

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

Topic: First 5 Shasta Commission Meeting

Time: June 27, 2022, 02:30 PM Pacific Time (US and Canada)

1. Call to Order

Welcome and Introductions by Kevin O'Rourke, Chairperson

Commission

Kathy Barry
Brian Cole
Joe Chimenti
Cindy Vogt
Kevin O'Rourke
Cindy Dodds

Staff

Wendy Dickens
Elizabeth Poole
Nicole Brainerd
Tristen Grantham

Public

Brian Scarr

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.

- a. Consider Approval of Minutes from May 23, 2022, Commission Planning Day Meeting
- b. First 5 Shasta Financial Report FY 2021-22 (July-May)

Motion to approve Consent Agenda:

Motion/Seconded: Chimenti/Vogt

Ayes: Barry, Cole, Chimenti, Dodds, O'Rourke, Vogt

Nayes: None

Motion: Approved

4. Website Contract with Lone Fir Creative

Action Item

Dickens described that a review team met and selected Lone Fir Creative to redesign the first5shasta.org website. There will be a meeting with staff and the developers around further defining First 5 Shasta (F5S) brand narrative. O'Rourke asked how much local control F5S has over branding. Dickens discussed that F5S does have a large control over branding if it doesn't hinder any statutory requirements.

Motion to approve contract with Lone Fir Creative:

Motion/Seconded: Dodds/Chimenti

Ayes: Barry, Cole, Chimenti, Dodds, O'Rourke, Vogt

Nayes: None

Motion: Approved

5. Commission Renewals 2023

Action Item

Commissioner terms for Brian Cole, Cindy Dodds and Joe Ayer will expire January 1, 2023. Joe Ayer, Cindy Dodds and Brian Cole commitment to renew their seats was confirmed by the Commission.

Motion to approve Commissioner terms for Brian Cole, Cindy Dodds and Joe Ayer:

Motion/Seconded: Chimenti/Vogt

Ayes: Barry, Cole, Chimenti, Dodds, O'Rourke, Vogt

Nayes: None

Motion: Approved

6. Funding Plan Revision

Action Item

Dickens talked about adding funding to Week of the Young Child (WOYC) and Help Me Grow (HMG) budgets due to the cost increases. HMG was not able to receive funds in 21-22 through Dignity Health due to a technical application error. The award amounts need an increase for WOYC grant as they haven't been increased in years. Help Me Grow needs a \$20,000 budget increase to \$170,000 per year. Week of the Young Child needs a \$5,000 budget increase to \$20,000 per year.

Motion to approve Help Me Grow funding revision:

Motion/Seconded: Dodds/Vogt

Ayes: Barry, Cole, Chimenti, Dodds, O'Rourke, Vogt

Nayes: None

Motion: Approved

Motion to approve Week of the Young Child funding revision:

Motion/Seconded: Cole/Chimenti

Ayes: Barry, Cole, Chimenti, Dodds, O'Rourke, Vogt

Nayes: None

Motion: Approved

7. Retirement Plan Vendor Selection

Action Item

Dickens felt staff needed to have additional retirement plan options in addition to a 457(b). For the best interest of the agency, there is an additional 401(a) account available to staff. Currently, employees cap out at \$20,000 per year within the 457(b). By switching the 457(b) from Equitable to Principal, F5S will save about \$2,800 a year. Staff will also have access to financial advisement and trainings.

Motion to approve the retirement plan with Principal:

Motion/Seconded: Chimenti/Cole

Ayes: Barry, Cole, Chimenti, Dodds, O'Rourke, Vogt

Nayes: None

Motion: Approved

8. Auditor Selection

Action Item

First 5 Shasta is required to go out for RFP every three years. The Admin Ad Hoc review team met and reviewed each audit proposal. The Admin Ad Hoc recommends is Jensen Smith Certified Public Accountants for audit services for fiscal years June 30, 2022, June 30, 2023 and June 30, 2024 at a cost totaling \$43,025.00 for all three (3) years. Jensen Smith works directly with other First 5's throughout the state and is familiar with the Commission.

Motion to approve Jensen Smith as auditors:

Motion/Seconded: Dodds/Barry

Ayes: Barry, Cole, Chimenti, Dodds, O'Rourke, Vogt

Nayes: None

Motion: Approved

9. Reports

a. Admin Ad Hoc

The Admin Ad Hoc committee met and discussed the retirement options and the selected the auditors for recommendation to the Commission.

- b. Evaluation Committee
The Evaluation committee did not meet.
- c. Executive Director
The grants for the new fiscal year will be opening July 1, 2022. Champions for Children event was very successful and according to counts there was about 350 nonmembers of Turtle Bay Exploration Park children between the ages 0-8. The Help Me Grow website is now in the development stage and should be available soon. Currently obtaining bids for landscape maintenance and the alarm/fire system for the building. Lone Fir Creative (MC2Design) will be hosting a StoryBrand session for staff and Commissioners to help build a better website and brand. Dodds inquired who was granted Goal Specific Project (GSP) grants. Poole described that F5S awarded GSP grants to Columbia Elementary School to support equipment for DRDPs, ASQ's and other screenings. KIXE for a big community story time event and equipment for ongoing community activities. TCCN for a new outdoor shed. NVCSS for technology for their home visiting program. Ready for Life to enhance their playroom for visitations for parents and kids to interact with. YMCA to continue to provide enrichment classes for toddlers and preschoolers.
- d. Commission
Miguel Rodriguez is now over Children and Adult Services as HHSA.

10. Adjournment to Closed Session:

Adjournment to Closed Session during this meeting to consider and/or take action upon the following items:

- a. Public Employee Performance Evaluation (G.C. 54957)
 - Title: Executive Director

Adjournment to closed session at 3:12 p.m. The meeting was adjourned at 3:40 p.m.