

**Commission Actions 8/26/2019:**

- ⇒ Approved Consent Agenda
- ⇒ Approved contract with Sonoma County Department of Health Services to implement Nurse Family Partnership, \$1,200,000, 7/1/19-6/30/21



**First 5 Sonoma County  
COMMISSION MEETING MINUTES  
August 26, 2019  
Santa Rosa, CA**

**I. Call to Order**

The First 5 Sonoma County Commission met this date in regular session.  
A quorum was present, Chair Bass Seibel called the meeting to order at 3:33pm

**Commission Members Present:** Kelly Bass Seibel, Oscar Chavez, Jennielynn Holmes, Supervisor Lynda Hopkins, Jeff Miller, MD, Michele Rogers, Socorro Shiels

**Absent:** Barbie Robinson and Cynthia Murray

**Staff:** Angie Dillon-Shore, Renee Alger, Andrea Carter, Sandra Uribe

**II. Potential Conflicts of Interest**

Chair Bass Seibel requested that Commissioners identify potential conflicts of interest recuse themselves from discussing or voting on the identified matter.

No Commissioners recused.

**III. Public Comment on Non-Agendized Items**

No public comment at this time.

**IV. Consent Agenda**

Chair Bass Seibel noted that to allow more time for commissioner discussion, topical presentations and staff reports, the consent agenda will be utilized going forward for routine business. All items requiring Commission action that are on consent will be approved by a single vote. Prior to action by the Commission, the public will be given the opportunity to comment on any Consent item. Commissioners may request the Chair to move a consent item to the regular agenda.

On Consent this month is a list of contracts executed by the Executive Director. The Commission approved the new procurement policy at the June meeting, which authorizes the E.D. to execute contracts up to \$30k. A list of any new contracts will be included on the Consent Agenda going forward, as well as a monthly financial update starting in September.

Commissioner Shiels recommended the list of contracts be added to the Consent Agenda. The Executive Director agreed to this format.

**Approve Consent Agenda**

*MOTION: HOLMES/CHAVEZ*

*AYES: BASS SEIBEL, MILLER, HOPKINS, ROGERS, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

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## **V. Commissioner Presentation**

The Spring, 2019, issue of Sonoma Medicine featured an article coauthored by Commissioner Jeff Miller, MD and Commissioner Michele Rogers, “Starting Kindergarten – Ready or Not?”. Commissioner Jeff Miller provided an overview of the content of the article

- Neurodevelopmental basis for school readiness
- Parents’ role in school readiness
- Social determinants of school readiness
- Physician’s role in promoting school readiness
- Developmental Screening & referral for delay

## **VI. Staff Report**

Angie Dillon-Shore, Executive Director, shared the following updates:

- A recruitment is open for a Program Coordinator
- Natalie Kramer joined the team in July as a Program Manager.
- Fiscal management systems are operational.
- MOU with Sonoma County regarding post-separation relationship was fully executed.
- Majority of Commission’s dedicated fund was transferred to Poppy bank in the first week of July.
- All existing contracts have been assigned and transitioned.
- Transitioning the management of QRIS revenue contracts from the County (DHS) is still in process.
- Processes and procedures for Accounts Payable are in place, invoices being paid within 1-2 weeks.
- Payroll, benefits and insurance policies are in place.
- The Commission will receive high-level financials in their packet monthly, starting September.
- In October, the Commission’s CPA consultant, Christina Hollingsworth, will provide a report of first quarter budget activity (Q1).

Angie congratulated the Commission on being awarded a *Leaders of the North Bay* award from North Bay Leadership Council. The category is “From Red Tape to Red Carpet: Leadership in Government”, recognizing local public agencies cutting through red tape, eliminate barriers to economic growth, enhance efficiency of service, improve the business climate through innovation and best practices. The nominator highlighted the Commission’s bold move to increase First 5’s sustainability by working with the Board of Supervisors to change First 5’s structure, demonstrating commitment as stewards of tax dollars. Commissioners should save the date for the awards luncheon: November 1 at 11:30 a.m. at the DoubleTree Hotel in Rohnert Park.

Mini-grant applications will be accepted starting 9/1/19, due 10/31/19.

- Mini-grants up to \$5,000; Commission allocated \$80k for the fiscal year, two cycles of grants
- Mini-grants Committee will review and make recommendations at 12/2 Commission meeting.
- Priority to be given to child care providers who have been impacted by the 2017 wildfires

Supervisor Lynda Hopkins recommended the Mini-grant application reference flood relief, added to the wildfire prioritization. Staff will update the application to include impact of flooding on child care providers.

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**VII. Recommendation to Authorize Program Director as Signatory**

Angie Dillon-Shore presented the recommendation to authorize the Program Director as a signatory on the checking account. The Commission discussed the need for more detailed policies around accounting and internal controls that would include policy for authorizing signatories and at what threshold of dollar amount.

Angie will work with Christina Hollingsworth, CPA, to draft a policy to be presented to the Commission at the September meeting.

**VIII. Commissioner Recruitment**

Angie presented a table depicting past, current and future Commissioner terms, reflecting the change in the Board Ordinance. First 5 Sonoma County Commissioners are now appointed for 2-year terms, with a limit of three terms. Commissioners Murray and Miller have served nearly nine years on the Commission and will be rolling off of the Commission at the end of 2019.

Staff will start a recruitment process soon to fill the two soon to be vacant seats and will engage Commissioners in the outreach process. Interviews will be conducted in October; Commissioners will be requested to participate. Recommendations will be brought to the Commission 12/2. Recommendations will then be brought to the Board of Supervisors for appointment of new Commissioners made in January 2020.

**IX. Preparation for Strategic Planning**

Angie Dillon-Shore reported out on the upcoming strategic planning process. The current strategic plan was originally developed in 2010 and has been updated every few years. Angie highlighted the importance of an intentional design for the planning process and has engaged Tracey Schear, a Bay Area consultant who has led equity-focused planning processes across health, education and family service sectors. Tracey will facilitate a design team to develop the Strategic Planning Roadmap, with the goal to launch the actual planning process in January.

The design team and planning process will:

- Develop a set of strategic planning questions to answer that will help with critical decisions
- Develop the phases of the process, how stakeholders will be engaged and the timeline for each phase
- Identify potential barriers/conflicts and processes for resolution and course correction.
- Utilize time on the Commission meeting agenda over the next 6 months to provide presentations on topics that will inform the strategic planning process.

Commissioner Rogers expressed concerns regarding the cost effectiveness of strategic planning and utilization of consultants.

Commissioners Holmes and Shiels highlighted the importance of strategic planning at this time in the Commission's development, recent conversion to an independent agency and impact of declining revenue.

Commissioners Chavez and Shiels requested to be a part of the design team and planning process.

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**X. Contract Recommendations: Nurse Family Partnership**

Renee Alger, Program Director, presented a recommendation to contract with Department of Health Services to implement Nurse Family Partnership. This funding allocation was previously approved as part of the 2018-2021 Multi-year Investment Plan. A new contract is necessary because of the separation from the County; the agreement was previously an intradepartmental MOU.

**Staff recommendation:**

**Approve a contract with Sonoma County Department of Health Services for \$1,200,000 to implement Nurse Family Partnership, 7/1/19-6/30/21**

*MOTION: ROGERS/HOLMES*

*AYES: BASS SEIBEL, CHAVEZ, HOPKINS, MILLER*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

**XI. Adjourn**

The meeting was adjourned at 4:47pm