


FIRST 5
BUTTE COUNTY
CHILDREN & FAMILIES COMMISSION
COMMISSION MEETING MINUTES
Friday, April 30, 9 a.m. to noon

ADMINISTRATIVE AGENDA

1 Chair- Call to Order

The Chair called the meeting to order at 9:02 am

2 Chair- Identification of Alternate Commissioners

If Alternate Commissioner(s) are needed, they shall be selected in the following order:
Justin Margolis, Matthew Reddam, Wendy C. Brown, Bobby Jones Sr.

Commissioners Present: Shelby Boston, Dr. Shaun-Adrián Choflá, Dr. Shelley Hart, Scott Kennelly, Dr. Holly Kralj, Tami Ritter, Dr. Lourdes Valdez, Seng Yang, Danette York

Alternate Commissioners Present: Wendy Brown, Justin Margolis, Matthew Reddam

Commissioners Absent: Bobby Jones Sr.

3 Agenda Review

4 Public Comment

Public Comment allows members of the public to comment generally on matters within the Commission's purview but are not on the agenda. Members of the public may address the Commission for up to three minutes. The Commission cannot take action on any matter not listed on the agenda, but may provide staff direction.

Diana Sanchez, Butte Baby Steps Program Manager, announced her resignation from her position and introduced Tarrah Selland as the new Program Manager. Ms. Sanchez announced that she would be joining the Healthy Families America National team to support HFA programs nationwide.

Michelle Lucero announced her promotion to the Director for the Child Development Programs and Services Department at Butte County Office of Education. She shared some upcoming activities: Help Me Grow Learning Session focused on Kindergarten Readiness for parents; Connection Café with a focus on perinatal services; Developmental Screening Promotion through social media channels

CONSENT AGENDA

Items listed in the Consent Agenda are approved as a set without discussion or individual motions. Individual items may be removed from the consent agenda during Agenda Review or Consent Agenda on the request of any one member. Items not removed will be adopted by general consent without debate. Removed items will be placed in Regular Agenda.

5 [First 5 Butte Commission Meeting Minutes from February 26, 2021](#)

6 [Recommend re-appointment of Commissioners Hart, Valdez and Yang](#)

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Dr. Lourdes Valdez Seng Yang Danette York
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Commissioners Hart, Valdez and Yang terms set to expire June 30, 2021. Commissioners request the Commission recommend their reappointment.

No items were requested pulled or objected to, the consent agenda passed.

REGULAR AGENDA Presentation/Discussion/Possible Action

Public Comment is invited at each agenda item. Agenda items may be taken out of turn. Members of the public may address the Commission for up to three minutes.

- 7** **[Northern Valley Catholic Social Services- Butte Baby Steps](#)** **ACTION**
Consider allocation of \$2,000,000 to Northern Valley Catholic Social Services (NVCSS) to provide 5 years of Butte Baby Steps home visiting services, with contract renewal Sole Source Justification. Allocate up to \$433,000 to NVCSS for Butte Baby Steps services for FY 2021-22 budget, and delegate authority to Director Bauer to negotiate a corresponding scope of work and evaluation plan for approval by the Strategic Plan and Evaluation Committee at their May 21, 2021 meeting.

Motion to approve the allocation of \$2,000,000 to NVCSS to provide five years of Butte Baby Steps home visiting services with a contract renewal Sole Source Justification.

Motioned/Seconded: Boston/Kennelly

Ayes: Boston, Choflá, Hart, Kennelly, Kralj, Ritter, Valdez, Yang, York

Nays: None

Abstentions: None

Commissioner Kralj stated she was grateful ongoing for the support that Butte Baby Steps provides to families, and to the people who are doing the hard work in the field.

- 8** **[Hmong Cultural Center- Tu Tus Menyuum](#)** **ACTION**
Consider allocation of \$450,000 to Hmong Cultural Center of Butte County (HCCBC) to provide five years of Tu Tus Menyuum (Raising the Child) services, with contract renewal Sole Source Justification. Allocate up to \$98,447 to HCCBC for Tu Tus Menyuum services for FY 2021-2022 budget, and delegate authority to Director Bauer to negotiate a corresponding scope of work and evaluation plan for approval by the Strategic Plan and Evaluation Committee at their May 21, 2021 meeting.

Commissioner Yang recused himself and went to the virtual waiting room prior to the discussion about Item 8.

Motion to approve the allocation of \$450,000 to HCCBC to provide five years of Raising the Child services with a contract renewal Sole Source Justification.

Motioned/Seconded: Boston/Ritter

Ayes: Boston, Choflá, Hart, Kennelly, Kralj, Ritter, Valdez, York

Nays: None

Abstentions: None

Commissioner Yang returned from his recusal and was informed that funding for the Hmong Cultural Center of Butte County was approved for Tu Tus Menyuum services.

