

1. Call to Order

Welcome and Introductions by Joe Ayer, Chairperson

Meeting called to order at 2:32 pm

In attendance:

Commission

Joe Ayer
Cindy Vogt
Donnell Ewert
Judie Smith
Bill Schappell

Staff

Wendy Dickens
Elizabeth Poole
Rita Panike

Audience

Susan Wilson
Keith Hunting
Donna Darwin
Karina Lapp
Becky Kime

2. Public Hearing**a. First 5 Shasta 2015-2016 Annual Audit**

Keith Hunting from DH Scott presented First 5 Shasta's Annual Audit for the Fiscal Year 2015-2016. Hunting stated that the audit was very smooth and mostly boring in the financial sense because it was "unremarkable" which is what an organization hopes to have. First 5 Shasta's financial outlook mostly remains unchanged from the previous year. There were no findings to report for this audit.

b. First 5 Shasta 2015-2016 Annual Report

Liz Poole presented First 5 Shasta's 2015-2016 Annual Report

3. Close Public Hearing**4. Public Comment Period**

Members of the public are entitled under the Brown Act (Government Code Section 54950 et seq) to address the Commission on any matter within the Commission's subject matter jurisdiction. The Act prohibits the Commission from taking action or discussing the item unless it is already on the agenda.

5. Consent Agenda**Action Item**

Items are expected to be routine and non-controversial. They will be acted upon at one time without discussion. Any commission member or interested person may request removal of an item from the Consent Agenda for discussion later on the agenda.

- a. Consider Approval of Minutes from August 22, 2016 Commission Meeting
- b. First 5 Shasta Fiscal Report 2015-2016 Final
- c. First 5 Shasta 1st Quarter Financial Report FY 2016-2017
- d. First 5 Shasta 2015-2016 Annual Audit
- e. First 5 Shasta 2015-2016 Annual Report

Motion to approve the Consent Agenda:

Motion/Seconded: Vogt/Smith

Ayes: Ayer, Ewert, Schappell, Smith, Vogt

Nays: None

Motion: Approved

6. Consider Approval of Legal Services**Action Item**

Dickens presented proposals for Legal services from 2 firms, Wells, Small, Flaherty, & Weil and Burgess & Bogener, Inc. The fee for each firm is \$250 per hour. Dickens did not have a preference as to which firm the Commission decided to contract with. Dickens stated that she spoke with Fred Wells from Well, Small, Flaherty, and Weil and felt there was no conflict of interest. Dickens also spoke with Jody Burgess from Burgess and Bogener, Inc. and although they did not feel there would be any conflict of interest Dickens did want the Commission to know that this firm also represents the City of Anderson and Turtle Bay Exploration Park, two partners that First 5 Shasta works with and contracts with. Ayer and Ewert felt that there could be a perception of conflict with Burgess and Bogener. Smith asked to make sure we had a written agreement that outlining service for whichever firm First 5 Shasta contracts with.

The Commission felt the best choice for First 5 Shasta would be Wells, Small, Flaherty, & Weil.

Motion to contract with Wells, Small, Flaherty & Weil for legal services:

Motion/Seconded: Ewert/ Vogt

Ayes: Ayer, Ewert, Schappell, Smith, Vogt

Nays: None

Motion: Approved

7. Consider Approval of 2017 Commission Meeting Schedule

a. Commission Retreat

Action Item

The Commission Retreat (formerly known as Commission Planning Day) will be held in January. The Commission agreed to hold the retreat on Monday, January 9th from 9:00 am – 4:30 pm at a location TBD.

Motion to Schedule the Commission Retreat on January 9th from 9:00 am – 4:30 pm:

Motion/Seconded: Vogt/Smith

Ayes: Ayer, Ewert, Schappell, Smith, Vogt

Nays: None

Motion: Approved

b. 2017 Commission Meeting Schedule

Action Item

Several schedule options were presented to the Commission for 2017. The meeting schedule selected was the second Monday of the month on even numbered months (February, April, June, August, October, December), from 2:30 pm. – 5:00 p.m.

Motion to approve the 2017 Commission Meeting Schedule as selected:

Motion/Seconded: Smith/Vogt

Ayes: Ayer, Ewert, Schappell, Smith, Vogt

Nays: None

Motion: Approved

c. 2017 Admin Committee Meeting Schedule

Action Item

The Admin Committee has always met on the months that the Commission does not meet on the same day and at the same time. The Admin Committee selected to meet on the second Monday of the month on odd numbered months at 2:30 p.m. The Admin Committee will not meet in January due to the Commission Retreat.

