

Commission Actions 5/20/2019:

- ⇒ Approved Minutes of April 22, 2019
- ⇒ Approved Transition update, Temporary Payroll for new Staff, Contractor Certified Employment, increased by \$4,000 and Approved establishing Bank accounts and Authorizing Executive Director to Request Wire Transfers of Trust Fund from the Sonoma County Treasury
- ⇒ Approved Contract Recommendations – Admin Services for The HR Matrix, \$32,000 and Dillwood Burkel & Millar \$42,000 both 7/1/19-6-30/20
- ⇒ Approved First 5 Association Annual Dues and Policy Fund Contribution
- ⇒ Approved Evaluation report: MHSA-PEI 0-5 Program, 2017-18
- ⇒ Approved Contract Recommendations – Impact Hub Region 1 Technical Assistance, \$45,000 and iPinwheel QRIS Database \$27,900 both for 7/1/19-6/30/19
- ⇒ Approved Adoption of Updated Commission Bylaws
- ⇒ Approved Election of Treasurer – Commissioner Cynthia Murray
- ⇒ Approved Adoption of Revised Commission Conflict of Interest Policy

**First 5 Sonoma County Commission  
COMMISSION MEETING MINUTES  
May 20, 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 3:32pm

**Commission Members Present:** Kelly Bass Seibel, Jennielynn Holmes, Jeff Miller, Cynthia Murray, Socorro Shiels, Supervisor Lynda Hopkins  
**Absent:** Oscar Chavez, Michele Rogers, Barbie Robinson  
**Staff:** Angie Dillon-Shore, Kate Pack, Leah Benz, Andrea Carter

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

Joan Reynolds of United Way, shared that the School Readiness Backpack program has approximately 100 backpacks left to distribute and was looking for recommendations for preschools or other organizations that could use them.

**III. Consent Calendar**

**Approve April 22, 2019 Commission Minutes.**

*MOTION: HOLMES/MILLER  
AYES: BASS SEIBEL, MURRAY, SHIELS  
NOES: NONE  
ABSTAIN: HOPKINS  
RECUSE: NONE*

**IV. Transition Update**

Angie Dillon-Shore shared updates on the transition out of the Department of Health Services (DHS).

- Two new staff have been hired. Office Manager, Andrea Cater and Sandra Uribe. First 5 will also welcome returning staff to the Program Manager position, Adriana Arrizon.
- Interviews for the Program Director position will be held in early June. Commissioner Chavez and Melanie Dodson will be assisting Ms. Dillon-Shore with interviews.

- In order to bring a Program Coordinator on board on June 3<sup>rd</sup>, Ms. Dillon-Shore recommends that the Commission increase the contract for temporary payroll by \$4,000.
- On July 1, 2019 the new payroll system through Innovative Business Solutions (IBS) will roll out.
- The IT department at SCOE has begun setting up IT functions, including new email addresses migrating existing data on the County network in June.

**Angie Dillon-Shore recommended the following short-term contract amendment to support the transition to independence:**

**Increase Certified Employment contract for temporary payroll by \$4,000 to onboard Program Coordinator 6/3/19.**

*MOTION: MURRAY/HOPKINS*

*AYES: BASS SEIBEL, HOLMES, MILLER, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

**Chair Bass Seibel recommended that the Commission Authorize the Executive Director to request wire transfers of First 5 Sonoma County funds from County Treasury to Commission accounts at Poppy Bank.**

*MOTION: MURRAY/HOPKINS*

*AYES: BASS SEIBEL, HOLMES, MILLER, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

#### **V. Contract Recommendations: Ongoing Administrative Services**

Angie Dillon-Shore shared she is currently working with outside vendors to support the transition of HR & accounting functions.

The HR Matrix will continue to provide support for recruitment; employee onboarding and benefit coordination; and assist with development of a performance management system.

DBM will provide the Commission with accounting support, assist with monthly, quarterly and annual financial reporting; work closely with the Office Manager to ensure efficient processes and procedures to track financial transactions as well as robust internal controls. DBM will support office manager, Andrea to learn new system, Financial Edge, and also with Brown Armstrong to coordinate external audit.

They will also advise on the investment of our fund balance so that the Commission may earn a return on the principle. Christina Hollingsworth from DBM will speak about that later on the agenda.