- 9** **[Commission Policies and Procedures](#)** **ACTION**
Consider approval of Policy and Procedure Manual section for Fiscal & Operations

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Motion to approve the Fiscal & Operations Policies

Motioned/Seconded: Kralj/Hart

Ayes: Boston, Choflá, Hart, Kennelly, Kralj, Ritter, Valdez, Yang, York

Nayes: None

Abstentions: None

10 Commission Memorandum of Understanding

ACTION

Consider approval of a MOU between the Commission and the Butte County Department of Public Health

Prior to discussing Item 10, Commissioner York stated that she would recuse herself.

Director Bauer provided an overview of the terms of the MOU. Commissioners praised the hard work and collaborative spirit.

Motion to approve the Memorandum of Understanding between the First 5 Butte County Children and Families Commission and the Butte County Department of Public Health

Motioned/Seconded: Hart/Yang

Ayes: Boston, Choflá, Hart, Kennelly, Kralj, Ritter, Valdez, Yang

Nayes: None

Abstentions: None

Chairperson Choflá called for a 5 minute break at 9:55 am

The meeting reconvened at 10:01 am

11 Budget Workshop

DISCUSSION

The Commission will receive a presentation and provide direction to staff about budget development for Fiscal Year 2021-2022.

Director Bauer explained that the budget will come before the Commission at the June meeting for approval. The conversation today will be for the purpose of understanding how Commissioners are feeling about staff recommendations for carry-over and other adjustments. Bauer described the steps that staff take to develop the draft budget, and stated that the strategy is to develop an annual balanced budget, rather than use the fund balance to augment the annual budget for operations or long-term investments. Bauer reminded the Commissioners that all funds are maintained at the Butte County Treasury in the same account, and there is no distinction between the reserves and the annual funds, other than in the Commission's budget and long term plan.

The first item for consideration are the carryover of approximately **\$100,000** in unspent funds from personnel, due to vacant positions in the early part of the year, and also the partial re-allocation of FTE of the Program Analyst, Senior position to First 5 California funded Dual Language Learner and Home Visiting Coordination Initiatives. Staff propose that the unspent personnel funds be carried over to the Fiscal Year 2021-22 budget to support one-time operating costs such as graphic design for report template development, technology solutions, grant writing technical assistance and capacity building, additional data collection and additional build out of Apricot 360 for direct client data reporting. Bauer stated that these investments would continue to build the operational infrastructure to meet the needs and expectations of the Commission. She asked Commissioners for their thoughts about the proposed use of carryover personnel funds, and whether there was general support for the movement of funds.

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Commissioner Kralj stated that she would support, and asked to hear from others. Chairperson Choflá stated he would support and asked if technical assistance for systems partners was included. Director Bauer said it was.

Bauer displayed a slide for the Health and Development Initiative that was aligned with the existing allotment in the Long Term Financial Plan. Staff did not request additional funds to the Health and Development Initiative, and asked if Commissioners had additional recommendations about the Initiative funding.

Commissioner Hart asked if the Mothers Strong program ended, Bauer explained that it was the Mothers Well program had been concluded, and that Mothers Strong is a community coalition with the funds used for professional development and other coalition-building efforts.

Bauer displayed a slide for the Strong Families Initiative, and stated that staff anticipated there would be approximately **\$100,000** carryover from current year un-invested program funds. According to the Long Term Financial Plan, the Strong Families Initiative had funds sufficient to fund Butte Baby Steps, Tu Tus Menyuum, and a small amount of funding for other family strengthening efforts still undesignated. Bauer recommended that since the Strong Families Committee has recently convened, staff proposed allocating \$100,000 into the Strong Families Initiative in order to provide resources for the Committee to utilize as they work towards a Family Resource Center or community hub concept. Bauer asked if Commissioners supported this proposal.

Commissioner Kralj and Chairperson Choflá agreed with the recommendation.

Bauer displayed a slide for the High Quality Early Learning Initiative, and explained that in addition to the resources for the initiative in the Commission's own Long Term Financial Plan, the Commission directs its local allocation of IMPACT dollars, which flow from First 5 California, directly to the Butte County Office of Education in the amount of \$125,000 to be braided with funds from the California Department of Education and other funds to create the Steps to Quality program that supports early learning and care through a variety of strategies provided by BCOE. Bauer asked for questions about the leveraging of funds and Steps to Quality. Commissioner Brown asked which office at BCOE led the Steps to Quality, Bauer replied it was Child Development Programs and Services.

