

**Location of Meeting:** CR Gibbs, 2300 Hilltop Dr, Redding, CA 96002

**Topic:** First 5 Shasta Commission Planning Day Meeting

**Time:** May 8, 2023, 9:00 AM Pacific Time (US and Canada)

## 1. Call to Order

Welcome and Introductions by Brian Cole, Chair.

The meeting was called to order at 9:14 a.m.

### Commission

Joe Ayer  
Kathy Barry  
Brian Cole  
Stephanie Cooper  
Tim Garman  
Kevin O'Rorke  
Miguel Rodriguez  
Cindy Vogt

### Staff

Wendy Dickens  
Elizabeth Poole  
Nicole Brainerd  
Tristen Grantham  
Alexis Duffy  
Doug Woodworth  
Jessica Watkins  
Megan Johnson  
Tia Luntey  
Jackie Scott

### Public

Stephanie Byars  
(presentation)

## 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. Consider approval of minutes from April 24, 2023 Commission Meeting

Action Item

Motion to approve minutes from April 24, 2023:

Motion/Seconded: O'Rorke/Ayer

Ayes: Ayer, Barry, Cole, Garman, Cooper, O'Rorke

Abstention: Vogt

Nays: None

Motion: Approved

## 4. Brown Act/Policy Review

Dickens reviewed the Brown Act regarding the teleconference and communication requirements.

## 5. Reports

- a. Admin Ad Hoc
- b. Evaluation & Advisory Committee
- c. Executive Director
- d. Commission

Ayer talked about the need for funding for food and security for the food bank. Cole thanked the staff and commission for the day.

## 6. Staff Presentations

Duffy briefly reviewed the Quality Counts North State system and funding.

Johnson discussed the WIC Books 4 Kids program and highlighted some of the trainings that have happened through First 5 Institute this fiscal year.

Woodworth presented data and evaluation findings from the program year.

Scott reviewed highlights from Week of the Young Child (WOYC) and the upcoming Practitioners Voice of California grant.

Poole reviewed the Healthy Babies Program as well as updated the commission on Home Visiting Coordination grant with local next steps as well as regionally.

Dickens passed out the new proposed strategic plan for commissioners and staff to review.

Stephanie Byars gave a presentation on Early Literacy and the importance and efforts of early literacy within Shasta County.

Dickens led the group through an activity. Staff and commissioners presented ideas on where we could invest more into communication and advocacy in the community.

Brainerd presented a series of budget slides with projections of future First 5 Shasta Proposition 10 and 56 funding. There is currently 1.8 million in the fund balance. Ayer was intrigued about the actual decline and how the projections from the state do not align.

Brainerd continued the conversation around decreased revenue and noted that F5S leverages outside funding to allocate staff time within each grant. Brainerd gave a snapshot of what funding would look like with deficits if we did not leverage those grants.

Dickens mentioned that contracts with Modoc and Trinity could potentially add some funding with the ability to allocate Wendy's time more diversly.

Vogt mentioned that more funding is equated to more work and inquired about the capacity for staff to do that work. Dickens replied that there is opportunity to leverage and shift around work internally so that one staff member isn't too burdened. There are staff meetings around contracts and administration so that there are continued conversations about workload and capacity. Dickens also mentioned that the team works very well together and there are other benefits to working at F5S that provide value such as working from home and the ability to bring babies to work. Dickens emphasized her appreciation of the team and the ability to work very well together. The commission members commended the staff for their great efforts and noted that the changes over the last few years internally have perhaps created long-term staffing.

Dickens and Poole initiated a discussion with the commission regarding the possible decrease in grant funding awards and our priorities moving forward. Ayer asked why F5S would want to decrease the funding into the community. Dickens replied that we are not entirely sure how the flavor ban will affect the funding we receive. The state is projecting an upwards of 47% decline in revenue over the next year. Poole added that since F5S isn't aware of the actual effects of the decline in revenue, we don't want to put something into the community that we might have to revoke. Ayer replied that taking away 20K in grants would not do much if there were such a heavy

decline in revenue. Ayer also added that Shasta County needs to be prioritized. Vogt agreed but felt it is more complicated to not work well with our neighboring counties. Garman asked if there was an exact number to consider the decrease in funding. Dickens hoped to plant seeds and have the commissioners think about where F5S could cut costs. Scott added that certain grants are more successful than others. Ayer countered that the commission is not here for the day to day and trusts the opinion of the staff about what grants are impactful in the community. Dickens mentioned that since the commission is our fiduciary oversight, F5S staff needs to the commission for decision making. Dickens also mentioned the there is funding available in the community reserve.

Vogt asked if F5S were to cut back on grants if there would be an impact of the strategic plan outcomes. Dickens confirmed that there would be an impact in some ways. Vogt asked which grants have the greatest impact. Scott replied that Good Neighbor and WOYC grants. Poole suggested that Goal Specific grants could be better impacted if we leverage with other partners to contribute funding.

Cole suggested the commission identify what percentage of funding F5S could cut back and then the staff would bring a proposal back to the commission based on that input. Cole thanked the staff for being proactive in looking at the potential decrease that is ahead. Ayer emphasized that the F5S fund balance is something that should be used if need since the decreased funding actuals are not available until time goes continues. Dickens mentioned that the budget will be voted on at the next meeting. The commission agreed that coming back with a budget with a 10% decrease without adjusting staff and salaries would be helpful for discussion. F5S staff would in turn, come back to the commission with information about which grants and funding within the community has the most impact.

Dickens asked the commission what they would like to be more involved. Cole asked staff to let them know which events they should prioritize and to communicate those events to the commission throughout the year.

The meeting was adjourned at 3:01 p.m.

Submitted by,

Tristen Grantham