

**FIRST 5 SISKIYOU CHILDREN AND FAMILIES
COMMISSION MEETING
HUB Communities Family Resource Center
310 S. 13th St., Montague, CA
September 27, 2017**

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

Commissioners Absent: Commissioner Kobseff and Commissioner Kolpacoff

Also Present: Executive Director Karen Pautz and Administrative Services Coordinator, Cheryl Sanchez, Michelle O’Gorman, Bliss Bryan, Michelle Harris, Katy Popa and Amanda Elsemore

PUBLIC INPUT:

- Michelle O’Gorman reported she attended a two-day conference on adult education pathways in the Bay Area and also one in Yreka. Randy Baker has been hired to head efforts related to curriculum development. Parenting classes will start in Dunsmuir and Yreka.
- FRC Network Progress: The FRC merger is moving forward. An attorney has been retained to review all the documents prior to submission to the State. Yreka CRC and Mt. Shasta CRC boards have approved the merger which should be up and running as a single organization by January 2018.

MINUTES APPROVAL

1. **Approval of minutes for the August 23, 2017 Commission Meeting:** Commissioner Walsh noted that on Page 4, Action Item 1, a suggestion was made to “adopt a formal statement of value”. ED Pautz responded that this language will be captured in a policy update and reviewed at the December meeting since it wasn’t an action item on the August agenda.

Action: It was moved by Commissioner Walsh and seconded by Vice Chair Perry to approve the minutes for the August 23, 2017 Commission Meeting as amended. Motion was unanimously approved with amendment.

EXECUTIVE DIRECTOR REPORT

- ED Pautz said she had selected key topics for discussion. Written report will be included in October report.
- Six out of nine FRCs have submitted a complete year-end report. Two submitted incomplete reports and one submitted their report but it contained inaccurate financial information (Scott Valley FRC). This is the third year their fiscal accounting has had discrepancies. ED Pautz said she will work with them. The two incomplete reports were from Tulelake and Butte Valley. Karen McMillan has had health issues and has not completed the fiscal reports. First 5 may need to consider looking at a different structure of financial accounting from Butte Valley. Lack of adequate funding to support

the organizational structure consistently creates issues with the small sites meeting fiscal oversight requirements. They are working hard to do direct services but basic operational and fiscal work has been impacted. She said she would follow up with the sites. Tulalake has submitted the program report, and will submit the fiscal report, which is provided from the fiscal office.

- The Kindergarten Readiness Assessment goal was to get 10 classrooms to participate in the assessment. ED Pautz met with 12 principals and school staff and 20 classrooms are now participating in Kindergarten Readiness, including Happy Camp, Fort Jones and Dorris. Tulalake and Butteville were invited but we did not hear back from the schools after initial communication with the principals.
- **OPEC Parenting Grant:** First 5 received the check for the fund balance owed from CSC in the amount of \$9,684 which fully reimbursed the Ford portion of the funding. We are ready to move forward with closing the books for parenting this year. We were not able to hire a coordinator last year primarily because of the fund balance issue. Carry forward funds for this fiscal year amounts to around \$26,000 and will provide funding for the coordinator position.
- **Prop 56 Funds:** Prop 56 funds are awarded to all counties to provide funding for dental health systems improvement. State Health and Human Services Health Officer, Dr. Kumar, in a written memo urged counties to work with local First 5 commissions so that funds coming to Public Health include resources, services and systems for 0-5 year olds. Public Health will receive approximately \$166,000 the first year and there will be an ongoing funding stream for improving oral health services. ED Pautz said she had a great meeting with Public Health's MCAH coordinator and the screening systems coordinator. A follow-up meeting has been postponed until they have applied for the funds. They anticipate hiring another nurse but an RDHAP would be more likely to draw additional funds. ED Pautz will follow up and bring back a report as available.
- ED Pautz met with Sarah Collord and Camy Rightmier to discuss countywide trainings, Introduction to Help Me Grow and partnership for ASQ-SE and coordinated FRC meetings.
- Sarah Collord and Camy Rightmier, Behavioral Health Department, attended the FRC Meeting. They participated in the entire meeting and said it helped them to understand what we do and see the whole picture. We hope to have more coordinated meetings.
- First 5 had a last minute opportunity to bring the Hands on Health Van to Siskiyou County. It was coming through the County and Fort Jones' principal responded to our request and hosted the visit. Today the van is in Montague at the Elementary School. ED Pautz invited the Commissioners to join her for a visit to the site after the meeting. The Hands on Health Van is a free resource to us and this was its 7th visit to Siskiyou County.
- **Kindergarten Readiness and meetings with principals highlight:** Meetings provided an unintended outcome. It permitted us to see the level of the FRC and school connections in each community. For example in Fort Jones, it is evident that the School is considered the community hub. As we move forward it is important to make stronger connections with the school in the community funding planning process, especially with the Transitional Kindergartens. Community based services are critical and we need to expand outreach to the community where currently the FRC's are limited in their reach. Resources differ between Kindergarten classes and some need more support than

others. Commissioner Washington noted that some Kindergarten teachers purchase supplies for the children out of their own pocket. ED Pautz noted that Kindergarten Readiness Observation participating teachers will receive a \$200 stipend for assessment – almost all said the money would be used to buy things for their class. She suggested getting Rotary and other service clubs involved to help support the schools that need it.

