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Mandated Commissioner

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Lake County Office of Education
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Mandated Commissioner

Crystal Markytan
Director-Social Services Dept.
Mandated Commissioner

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Supervisor-District 4
Mandated Commissioner

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Kindergarten teacher-retired
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Susan Jen (8/20)
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Allison Panella (8/19)
Director-Hope Rising
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Sutter Lakeside Hospital
Commissioner at Large

STAFF

Carla Ritz
Executive Director

Vicki Hays
Secretary II

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FIRST 5 LAKE COMMISSION – REGULAR MEETING

Wednesday, May 8, 2019 at 2:00 p.m.

Lake County Office of Education – Kesey Room
1152 S. Main Street, Lakeport, California 95453

MINUTES (draft)

Commissioners present: C.Swatosh, C.Markytan, T.Scott, D.Barnes, P.Klier, A.Panella

Commissioners absent: B.Falkenberg, D.Pomeroy, and S.Jen

First 5 Lake staff: C.Ritz and V.Hays

First 5 Lake evaluation consultant: Crystal Duarte, SEI

Community Members: Mary Prather, Susan Dalen and Brianna Fitchett-Easterseals; C.J. Jordan; Jaclyn and Franklin Ley-Mother-Wise; Kendra Cramer-Partnership Health Plan; James Isherwood-Dept. of Behavioral Health; Angela Cuellar-Marroquin-LCOE; Jaleen White-Lake Family Resource Center/Breastfeeding Coalition; Kim Tangermann-Lakeview Health Center; Tom Jordan-Scotts Valley Band of Pomo Indians

I. Meeting was called to order by Vice Chair Swatosh at 2:03pm as Chair Falkenberg was absent.

II. Introductions were given.

III. Approval of 4-10-19 regular meeting minutes – P.Klier motioned to approve minutes as presented; A.Panella 2nd, motion carried.

IV. Approval of March 2019 Financials – C.Ritz gave an overview of the income and expense report and narrative. C.Markytan motioned to approve financial statements as presented, Tina Scott 2nd, motion carried.

V. Approval of At-Large Commissioner Term Renewal – Chair

a. Allison Panella - extension of 2-year term to end 8/21

b. Carly Swatosh - extension of 2-year term to end 8/21

C.Markytan motioned to approve C.Swatosh and A.Panella for another 2-year term ending August 2021. P.Klier 2nd, motion carried with C.Swatosh and A.Panella abstaining. First 5 staff to request appointments be put on the Board of Supervisors agenda.

VI. Executive Director's Report – C.Ritz

The Community Visioning Forums (Town Halls) on health and wellness are starting up again next week - Tues. May 14, Wed. May 15 and Thurs. May 16 and C.Ritz will serve on the panel, along with several other First 5 Lake Commissioners. E.D. reviewed highlights from the written report, submitted separately.

- VII. Approval of 2019 - 2024 F5L Strategic Plan – C.Ritz went over the draft strategic plan, focusing on the sections that had been changed since the last review (Strengths, Challenges, Evaluation, Roles, Join us) C.Markytan remarked it is very readable and that the graphs made sense. She also noted she was surprised about the expected growth of enrollment in schools for the upcoming year. C.Markytan stated that the Unique Strengths section truly captures the community. Unique challenges section: A.Panella stated that geographic barriers can be a strength, as her family moved here from an urban area and the remoteness of Lake County has actually been a blessing. T.Scott said she liked the fact that the “Strengths” section comes before the “Challenges” section. C.Markytan noted that the Plan addresses the challenges that affect children and families in our county. C.Swatosh said the box in the bottom we should consider adding another bullet that ties everything in better, like poverty does. T.Scott said it was difficult seeing that out of a total 3% Native American population, 63% live in poverty and wondered, “How do you measure hope?” ED commented that we do have a June meeting, so if changes have to be made, we can bring it back for approval then. Reviewing the Roles section, C.Ritz asked for feedback... Does the Commission view itself with an advocacy role? Should individual Commissioners also be considered advocates for early childhood? This question seemed to spark discussion during the cannabis legalization talks the previous year. C.Ritz asked the Commissioners if they wanted to add anything. P.Klier said it looked good. C.Markytan responded that the plan “gives us something to aspire to.” A.Panella asked for ED to add “advocates” as part of commissioner’s roles and C.Markytan agreed. Additional formatting suggestions were given for the final pages and noted by F5L staff. A.Panella motioned to postpone approval of the 2019-24 Strategic Plan until the June meeting in order to give F5 Lake staff time to make the recommended changes; C.Markytan 2nd, motion carried.
- VIII. Review of 2019-2020 Evaluation Plan – Crystal Duarte shared she tried to align the Evaluation Plan with First 5 Lake’s draft Strategic Plan taking into consideration the fact that we also have all new grantees. The Evaluation Plan attempts to draw the connection between individual grantee’s program objectives and goals and what the commission is trying to achieve. She noted that some details of the Evaluation Plan are “in flux”, as it is a living document, but they will be adjusted as needed.
- SEI provides a quarterly status report twice a year to keep the commission better informed. SEI provides First 5 with a year-end Annual Evaluation report which is used in reporting demographics for First 5 CA Annual Report, which only allows a brief description (limited # of words) to detail what each county is doing.
- IX. Approval of 2019 - 2022 Grant Contracts – C.Ritz stated the commission has already approved the amounts and programs. The negotiation process that followed, involved asking what the grantees could do with the amount of funding that was approved. A copy of the Master Contract was given to County Counsel to review which came back with minor wording changes which were then incorporated. First 5 has received signed contracts back from Sutter Lakeside Hospital (SLH), and Easterseals Bay Area (ESBA), but at the time of the meeting, we had not received signed contracts back from the Lake County Office of Education (LCOE). It was recommended to approve the contracts individually. A.Panella motioned to approve the 2019-22 contract for ESBA, P.Klier 2nd the motion, motion carried; C.Markytan motion to approve the 2019-22 contract for LCOE, T.Scott 2nd, motion carried with C.Swatosh abstaining. T.Scott motioned to approve the 2019-22 contract for SLH, A.Panella 2nd, motion carried with Dr. Barnes abstaining. The Chair was unavailable to sign the contracts at the meeting, but will do so ASAP and F5L staff will ensure signed copies are distributed to each of the grantees.
- X. Approval of 2018-19 Special Projects Funds Use – C.Ritz reported that the fiscal year is coming to a close with the rest of May and all of June remaining to spend the budgeted Special Projects funds. There is approximately \$12,000 remaining in Special Projects fund as of this date. One option would be to use the \$12K to offset the contribution made to Mother-Wise earlier in the year which came out of F5L’s reserves. Another option is to spend the amount as budgeted in a variety of ways. C.Ritz went over options for spending the funds as listed in the meeting documents. T.Scott and C.Swatosh both stated