**Angie Dillon-Shore recommended the Commission approve the following two contracts to support ongoing HR and accounting business needs.**

- **The HR Matrix for \$32,000 from 7/1/19-6/30/20**
- **Dillwood Burkel & Millar for \$42,000 from 7/1/19-6/30/20.**

*MOTION: MILLER/HOPKINS*

*AYES: BASS SEIBEL, HOLMES, MURRAY, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

**VI. First 5 Association Annual Dues & Policy Fund Contribution**

**Angie Dillon-Shore recommended remittance of annual First 5 Association dues of \$12,000, which includes a contribution to the Policy Fund.**

*MOTION: SHIELS/MURRAY*

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

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

**VII. Evaluation Report: *MHSA-PEI 0-5 Program, 2017-18***

Kate Pack presented an evaluation report on report on Mental Health Services Act for 2017-18. The County of Sonoma Department of Health Service's Behavioral Health Division allocates a portion of its Mental Health Services Act (MHSA) funding for Prevention and Early Intervention to provide services to children prenatal to five and their families (MHSA-PEI 0-5).

MHSA provides direct funding to three MHSA-PEI 0-5 grantees, while First 5 Sonoma County supports their efforts by providing coordination, evaluation, and training services. Learning for Action, First 5 Sonoma County collects evaluation data from grantees to capture program accomplishments and inform ongoing efforts.

The brief summarizes MHSA PEI 0-5 grantee accomplishments between July 2017 and June 2018.

**Mental Health Services Act-Prevention and Early Intervention 0-5 Collaborative.**

- Three agencies: Early Learning Institute, Child Parent Institute, and Petaluma People's Services
- First 5/Behavioral Health Partnership
- Highlights from Learning for Action (LFA) evaluation

**Services offered**

- Screenings
- Case management and referrals
- Parent Support
  - Triple P (Levels 2-5)
  - Parent Education and Support (PEAS)
  - Perinatal mood and anxiety disorder treatment

**Numbers Served in FY 17-18**

- 1647 children and parents were served through MHSA-PEI 0-5 services, including
- 808 children screened/rescreened
- 75 parents participating in Perinatal Mood Disorder treatment

- 553 participants in Triple P
- 57 participants in the PEAS program

The majority of parents were Hispanic/Latino and spoke Spanish as their primary language and the majority of children served were Hispanic/Latino and spoke English as their primary language.

**Outcomes:**

- Decrease in children exhibiting difficult behaviors – 56% of children show positive reliable change on the ECBI Intensity subscale. 63% of children show possible reliable change on the ECBI Problem subscale.
- Decrease in negative parent-child interactions. 31% of parents show positive reliable change on the Family Functioning/ Resiliency scale and 8% of parents show positive reliable change on the Nurturing and Attachment scale. Additionally, parents increase their knowledge of parenting and child development.
- Decrease in Perinatal Mood Disorder (PMD) among identified/treated women
  - **Intervention:** Screenings, referrals, case management, and treatment for women with Perinatal Mood Disorder (PMD).
  - **Result:** 75 parents received services for PMD. Of those who began and completed services during FY 17-18, 19 completed pre and post assessments. The findings reveal decreased levels of depression and anxiety following treatment.
- Increase in children deemed at risk for developmental or social-emotional delays who are referred for follow-up assessments
  - **Intervention:** Developmental & social-emotional screenings. Referrals of at-risk children for assessment.
  - **Results:** Grantees conducted screenings and made appropriate referrals, as shown in the figures to the right. Early identification and intervention for developmental and social-emotional delays contribute to children’s healthy growth and ensure families are connected to necessary services and interventions

Commissioner Hopkins commented that she is in favor PMD services and how there is often little follow up for mothers after birth yet the infant is tracked closely.

**Staff recommends accepting the Evaluation Report on the MHS-A-PEI 0-5 Program.**

*MOTION: MILLER/HOPKINS*

*AYES: BASS SEIBEL, HOLMES, MURRAY, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

**VIII. Contract Recommendations: Quality Counts**

Leah Benz reported on the IMPACT Hub Region 1 Technical Assistance transition plan with Solano County Office of Education (SCOE). Regional consensus is to subcontract with Solano County Office of Education to coordinate activities through end of the contract. SCOE will facilitate regional meetings and decision-making on expenditures and will represent Region 1 at the state level.

**Staff recommendation: One-year contract for FY 2019-2020 (7/1/19-6/30/20) to Solano County Office of Education for \$45,000 for technical assistance for Region 1.**

*MOTION: MURRAY/MILLER*

*AYES: BASS SEIBEL, HOLMES, HOPKINS, MILLER, MURRAY, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

Leah Benz shared an update on the iPinwheel QRIS Database which supports data collection for 124 Sonoma County early learning sites participating in Quality Counts, and recommended renewing the contract.