- **Strengthening Families Pilot**: The FRC and other IMPACT sites have completed the Strengthening Families assessments for the past year. Siskiyou is much farther ahead than other counties in our region. We were invited to be the pilot sight to develop the system in our county. Provided is a brief summary of what is entailed. The assessment helped to highlight missed opportunities. In Montague they are looking for ways to reach out to the Hmong community. Matrix does not fall under this system now but it could. The ultimate goal is to promote the online resources so organizations can access the assessment tools and resources on their own. The website provides specific resources to use for program improvement in targeted areas. It involves how we work with others and an inclusive environment as well as a protective factor. It is a systems level program improvement. It assesses strengths of an organization and guides to improve needed areas. It includes great resources and can be modified to meet individual needs. A survey has been sent to FRCs and Child Care Centers to work on modifications.
- **Home Visiting**: A number of handouts were provided in the Commissioner packets for review and discussion. ED Pautz has been working on promotional articles with the consultant. The first article was included in the meeting packet. She said it would be helpful to include quotes from Commissioners in future articles. The goal is to seek to normalize public perception around Home Visiting services.
- Michelle Harris has been working on the Home Visitation program single-handedly since the previous HV Coordinator left. She explained the work being done as well as explaining the content of the handouts provided. There was considerable discussion on this program and ED Pautz thanked Michelle for her ability to relate to people from varying backgrounds which is evidenced by the evaluations received. She said it takes a certain skill set, which Michelle has, to bring people together.
- Where we are in comparison to 3 other counties – last pages of document for review. The Home visitation collaborative regional grant project partnership was awarded an opportunity to present at the National Home Visitation Summit in Washington DC. This is an exceptional opportunity. Last year Ford Foundation funded the attendance of coordinators to this conference outside of the locally awarded funds. This year it is in the local fund budget to fund attendance.

CONSENT AGENDA - REMOVING ITEM #3

1. Financial Report – August 2017
2. ED's Out of County travel – Zero to Three Conference, San Diego, CA – 11/28-12/1/17
3. Marie Caldwell's attendance at the Birth to Three watercooler Conference – 10/2-3/17

Action: It was moved by Vice Chair Perry and Seconded by Commissioner Washington to approve the Consent Agenda – with the withdrawal of Item #3. Motion was approved unanimously.

ACTION ITEMS

1. Nomination and Election of Officers

Vice Chair Perry indicated his willingness to continue to serve as Vice Chair. Commissioner Washington officially nominated Chair Walters and Vice Chair Perry to those offices for fiscal year 2017-2018.

Action: It was moved by Commissioner Washington and seconded by Commissioner Walsh to approve the nomination and election of Chair Walters and Vice Chair Perry to retain those roles for fiscal year 2017-2018. Motion was approved unanimously.

2. Discussion and possible action on contract with Yreka CRC to provide staffing for Special Projects System Coordinator – up to \$49,500 per year:

Commissioner Walsh said the Scope of Work for this position does not match the position description. An apparent typographical error was made and information from another position was included in this Scope of Work. Revisions were clarified. The intent of this position is to help Michelle Harris with the coordination and implementation of the Home Visiting program. Position also will assist with the parenting education grant and special projects such as Read across Siskiyou, etc. An intensive interview process with seven applicants began in July. Bliss Bryan was one of the two finalists. The recommendation is to contract with Yreka CRC to provide staffing for the position. *Bliss recused herself from the meeting and left the room.* The finalist received the recommendation of the entire group of interviewers. The budget is covered by funds for Home Visiting (50%), Parenting (up to 40%) and IMPACT (5%) and, depending on other supports needed by the FRCs including CalFresh, (5%). ED Pautz explained her caution in following this recommendation due to her relationship with a family member. However, this applicant had equal opportunity with the others and also a clear transition plan in effect beyond this position. Vice Chair Perry noted the Commission is approving the funding and budget and not the individual to be hired. He feels these actions should be captured in policy reviews to make sure roles are clearly delineated. ED Pautz said she wished to be on record that she was cautiously optimistic but trusted the decision of the group. She pledged to work with Vice Chair Perry on the policy.

Action: It was moved by Vice Chair Perry and seconded by Commissioner Walsh to approve the contract with Yreka CRC to provide staffing for a Special Projects Systems Support Coordinator position – up to \$49,500.00 per year, with modifications made to Scope of Work as discussed. Motion was approved unanimously.

