to current fiscal year. Motion was approved unanimously.

10. Wellness Policy

Action: It was moved by Commissioner Kobseff and seconded by Commissioner Walsh to approve the Wellness Policy as presented. Motion was approved unanimously.

REPORTS/PRESENTATIONS:

1. **FRC Highlights – Dunsmuir:** Alex Rivera, Program Manager for the Dunsmuir CRC presented a PowerPoint presentation on the Dunsmuir CRC highlights for the past year.

2. **Overview of IMPACT Program accomplishments:** Michelle Harris provided an update on the number of sites participating in the IMPACT program.
3. **Overview of Home Visiting Program accomplishments:** Lori Keyser-Boswell, Home Visitation Program Co-Coordinator, provided an update on the progress in implementing the Home Visitation Program.

COMMISSIONERS' REPORTS

1. Commissioner Washington provided an update on the Siskiyou Golden Fair for 2017. The entertainment will be James Garner's tribute to Johnny Cash which is said to be excellent.
2. Commissioner Kobseff suggested First 5 explore the potential of working with the local grocery stores to include messaging on paper bags about First 5 priorities and programs. This will be explored in the upcoming months.

DISCUSSION:

1. ED Pautz discussed First 5 California's Advocacy Day and invited any Commissioner who is free to attend on January 31.

Adjourn: Meeting was adjourned at 11:30 am.

Kermith Walters, Commission Chair

Attest: _____
Cheryl E. Sanchez, Recording Secretary