

First 5 Sonoma County Commission
COMMISSION MEETING MINUTES
February 25, 2019
Santa Rosa, CA

I. Call to Order

The First 5 Sonoma County Commission met this date in regular session.

Commission Members: Kelly Bass Seibel, Michele Rogers, Jennielynn Holmes, Cynthia Murray, Karen Fies, Jeff Miller, Socorro Shiels

Absent: Supervisor Lynda Hopkins, Barbie Robinson

Staff: Angie Dillon-Shore, Kate Pack, Leah Benz, Carla Denner

A quorum was present. Chair Kelly Bass Seibel called the meeting to order at 3:34pm. Commissioner Rogers was not present at this time.

II. Public Comment on Non-Agendized Items

No public comment

III. Consent Calendar

Approve January 28, 2019 Commission Minutes.

MOTION: MURRAY/SHIELS

AYES: SEIBEL, HOLMES, FIES

NOES: NONE

ABSTAIN: MILLER

RECUSE: NONE

IV. Quality Counts Funding

Leah Benz presented staff recommendations to accept \$37,800 in additional funds from First 5 CA for the QRIS Training and Technical Assistance Hub Contract to increase the Data System line item, and to increase the allocation for Quality Counts to include these funds.

Priority Outcome 3A: High Quality ECE
New Amount: \$1,636,643
Term: April 1, 2016-June 30, 2020
Funding Source: First 5 CA T&TA Hub Grant

MOTION: FIES/MURRAY

AYES: SEIBEL, HOLMES, SHIELS, MILLER

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

V. Recommendation to award Mini Grants

Commissioner Rogers arrived at this time.

Commissioner Holmes reported on behalf of the Mini Grant Committee the recommendation to fund 8 of the 10 applicants for Mini Grants received in January, 2019. Six applicants were family child care homes, one is a new preschool in Graton, and one is for Heartwood Counseling Collective.

Total recommendation: 8 Mini Grants totaling \$22,236. This leaves \$34,385 unspent in this allocation.

Commissioner Rogers asked if the Heartwood Counseling Collective accepts MediCal clients. They do.

MOTION: MILLER/SHIELS

AYES: ROGERS, SEIBEL, HOLMES, MILLER, FIES

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

VI. Formation of ad hoc committee on Cannabis Commerce Revenue

Chair Bass Seibel proposed the Commission form an ad hoc committee to support the work to position First 5 to receive revenue from local cannabis commerce. The newness of the industry and the stigma cannabis carries presents some unique challenges. The role would be to study strategies for tapping funding streams from cultivation and supply chain commerce, whether that is a direct community benefit partnership with a business or through a public policy, and to develop a protocol and consistent messaging to address concerns of community members. Additionally this committee would ensure monitoring of the status of taxation reform on the state level, as well as efforts to carve out Prop. 64 dollars for early childhood, which the First 5 Association is actively involved in.

Commissioners Holmes and Murray have already agreed. Commissioner Shiels also indicated interest in joining this committee.

MOTION: MURRAY/ROGERS

AYES: SHIELS, SEIBEL, HOLMES, MILLER, FIES

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

VII. Transition Update and Consultant Contract Approval

Angie Dillon-Shore reported the transition of the Commission's contracts has begun. Contractors will be receiving a letter and a document to sign stating that the County can assign all contracts to the independent First 5. Contractors will need to sign the assignment form for each contract and return by March 15th.

Commissioner Rogers shared concerns that the letter would not give enough time for grantees to take forms to their boards. Commissioner Fies recommended changing language on the letter regarding the Board of Supervisors, using the date of June 30 instead of July 1, and giving more time for the letter to be signed.

Ms. Dillon-Shore shared First 5 has received a proposal from a recommended local firm for ongoing managed IT services and SCOE is also developing a proposal to include IT in the lease agreement.

The County Information Systems Department will host First 5's website for a year to give time to transition other critical business functions.

Ms. Dillon-Shore has been working with HR Matrix on the development of a staffing structure. They have refined draft job descriptions and are working on an employee benefits package to be discussed in closed session.

Ms. Dillon-Shore recommended retaining the same auditing firm for this year external audit to provide continuity and leverage their relationship with DHS. With regard to transitioning accounting functions, the plan

is to recruit an administrative staff person who will have bookkeeping responsibilities, and then outsource the higher level accounting and reporting to a CPA firm.

Chair Bass Seibel shared the transition offers opportunity to increase interest earnings, as First 5 currently earns a return of 1.973% on funds at the County Treasury. She and Ms. Dillon-Shore have met with the President and CEO of Poppy Bank, Khalid Acheckzai, who has offered a rate of 2.4% APY, significantly higher than other banks. Deposits would be guaranteed by an FHLB Letter of Credit to provide security for our funds above and beyond FDIC insurance. There would be a 1% earnings credit on the operating account.

Staff have identified a local accounting firm, Dillwood Burkel & Millar, with expertise in fund accounting and came highly recommended and have developed a scope of work that includes financial software, developing First 5's new chart of accounts, accounting workflow, policies and procedures. This contract will be time-limited, focused on consulting and one-time efforts for the period up until legal separation from the County.

Staff recommended approving a contract with Dillwood Burkel & Millar for up to \$25,000.

MOTION: ROGERS/MURRAY

AYES: SEIBEL, FIES, MILLER, HOLMES, SHIELS

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

VIII. CLOSED SESSION

X. Adjourn

The meeting was adjourned at XX.