

**Location of Meeting:** First 5 Shasta, 393 Park Marina Circle, Redding, CA 96001

**Topic:** First 5 Shasta Commission Meeting

**Time:** December 11, 2023, 2:30 PM Pacific Time

## 1. Call to Order

Welcome and Introductions by Brian Cole, Chair.

### Commission

Joe Ayer  
Kathy Barry  
Brian Cole  
Elisabeth Cooper  
Tim Garman  
James Mu  
Miguel Rodriguez  
Cindy Vogt

### Staff

Wendy Dickens  
Elizabeth Poole  
Nicole Brainerd  
Tristen Grantham

### Public

Dominic Evanzia

## 2. 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. Members of the public may speak for up to three minutes on any matter concerning the Commission, with the exception of items related to pending judicial, administrative litigation, or personnel matters. The Act prohibits the Commission from taking action or discussing the item unless it is already on the agenda.

### **Commissioner Recusal Reminder**

All Commissioners are reminded to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest.

## 3. 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. Consider the approval of the following items:

- a. Minutes from October 23, 2023 Commission Meeting
- b. First 5 Shasta Financial Report FY 2023-24 (July-November) Budget to Actual
- c. Policy Updates

Motion to approve the consent agenda:

Motion/Seconded: Ayer/Vogt

Ayes: All

Nayes: None

Motion: Approved

## 4. First 5 Shasta Election of Officers

### **Action Item**

- a. Nomination of Officers
- b. Election of Officers

Motion to approve Joe Ayer as Chair, Brian Cole as Vice Chair and Kathy Barry as Secretary:

Motion/Seconded: Garman/Rodriguez

Ayes: All

Nayes: None  
Motion: Approved

## 5. First 5 Shasta Commission Committee Appointments

### Action Item

Commissioners to select appointments for the First 5 Shasta (F5S) Evaluation and Admin Ad Hoc Committees. Dickens described a possible change to the day and time of the Evaluation & Advisory Committee due to scheduling conflicts with current members.

Motion to approve Admin Ad Hoc to include Brian Cole, Joe Ayer and Cindy Vogt and Kevin O’Rorke, Kathy Barry, and Brian Cole (tentatively) to the Evaluation & Advisory Committee:

Motion/Seconded: Vogt/Ayer

Ayes: All

Nayes: None

Motion: Approved

## 6. Evaluation & Advisory Committee Membership

### Action Item

Cole asked Dickens to talk about the process in selecting Evaluation & Advisory Committee members. Dickens described that the Evaluation & Advisory Committee is a statutorily required meeting and is Brown Acted. The committee participants include stakeholders in the community such as early educators, higher education, county support services, service providers, medical community, etc. The hope is to get information on how best to measure data for impact and get information about the gaps and barriers within the community that F5S can address. Current members include individuals from Partnership Health, Health and Human Services Women, Infant and Children Program (WIC), Shasta County Probation and more.

Motion to approve the 10 members of the Evaluation & Advisory Committee:

Motion/Seconded: Garman/Cooper

Ayes: Aye

Nayes: None

Motion: Approved

## 7. 2024 Commission Calendar

### Action Item

Garman mentioned that the board of supervisor’s calendar year has not been decided which may conflict with the March 19, 2024 meeting.

Motion to adopt the 2024 Commission Calendar:

Motion/Seconded: Vogt/Garman

Ayes: All

Nayes: None

Motion: Approved

## 8. Staff Benefit Package Update

### Action Item

First 5 Shasta does not currently provide vision and dental benefits. The admin committee suggested looking into those benefits. Brainerd did some research and heard back from the vision insurance companies but not the dental insurance companies. Ayer mentioned going through an insurance broker for better rates and not directly through the insurance companies.

The commission would like to postpone this action until the next commission meeting when more information becomes available. There was no action.

**9. Updated First 5 Shasta Salary Scale****Action Item**

Dickens described that some of the position scales did not match the market value. The benchmark was 2-3 percent on each side of the market value. Poole added that the position descriptions were also looked at as things have changed over time. Vogt asked if the current scale was put into place 3 or 4 years ago, Dickens confirmed that it was 4 years ago. Vogt asked if the salary increase would be covered under proposition 10 dollars or the other grants. Poole described that some of the increases would be covered under other funding sources. Cole and Ayer expressed their support for the salary increase and the work that was put into obtaining the information.

**Motion to approve the updated salary scale:**

**Motion/Seconded:** Ayer/Vogt

**Ayes:** All

**Nayes:** None

**Motion:** Approved

**10. Healthy Babies – Creekside Counseling Center Contract Revision****Action Item**

Poole described that the Healthy Babies program has been funded since 2011 with Creekside Counseling Center (Creekside) and Northern Valley Catholic Social Services (NVCSS) to provide case coordinating services to mothers who are experiencing maternal depression, anxiety and other challenges to mothers who are pregnant or have children under the age of 2. There has been an overall increase in referrals and are expected to see a significant increase in 2024. NVCSS has had staffing changes which means they can only serve a limited number of clients. NVCSS is projected to have unspent funds at the end of the year and would like to reallocate their \$10,600 funding to Creekside Counseling as Creekside is now picking up these cases. These contracts end in June 2024 and F5S will go back to bid next year to bring in more partners to the Healthy Babies program. Vogt asked if we think the \$10,600 is going to be enough money for Creekside, Poole confirmed based on what Creekside has projected. Ayer mentioned that since this will not be a contract amendment for NVCSS, they could technically still bill F5S at the end of the year for \$10,600. Poole is confident that will not happen based on their funds being underspent the last 3 years. Ayer asked if we were requesting funding from Health and Human Service Agency (HHSA), Dickens replied that we are not asking HHSA to increase funding at this time due to the longer contracting process with the county and the need from Creekside is immediate. Rodriguez asked if there was an increase since COVID, Poole replied that there is an increase since COVID and an increased utilization of the services since the beginning of the program. Rodriguez also asked if there was a gatekeeper for the referrals, Poole replied that HHSA is the gatekeeper who then screens and coordinates with the client to then refer to the Healthy Babies program. Meetings between F5S, Creekside, NVCSS and HHSA are every other month to stay on top of numbers and billing of the program.

**Motion to approve Creekside Counseling Center contract revision:**

**Motion/Seconded:** Vogt/Garman

**Ayes:** All

**Nayes:** None

**Motion:** Approved

**11. Reports**

A report on topics and important information related to the committee or position.

**a. Admin Ad Hoc**

Dickens highlighted that there will be a new process put in place to ensure a timely procedure for the Executive Director evaluation. The chair is responsible for conducting the evaluation process and getting feedback from the community and staff. Evaluation & Advisory Committee  
No meeting to report.

b. Executive Director

Most of the new fence has been installed, the remaining part will be accomplished in the next couple of weeks. There are some additional drywall issues that will be addressed in the upcoming fiscal year. Week of the Young Child grants are open to applications this week. Dickens and Grant Coordinator, Jackie Scott will be presenting at the First 5 California Health, Care and Education Summit in the new year.

c. Commission

Cole talked about holiday giving. Ayer mentioned that people can adopt a senior through Connected Living. Ayer also mentioned that the food bank expansion is hoping to be done by February. Barry gave a shout out to Dickens and her support of the literacy event Right to Read on January 8<sup>th</sup>.

The meeting was adjourned at 3:44 p.m.

Submitted By,

Tristen Grantham