Choflá asked what the funds might be used for. Bauer explained that \$40,000 of the funds are directed towards WIC and Reach out and Read for their literacy distribution program, and the remaining funds be invested in priorities identified in collaboration with the Local Childcare Planning Council and the Steps to Quality local consortium. Bauer asked if Commissioners supported the recommendation. Commissioners indicated support by nodding.

Bauer displayed a slide for Sustainability and Systems Change. She explained that \$25,000 from salary savings will add on the existing \$25,000 to support grant writing efforts. Bauer recommends allocating approximately **\$190,000** savings from unspent administrative and other un-invested funding into the REDI (Racism, Equity, Diversity and Inclusion) Initiative. Dr. Choflá asked about how we create bridges between systems. Director Bauer explained that staff desire to engage with partners and community about how the investment can be most helpful. She asked if Commissioners had thoughts or feedback about the Initiative allocations.

Commissioner Hart stated that it's really important for First 5 to have staffing that is connected to grant writing, and said she was very interested in building the internal capacity for staff as a sustainability strategy. Director Bauer stated that she had been in contact with grant writers who can train staff.

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Bauer displayed a slide for Evaluation and stated that staff were planning to engage with families and partners, and are requesting the ability to include a small monetary incentive, particularly to families, to incentivize survey response. Blue Shield funded the Commission \$40,000 to provide leadership and encourage collaboration around the Unite Us platform, and staff are requesting to utilize those funds to provide incentives. Bauer asked if the strategies were in alignment with Commission expectations for evaluation? Chairperson Choflá stated that it was a starting point, that comprehensive evaluation is a big and important effort. Commissioner Hart stated that she appreciated the focus on gathering information from service recipients and supports the incentives, and is also appreciative of the work that's been happening in the evaluation initiative.

Bauer displayed a slide about the fund balance and asked the Commission to begin thinking about and discussing use of the unassigned 2.5 million fund balance. She reminded the Commission that they can designate any amount of those funds to an initiative or program, as well as accept requests from the community that are in alignment with the Commission's funding principles.

Commissioner Kralj stated that mental health issues are very big right now. She said that maternal mental health is a priority, and pediatric mental health, particularly in the adolescent period. She urged the Commission to consider what can be done. Commissioner Valdez stated that the Commission should focus on primary prevention of building resilience for children and families from an early age. She described how the Reach Out and Read program can provide an opportunity for a pediatric provider to encourage positive childhood experiences, and stated that it would be good for more clinics to be participating in Reach Out and Read. Choflá said that children are in childcare with providers who need training about how to create a trauma informed classroom. Commissioner Hart stated her support for Kralj and Valdez comments, and expressed her excitement about the ACE Interface and the Community Resilience Model efforts that are being undertaken by community members through funding from the North Valley Community Foundation. She thinks that leaders from communities and neighborhoods need to be supported to carry the science of early brain development into their communities. Commissioner Brown stated that she believes a priority should be during the prenatal stage, ensuring that parents have what they need before the birth of the child so that families and caregivers are empowered for when they do have a family. Choflá said he encouraged more Public Service Announcements and media outreach. Commissioner Hart stated that there needs to be broader understanding about early childhood behavior and how those behaviors may relate to adverse childhood experiences and other traumas. She wants to see support for early childhood providers in developing their understanding about infant and early childhood mental health. Choflá wondered if the Commission had a role in helping to create educational resources to deliver to providers. Commissioner Valdez said that there are already children under 5 years old who need secondary and tertiary prevention, they can be referred to PCIT services at Youth for Change, and Help Me Grow can help families. She wondered if there was a way to keep track of the outcome of referrals so the Commission can better understand what additional investments could be made. Commissioner Kralj advocated for investigating how to get funds to bring a psychiatric program to the community that focused on pediatric mental health, as well as fund the Group Peer Support model for helping community partners provide trauma informed groups by conducting a year of training partners and community members to provide groups.

Director Bauer thanked the Commissioners for their direction that will inform the development of the annual budget and recommended that the Commission continue to discuss strategies for the use of the unassigned fund balance.

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Administrative Committee[April 9, 2021](#)

The Administration Committee discussed the process for bringing funding approvals and contracts before the Commissioner. Commissioners wondered whether it was their role to approve the funding allocation and program design for a grantee prior to official scope of work negotiation with the awardee, or if it would be more effective for the Commission to approve the contract in its entirety prior to execution, without approving a specific funding level in advance. The role of staff and the Commission, and historical practices was discussed. Staff were directed to develop a visual comparison of the different ways that funding decisions approval have and can happen for Commission discussion at a future meeting.