3. **Discussion and possible action to contract with Yreka CRC to provide staffing for FRC Advocate – up to \$36,000 per year:** ED Pautz said contract includes services formerly provided by the Community Services Council to support and help the FRCs. Steven Bryan was one of the finalists along with Bliss and the group began to see how he could fit into a position. His skills appeared to be a good match for Advocate for the FRCs who have been without assistance for a couple of years. He has the past experience, enthusiasm, ideas and knowledge to support the FRCs. The FRCs are too busy to market and he could fill that role. His portfolio, shared with the Commission, is promising and he brings a wealth of knowledge. He and his family moved here from Las Vegas and he continues to work for a marketing firm. The Scope of Work will be refined to add assistance with public education around the Imagination Library, fund development and support for the FRCs, Home Visiting, adverse childhood experience and factors, coordinating and hosting Movies with a Purpose and working with partners on the Help Me Grow systems design promotion. Funding will come from the FRC and IMPACT budgets. Pending the outcome of contract approvals, both candidates will be invited to the December meeting to address the Commission.

Action: It was moved by Vice Chair Perry and seconded by Commissioner Walsh to approve the contract with Yreka CRC to provide staffing for an FRC Advocate position – up to \$36,000.00 per year. Motion was approved unanimously.

4. **Review and approval of First 5 Vision, Mission and Values document:** ED Pautz explained that this revised document better represents First 5's value to the community. This was developed specifically for the Strategic Plan. Vice Chair Perry suggested formatting as a list. Questions arose on the definition and meaning of "sustainability" and discussions followed. ED Pautz will bring back recommended revisions to the "sustainability" section. She requested the Commission approve content and a final draft will be designed for publication.

Action: It was moved by Vice Chair Perry and seconded by Commissioner Washington to approve the changes to First 5's Vision, Mission and Values document as presented and permitting minor tweaks to be made before publication. Motion was approved unanimously.

5. **Review and Adoption of updated first 5 Photo Release Form:** ED Pautz explained that First 5 has not had a formal photo release form or any release form for all of the communication and information received from our funded programs. The information was reviewed and approved by Assistant County Council, Dana Barton. Commissioner Walsh had issues with redundancy and need for more space for writing in multiple children. ED Pautz was asked to make changes and resubmit to the Commission for

approval. She also agreed to change the word “Witness”. Commissioner Washington cautioned using pictures of children on Facebook. Also need to add “effective time/date”. There was considerable discussion on the use of this form.

Outcome: Tabled. ED Pautz will work with communication staff to make alterations and bring back for action.

EXECUTIVE DIRECTOR REPORT (CONTINUED)

- ED Pautz discussed other forms and information in the Commissioner’s packets, including intake forms for families that participate in programs. These will help with follow-up evaluations at the end of the year as well as streamlining the annual report system.
- Based on the fiscal report submitted, Scott Valley FRC spent more than they were allocated and the fiscal report does not reflect all funds received from First 5. Accounting is still being done by the Board member who, as reported by the SVCRC executive director, is using an old cost based allocation formula. It appears that First 5 funds may be allocated for non-First 5 programs.
- Butte Valley CRC – no report from them yet as they are several months behind with their reconciliations.
- Tulelake struggled to meet requirements last year – capacity is not there in Tulelake.
- We now have 701 children participating in the Imagination Library. Dr. Brooks and Kathy Lynch, DKG, met with Rotary and received a \$500 donation. Goal is to register 1,000 kids by years end.
- Thanks to Allison’s recommendation, Anne Kramer and her music partners agreed to do a music concert for children in “Dunsmuir”. Thanks to Alex Rivera for helping pulling this off and being a partner.
- First 5 is partnering with Public Health to offer immunizations and increase education to medical providers. Based on report, 25 medical providers have registered to attend this training. We will talk about Help Me Grow, Imagination Library and Reach Out and Read as part of the training.
- Siskiyou County has a new Endocrinologist Pediatrician in the area who will work with the Karuk Tribe. ED Pautz will meet with her in the next couple of weeks. We are lucky to have that specialist in our county.
- Countywide trainings coming up: Adult Mental Health First Aid – 10/20 and 11/13; Sensory Processing – 2 single trainings; Self-Regulation; waiting to confirm dates for Ages & States Questionnaire – proposed dates 12/5-6-7/17.
- A need for shared funding of the ASQ-SE training and Web Based system was shared, Total anticipated budget for the project is about \$24,000 for the initial process including set up of the web based system, training and implementation materials. After the initial set up the cost is reduced significantly - current estimate is around \$3,000 a year. Commissioner Walsh said she has CAPIT funds we may be able to access for this project. The adoption of the online system will increase family access to the screening tool and alleviate dependence on paper forms.

COMMISSIONERS' REPORTS

DISCUSSION

1. **Montague FRC and Community Update:** Katy Popa provided a tour of the facility for the Commissioners and guests.

Adjourn: Meeting was adjourned at 10:40 am.

Kermith Walters, Commission Chair

Attest: _____
Cheryl Sanchez, Recording Secretary