

**FIRST 5 COLUSA  
CHILDREN AND FAMILIES COMMISSION**

**Minutes of Public Meeting  
Thursday, October 6, 2011**

The meeting of the First 5 Colusa Children and Families Commission was called to order at 10:04 a.m. at the First 5 Office, 217 9<sup>th</sup> Street, Suite B, Colusa, California. Commissioners Dolores Gomez, Caroline Roady, Ginger Harlow and Kim Vann were present constituting a quorum to begin the meeting led by Commissioner Dolores Gomez, Chair.

Absent: Elizabeth Kelly

Staff in attendance: Jennifer Long, Executive Director

Public in attendance: Tedd Mehr, Lora Ceccon, Kay Spurgeon

Items discussed in accordance with the publicly posted agenda were as follow:

**2. Announcement of Recusals**

None

**3. Approval of Minutes: August, 4, 2011 Meeting Minutes**

Minutes were reviewed. Commissioner Harlow moved to approve the minutes as presented; motion seconded by Commissioner Roady. The motion passed unanimously by voice vote (3/0).

**4. Review of the Financial Report**

A total of 21 claims were presented as paid or outstanding invoices for a total of \$18,958.53. Commissioner Roady moved to approve and pay claims as presented; motion seconded by Commissioner Harlow. The motion passed by voice vote (3/0).

**5. Public Comment and Unscheduled Matters**

Kay Spurgeon, County Superintendent of Schools announced that the Partners in Education meeting is scheduled for Oct. 26<sup>th</sup>. The main focus of this group is gang awareness.

Commissioner Vann joined the meeting at 10:25 a.m.

## **6. Review of Commission Policy and Procedure Manual**

At Commissioners Gomez's request, the Commission contracted attorney was present at the meeting to assist in clarifying questions and concerns related to Commission assigned employees in relation to the employment contract with Colusa County One-Stop. Mr. Mehr clarified with Commissioner that the way they have established the employment relationship with the One-Stop and in their written Policies, it is in the best interest of the Commission for Commissioners to have relationship with any employee except their Executive Director. This allows the Commission to not be involved in any personnel issues, person relationships, etc. Discussion was held regarding this matter and the Commissioners felt they had a better understanding having the attorney advise them.

## **7. Commission Members**

With Commissioner Harlow taking on a new position within County Office of Education, discussion was held on how best to organize the Commission Membership. Direction given to staff to reclassify Commissioners membership to reflect the positions they hold for employment.

## **8. Public Hearing-10:30 a.m.**

Chair Gomez opened the hearing at 10:50 a.m..

- Fiscal Year 2010/11 Annual Audit: Ms. Long provided a brief overview of the Annual Audit and stated there were no findings.
- Fiscal Year 2010/11 Annual reports: Ms. Long provided a brief overview and highlights from programs.

Chair Gomez closed the hearing at 11:00 a.m. p.m.

## **9. Approval of Fiscal Year 2010/11 Annual Audit & Annual Report**

Fiscal Year 2010/11 Annual Audit & Annual reports were reviewed. Commissioner Roady moved to approve the audit and reports as presented; motion seconded by Commissioner Harlow. The motion passed unanimously by voice vote (4/0).

## **10. Rental Agreement for Commission Office**

Ms. Long explained that the contract has been signed per direction given at the August meeting to allow staff to move into the new office. Commissioner Harlow moved to approve the back dated contract as presented; motion seconded by Commissioner Vann. The motion passed unanimously by voice vote (4/0)

## **11. Fiscal Year 2011/12 Funding for Family Action Centers of Colusa County**

Ms. Long provided the Commission a copy of the contract for non-staffing related expenses for the Family Action Centers in Arbuckle and Williams. Commissioner Roady moved to approve the contract as presented; motion seconded by Commissioner Vann. The motion passed unanimously by voice vote (4/0)

## **12. Strategic Planning Process**

Discussion was held regarding the process for updating the Commission's Strategic Plan. Commissioner decided not to seek outside services for writing the plan due to financial concerns and the fact that staff has the skills necessary to complete the project. Town Hall meetings will again be held in every community with Commissioners present to help facilitate the discussions and seek community input. Direction was given for staff to build a survey, both written and on-line for those not able to attend the meetings to complete. Commissioner Harlow will assist in questions for the survey.

## **13. Executive Director Report**

Ms. Long provided the Commissioners with an oral report regarding progress with Potter the Otter, CARES Plus and that the Commission has already received it's augmentation funds from the State Commission and the amount was a bit higher than anticipated.

## **14. Closed Session: Executive Director Evaluation**

Announcement of closed session: Evaluation of Executive Director finalized with a positive evaluation. Direction given to update Policy & Procedure Manual to include grievance policy, social media policy & Commission property policy.

## **15. Adjournment**

The meeting was adjourned at 12:28 p.m.

The next scheduled meeting will be held on Thursday December 1, 2011, 10:00-noon at the First 5 Colusa Office.

Minutes prepared by Jennifer Long, Executive Director

Attachment A: Financial Report and Balance Sheet

Attachment B: Annual Audit & Reports

Attachment C: Rental Agreement

Attachment D: FACCC Contract