**Staff recommendation: One-year contract for FY 2019-2020 (7/1/19-6/30/20) to Early Quality Systems for \$27,900 for iPinwheel QRIS Database.**

*MOTION: MURRAY/MILLER*

*AYES: BASS SEIBEL, HOLMES, HOPKINS, MILLER, MURRAY, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

## **IX. Adoption of Updated Commission Bylaws**

Chair Kelly Bass Seibel shared that the Executive Committee met to develop proposed updates to the Commissions bylaws to align with the new ordinance which made significant changes in the Commission's structure.

Highlights included:

- Separating from the administrative support of the County, particularly the fiscal functions will increase the need for Commissioner Engagement and accountability as stewards of public funds. The role of the Commission as having full authority and responsibility for the Prop.10 funding is very clear in the statute.
- Language around attendance requirements on page 4. Section 12 proposes changes related to the Commission's Officers - there is the addition of a Treasurer, given the increased oversight of finances. The County Treasurer has also made a request that the Commission elect a Treasurer. This section also changes the Officer rotation. It has been the custom to take turns as Chair. The proposal is to be more intentional about taking on the increased responsibilities of the Chair, Vice Chair and Treasurer, that nominations of officers be based on capacity, time and interest.
- Officers can also be re-elected for as many years as their Commissioner term-limit allows. This change will create stability and ensure that the Chair and other two officers are prepared to take on the responsibilities.
- As a measure to maintain public confidence in the Commission's transparent and engaged governance, language was proposed regarding Commissioner cell phone use with an exception made for professional or family emergencies.

- Additionally, there is an increased requirement for Commissioners to participate on committees – from one to two. Section 18 outlines the duties of the Executive Director, having expanded in authority and accountability.

Chair Bass Seibel recommended to amend the bylaws in section 9, from shall to may.

**Chair Bass Seibel recommended acceptance of the proposed changes to the Commission’s Bylaws.**

*MOTION: HOLMES/HOPKINS*

*AYES: BASS SEIBEL, MILLER, MURRAY, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

**X. Election of Commission Treasurer**

**Chair Bass Seibel formally nominated Commissioner Cynthia Murray for Treasurer.**

*MOTION: SEIBAL BASS/SHEILS*

*AYES: HOLMES, HOPKINS, MILLER, MURRAY*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

**Adoption of Revised Commission Conflict of Interest Policy**

Chair Bass Seibel presented revisions to the Commission’s Conflict of Interest policy and proposed to reflect the need for greater accountability as an independent entity. This includes an explicit reference to the need to avoid even public perception of a conflict.

**Chair Bass Seibel recommended acceptance to the revision of the Commission Conflict of Interest Policy.**

*MOTION: MURRAY/MILLER*

*AYES: BASS SEIBEL, HOLMES, HOPKINS, SHIELS*

*NOES: NONE*

*ABSTAIN: NONE*

*RECUSE: NONE*

**XI. Adoption of Commission Fund Balance Policy**

Christina Hollingsworth, CPA with Dillwood Burkel & Millar presented the new policy to establish procedures for classifying fund balance as per GASB rule No. 54. Also, to ensure adequate financial resources to meet financial obligations, communicate investments, and ensure adequate capital to protect against unforeseen circumstances.

**Staff recommends adoption of the Commission Fund Policy.**

*MOTION: HOPKINS/MILLER*

*AYES: BASS SEIBEL, HOLMES, MURRAY, SHIELS*

*NOES: NONE*  
*ABSTAIN: NONE*  
*RECUSE: NONE*

**XII. Adoption of Commission Investment Policy**

Christina Hollingsworth presented the new policy to guide Commission’s prudent investment of funds outside of County Treasury. This establishes management of investment activities that will meet daily cash-flow requirements and long-term investments to meet Commission’s future goals.

**Staff recommends adoption of the Commission Investment Policy**

*MOTION: MILLER/SHIELS*  
*AYES: BASS SEIBEL, HOLMES, HOPKINS, MURRAY*  
*NOES: NONE*  
*ABSTAIN: NONE*  
*RECUSE: NONE*

**XIII. CLOSED SESSION – BROWN ACT EXCEPTION: PERSONNEL**

**XIV. Public Report on closed session actions**

The Commission approved the compensation package for the Executive Director, to begin July 1 when First 5 is legally independent.

**XV. Adjourn**

The meeting was adjourned at 4:36pm