Motion to approve the 2017 Admin Committee Meeting Schedule as selected:

Motion/Seconded: Vogt/Smith**Ayes: Ayer, Ewert, Schappell, Smith, Vogt****Nays: None****Motion: Approved****8. Consider Commission Seats for Recommendation to Board of Supervisors****a. Seat #6 Reappoint Joe Ayer for a term of 3 years****Action Item**

Motion to recommend Joe Ayer to the Shasta County Board of Supervisors for the reappointment of seat #6 on the First 5 Shasta Commission for the term of 3 years commencing on January 1, 2017:

Motion/Seconded: Smith/Ewert**Ayes: Ewert, Smith, Schappell, Vogt****Nays: None****Motion: Approved****b. Seat #7 Appoint Ad Hoc Committee Selection for a term of 3 years****Action Item**

The Ad Hoc Committee interviewed 3 candidates for the vacant seat on the Commission. The Ad Hoc Committee felt the best fit for the First 5 Shasta Commission would be Erin Salazar, a Kindergarten teacher at Turtle Bay Elementary School.

Motion to recommend Erin Salazar to the Shasta County Board of Supervisors for the appointment of seat #7 on the First 5 Shasta Commission for the term of 3 years commencing on January 1, 2017:

Motion/Seconded: Ewert/Vogt**Ayes: Ayer, Ewert, Schappell, Smith, Vogt****Nays: None****Motion: Approved****9. Consider Appointment of New Evaluation Committee Member****a. Appoint Jennifer Baker to First 5 Shasta Evaluation Committee****Action Item**

Dickens stated that the Evaluation Committee reconvened in early September with a focus on redefining their role as a committee, setting their meeting schedule for the upcoming year, and to identify any gaps on the committee. The recommendation from the committee was to pursue at least one additional committee member from either the Early Childhood Education arena or an individual from a one of the community organizations that also awards various grants to the community.

Dickens stated that she had approached the Shasta Regional Community Foundation but they were unable to participate. In addition, Dickens also approached Shasta County Office of Education – ECE. The recommendation from SCOE is Jennifer Baker, Executive Director of Curriculum and Instruction.

Motion to appoint Jennifer Baker to the First 5 Shasta Evaluation Committee:

Motion/Seconded: Smith/Vogt**Ayes: Ayer, Ewert, Schappell, Smith, Vogt****Nays: None****Motion: Approved****10. Updates – Anne Fernald**

Dickens reported to the Commission that First 5 Shasta had just brought Anne Fernald to Redding and she did a wonderful presentation to the community on Nourishing Conversation and Lifelong Potential. The overwhelming response from those that attended was positive and very appreciative for the opportunity to listen to her research.

11. **Reports**

- a. **Admin Committee** – Ayer stated that the Admin Committee reviewed First 5 Shasta's contracting procedures and feels that they are still in the realm of what the Admin Committee and the Commission wants. The Committee also feels that with the new legal services that have been selected that it will allow First 5 Shasta to update their contracts and to assure the Commission that the contracts have been vetted legally before the Commission votes on them.
- b. **Evaluation Committee** – The evaluation Committee will meet every other month during 2017 with a focus on developing an Evaluation Plan for Help Me Grow and to assist with the Evaluation of QRIS.
- c. **Executive Director** – Dickens stated that the KRS assessments had been completed for this school year and preliminary information was just starting to come in. In total, 1,375 children were assessed and a more detailed report will be presented at the December meeting.
- d. **Commission** – None!
- e. **Help Me Grow** – Susan Wilson gave the Commission an update on her first month as the Help Me Grow Coordinator. Wilson noted that there are 4 major components to the Help Me Grow – (1) Centralized Telephone Access Point for connection of children and their families to services and care coordination; (2) Community Outreach to promote the use of Help Me Grow and provide networking opportunities for families and providers; (3) Child Healthcare Provider Outreach to support early detection and early intervention; (4) Data Collection and Analysis. Wilson spent quite a bit of time in Meeting and talking with other Help Me Grow communities throughout the country.

Meeting Adjourned: 4:07 pm

UPCOMING SCFC MEETINGS AND EVENTS

First 5 Shasta Evaluation Committee Meeting: November 2, 2016 -11:00 a.m. – 1:00 p.m.

First 5 Shasta Administrative Committee: November 28, 2016 – 2:30 p.m. – 4:00 p.m.

First 5 Shasta Commission Meeting: December 12, 2016 – 2:30 p.m. – 5:00 p.m.

Respectfully submitted,

Rita Panike
Administrative & Fiscal Analyst

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 - b. First 5 Shasta 2015-2016 Annual Report
3. **Close Public Hearing**
4. **Public Comment Period**
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6. **Consider Approval of Legal Services** **Action Item**
7. **Consider Approval of 2017 Commission Meeting Schedule**
 - a. Commission Retreat **Action Item**
 - b. 2017 Commission Meeting Schedule **Action Item**
 - c. 2017 Admin Committee Meeting Schedule **Action Item**
8. **Consider Commission Seats for Recommendation to Board of Supervisors**
 - a. Seat #6 Reappoint Joe Ayer for a term of 3 years **Action Item**
 - b. Seat #7 Appoint Ad Hoc Committee Selection for a term of 3 years **Action Item**
9. **Consider Appointment of New Evaluation Committee Member** **Action Item**
 - a. Appoint Jennifer Baker to First 5 Shasta Evaluation Committee
10. **Updates**
11. **Reports**
 - a. Admin Committee
 - b. Evaluation Committee
 - c. Executive Director
 - d. Commission
 - e. Help Me Grow

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