Health Committee[March 26, 2021](#)

Commissioner Kralj shared that the focus on the Health Committee has been Help Me Grow and maternal mental health. Commissioner Valdez stated that she wanted to make Help Me Grow a hub for everybody, and was interested in the community becoming more engaged with the initiative in order to better understand the community needs and resources. Commissioner Kralj stated that the medical community continues to experience an shortage of mental health providers to refer to. Director Bauer shared the committee engaged in a discussion about how to engage additional funding streams to expand the care coordination efforts that are provided by Help Me Grow.

Strong Families Advisory Committee[April 7, 2021](#)[April 21, 2021](#)

Director Bauer reported that the Strong Families committee was interested in conducting community surveys to understand the community capacity to support the work. Deputy Director Megan Richards from First 5 Solano provided a presentation to the committee about their First 5 Center and the varied funding streams that they have braided in order to actualize the effort. Three more First 5 EDs will be joining the committee at subsequent meetings to share their local work.

13 **Director Report****INFORMATION**

Director Bauer provided an overview of how the First 5 California Initiatives are unfolding locally: Home Visiting Coordination funds have been utilized to engage with Andrea Rioux to provide ongoing reflective practice cohorts for home visitors. Agency leadership from E Center Head Start and Northern Valley Catholic Social Services have indicated their engagement and satisfaction with the sessions, and believe they are a value for the home visitors. Staff are engaged in preliminary discussions with Viva Strategy and Communications to develop home visiting promotional materials about the benefit and value of home visiting as a critical strategy for early learning and care. The home visiting programs are going to collaboratively develop joint messaging. Incentive funds are available to participating agencies to fund training, technology and other program-identified needs that correlate with quality home visiting service delivery. The ultimate goal of the home visiting coordination initiative is to 1. Ensure that all available home visiting funding streams are

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maximized and 2. Create a coordinated and streamlined entry into services for families and an easy referral process for providers.

Dual Language Learner contracts have been developed and services are set to start on May 1. Bauer described the activities of the Hmong Cultural Center of Butte County, the Butte County Library, and Northern Valley Catholic Social Services. Bauer shared that as a result of the NVCSS partnership an unexpected new connection with the Butte County Housing Authority has created new opportunities for partnerships for the Commission. She stated that a very small amount of funds were held back to pay for First 5 staff to attend to the administrative and meeting requirements, and is proud that the vast majority of the funds are provided directly to community partners and families.

Staff participated in a large-scale book distribution effort, providing 4,380 books into the community through the Commission's valued partners. Additionally, staff is engaged with Social Solutions for Apricot 360 database development. Bauer stated that EvalCorp would be contacting the Strategic Plan and Evaluation Committee members to gather input about evaluation goals, and asked that Commissioners reach out to her if they would like to be included in the Key Informant Interviews. She described the additional work of EvalCorp and how they are supporting staff in scope of work and evaluation plan development. Staff is engaged with Matson and Isom Technology Consulting for website development and are optimistic that they will meet the goal of July 1 website launch. Staff continue to engage with Blue Shield and Unite Us to encourage community adoption of the platform, and are hearing positive feedback about how the platform is facilitating referrals. Bauer shared that the Commission has, at the request of WIC, provided funding to create trainings for the WIC staff so that they are more adequately prepared to support participants who are struggling with maternal mental health. WIC staff received four trainings in April. Additionally, the Commission provided funding for maternal mental health book kits to be distributed to Mothers Strong therapists and the Butte County library, as well as dozens of books to local medical providers for distribution to patients.

Chairperson Choflá shared his appreciation of the quantity and quality of work that the First 5 staff is accomplishing. Bauer shared her gratitude for her team.

14 Commissioner Announcements

INFORMATION

Chairperson Choflá shared that he has worked with several Hmong students and hears great praise from them about the work of the Hmong Cultural Center of Butte County.

The meeting was adjourned at 11:38 am

Adjourn. Next regular meeting June 25, 2021

Non-Agendized Items

Advocacy and Support

[Children's Mental Health Support Act \(AB 935\)](#)

[Support Diaper Bank Funding](#)

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First 5 Association and First 5 California

[First 5 Association submitted comments on the Family First Prevention Services Act](#)

[First 5 Association Learning Collaborative: Voices of Native American Families- May 20, 2021](#)

[Prioritizing Early Childhood Mental Health Support: CA Budget Request](#)

Research and News

[Positive Childhood Experiences May Improve Mental Health](#)

Supplemental Materials

[First 5 Butte County Children and Families Commission 2021 – 2026 Strategic Plan](#)

[Commission By-Laws](#)

[Commission Policies](#)

[Newly Approved Commission Policies: Contracting & Procurement and Grantee Sections](#)

Meeting Minutes approved by the Commission on June 24, 2021