they especially like the Free Family Movie. A.Panella shared there is a new Community Benefit Specialist at SLH, and if First 5 could support this year's Heroes of Health & Safety Fair (as they've done in the past), she would recommend that. ED says the event occurs in Oct. which is during the next fiscal year. C.Ritz mentioned F5L had done radio ads in the past, but PSA's are free. However, when you pay for advertising you get more control over when the ads are played and how frequently. C.Markytan asked "what about billboards?" C.Ritz had brought up this idea in the past, but it didn't receive a lot of support at that time. She noted that she supports the use of "lots" of billboard ads to saturate the area with a given message, and not just one. T.Scott said that Lake County Transit is bringing back ads on buses too. C.Swatosh said she'd like to see the First 5 logo on the totes given out at the Free Movie Event. After further discussion, T.Scott motioned to approve the use of \$400 for the Free Family event, \$1,600 for the purchase of giveaways, \$250 to sponsor the Comfort Station at the Lake Co. Fair, and \$300 for the purchase of 2 First 5 Lake banners. C.Markytan 2nd, motion carried.

- XI. Approval of Grant Extension and Program Update– Jaclyn Ley, Mother-Wise
Jaclyn Ley gave a presentation about the Mother-Wise program. She noted that she hopes to hold the first board meeting next week. Her husband, Frank is helping to draft by-laws, which will need to be ratified. They also have to open a bank account, then they will submit their application for becoming an officially recognized 501(c)3 which takes from 6-9 months. Jaclyn requested that F5L extend the timeline for the use of the unspent money they were granted by the Commission November. A.Panella asked if First 5 was holding the money. C.Ritz responded that since MW is currently not a stand-alone entity, but rather a community program, they do not have the means for us to contract with them and make grant payments, so First 5 Lake has the funds allocated to MW set aside within its own accounting records and designated for use by the program. C.Markytan noted that it sounded as if MW was in a transitional period right now. C.Swatosh questioned whether or not MW would be required to provide monthly updates once they attain their nonprofit business status. C.Ritz said she wouldn't recommend monthly reports, but rather quarterly updates as is required for all other grantees. C.Markytan said it's a great program and was pleased to see how many attended the proclamation for Maternal Mental Health Awareness month at the Board of Supervisors on Tuesday. T.Scott said that Jaclyn Ley has been very responsible with the money. Jaclyn said getting community involvement has been the hardest part of her job. C.Markytan motioned to approve a one-year grant extension for MW, with no addition of funds but rather one additional year for the spend down of the previously awarded funds, D.Barnes 2nd, motion carried.

- XII. Commissioner's Reports – Updates on relevant information concerning budget issues, legislation or activities relating to prenatal-to-5 programs

A.Panella shared a dream she was pondering... "What if every baby born in Lake County was provided a \$25 scholarship to start a college fund?" This may in turn "plant a seed" and build community hope. C.Markytan responded she thought this was a wonderful idea to inspire hope in the community.

T.Scott reminded all that her district's Community Vision Forum will be on Thurs., May 16 beginning at 6:30 at the Soper Reese Theater.

C.Swatosh reported the Kindergarten roundups are all complete except for Upper Lake (May 15). She's received some very positive feedback that there has never before been such a wide spread effort to promote kindergarten readiness and early sign ups. Also, United Way approached First 5 about the possibility of receiving backpacks for children under age 5 to promote school readiness. First 5 partnered with LCOE to distribute the backpacks to families with low socio-economic status or English language learners as first priorities; also distributed to KUSD, Lucerne and U.L. (which all met the United Way requirements). She was pleased to be able to give them out now before fire season in case of evacuation. Then, United Way offered to give even more. They are currently in storage for the next distribution. C.Ritz said the only feedback she had was that the backpacks say "United Way of the Wine

Country" and there may be some parents or school leaders who would oppose that for their child's backpack.

- XIII. Public Comment & Announcements – Open forum where any member of the public may speak on items within our scope but not appearing on the agenda (*5 min limit please*)

Angela from Lake County Child Care Planning Council shared that this year's Early Childhood Education Awards are Friday, May 10 beginning at 6:00p.m. in Fritch Hall at the Lake County Fairgrounds. She also wanted to thank F5L for sponsoring two awards again this year.

- XIV. This meeting was adjourned at 4:12 p.m. The next meeting will be held **Wednesday, June 26, at 2:00 p.m. at the Dept. of Social Services, located at 15975 Anderson Ranch Parkway, Lower Lake.**