



## COMMISSION MEETING MINUTES

Friday, October 29, 2021 9 a.m. to noon

On September 16, 2021, Governor Newsom signed AB 361 to amend the Brown Act to allow legislative bodies to meet via teleconference during a proclaimed state of emergency, in accordance with procedures established by AB 361 rather than under the Brown Act's more narrow standard rules. Members of the public are welcome to join the meeting and provide comment via the following [Zoom Link](#) or by calling 1 669 900 6833 Meeting ID: 506 439 0481

A meeting link can also be found on the Commission website: [first5butte.org](http://first5butte.org)

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### ADMINISTRATIVE AGENDA

#### **1 Chair- Call to Order**

The chair called the meeting to order at 9:01

#### **2 Chair- Identification of Alternate Commissioners**

If Alternate Commissioner(s) are needed, they shall be selected in the following order:

Matthew Reddam, Bobby Jones Sr.

Commissioners Present: Shelby Boston, Dr. Shaun-Adrian Choflá, Dr. Shelley Hart, Dr. Holly Kralj, Tami Ritter, Danette York

Commissioners Absent: Scott Kennelly, Seng Yang, Bobby Jones Sr., Matthew Reddam

#### **3 [Proclamation for Assembly Bill 361](#)**

**ACTION**

The Commission reviewed and adopted a proclamation to meet in compliance with the Brown Act and Assembly Bill 361

**Motion to Approve the Proclamation for AB 361**

**Motioned/Seconded: York, Kralj**

**Ayes: Boston, Choflá, Hart, Kralj, Ritter, York**

**Nays: None**

**Abstentions: None**

#### **4 Agenda Review**

#### **5 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.*

### CONSENT AGENDA

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

Alternates: Bobby Jones Sr. Matthew Reddam

*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.*

**6**     [First 5 Butte Commission Meeting Minutes from August 27, 2021](#)

**7**     [Fourth Quarter Financial Report](#)

**8**     [Approve Commissioner Nominations](#)

Matthew Reddam as Regular Commissioner  
Dr. Lourdes Valdez as Alternate Commissioner

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

**9:15 PUBLIC HEARING- Action**

The Chair opened the Public Hearing at 9:13 a.m.

**9**     [First 5 Butte County Annual Report](#)

**ACTION**

The Commission will review the Fiscal Year 2020/21 annual report prepared by staff, and hold a public hearing. The Commission will consider approval of the annual report and authorize Director Bauer to submit the report to the First 5 California Commission. Statute requires the annual report be submitted no later than November 1.

[2020-21 Draft Annual Report](#)

**10**    [First 5 Butte County Annual Fiscal and Compliance Audit](#)

**ACTION**

The Commission will review the Fiscal Year 2020/21 audit report and financial statements prepared by Jensen Smith CPA, and hold a public hearing. The Commission will consider accepting the audit and authorize submission to the State of California. Statute requires the audit to be submitted by the auditor to the State Controller and First 5 California no later than November 1.

[2020-21 Draft Audit](#)

**Motion to accept the Fiscal Year 2020-2021 Annual Report and Annual Fiscal and Compliance Audit**

**Motioned/Seconded: Hart, Kralj**

**Ayes: Boston, Choflá, Hart, Kralj, Ritter, York**

**Nayes: None**

**Abstentions: None**

The Chair closed the Public Hearing at 9:29 a.m.

**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.*

Commissioners: Shelby Boston   Dr. Shaun-Adrián Choflá   Dr. Shelley Hart   Scott Kennelly   Dr. Holly Kralj   Tami Ritter  
Seng Yang   Danette York  
Alternates: Bobby Jones Sr.   Matthew Reddam

11 [Compliance Policies and Procedures](#)

**ACTION**

The Commission will review, discuss and consider approval of its Compliance Policies and Procedures

**Motion to approve the Compliance Policies and Procedures**

**Motioned/Seconded: Boston, York**

**Ayes: Boston, Choflá, Hart, Kralj, Ritter, York**

**Nayes: None**

**Abstentions: None**

12 [Funding Approval](#)

**DISCUSSION**

The Commission will receive a presentation from staff about the funding approval and contract development process.

Director Bauer provided an overview of the current funding approval process. Commissioners had a discussion about when and how they wanted to approve contracts. Commissioners reached consensus about the following: Committee work is important in the development of large funding recommendations. The Commission wants to approve the final contract. Staff should keep the Commission informed of exigent circumstances, and additional Commission meetings can be scheduled should a need arise. Staff is directed to move ahead on programs and projects within the approved budget line item, bringing the contracts before the Commission for final approval.

The Chair called for a break at 10:21 a.m.

The Chair called the meeting back to order at 10:27 a.m.

13 [Family Resource Centers](#)

**ACTION**

The Commission will consider a recommendation from the Strong Families Committee to allocate \$1,000,000 of the Commission's fund balance through Fiscal Year 2025/26 to support Family Resource Centers, and increase the Commission's Fiscal Year 2021/22 annual budget by \$200,000. Authorize the Strong Families Committee to award capacity building funds and make funding recommendations to the Commission and its funding partners.

Director Bauer and Commissioners Boston and Hart provided an overview of the Strong Families Committee recommendation. Commissioners discussed their support of the Family Resource Center concept and how they can provide connection to families, as well as be a critical connection during emergencies. Commissioner Choflá encouraged the Commission consider a vote by acclimation.

**Motion to approve, by acclimation, the recommendation from the Strong Families Committee, as detailed in the staff report, to allocate \$1,000,000 of the Commission's fund balance through Fiscal Year 2025/26 to support Family Resource Centers, and increase the Commission's Fiscal Year 2021/22 annual budget by \$200,000.**

**Motioned/Seconded: Ritter, Hart**

**Ayes: Boston, Choflá, Hart, Kralj, Ritter, York**

**Nayes: None**

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

Alternates: Bobby Jones Sr. Matthew Reddam

**Abstentions: None**

**14 Commission Committee Reports**

**INFORMATION**

**Administration Committee**

[October 8, 2021](#)

**Strong Families Advisory Committee**

[September 8, 2021](#)

[September 29, 2021](#)

[October 20, 2021](#)

**15 Director Report**

**INFORMATION**

Director Bauer provided an update to the Commission about the Dual Language Learner Initiative: 25 early care and education providers have received specialized trainings, electronic equipment is being distributed to families, Hmong language story-times and books are being conducted and developed, and Spanish language story times are being conducted in Chico.

Bauer shared that Tighrope book and the Theory of Enchantment podcast, and encouraged Commissioners to read the book and listen to the podcast and think about it in the context of their Racism Equity Diversity and Inclusion... Commissioner York stated that she appreciated the Theory of Enchantment podcast and encouraged Commissioners to listen to it.

Bauer referenced the Infant and Early Childhood Mental Health report from the First 5 Policy Center, and described the SAHMSA grant opportunity through UCSF and Benoit Children's Hospital. Butte County has access to free training opportunities through the grant, and staff are working with community partners to develop a training series in 2022.

Home Visiting Coordination Initiative is progressing and the partner agencies have agreed to develop a universal single point of entry for referrers and families. Bauer stated that her goal is to have First 5 staff support the referrals.

The Help Me Grow Butte transition is underway.

**16 Commissioner Announcements**

**INFORMATION**

Commissioner Ritter promoted the California Care Force, scheduled to be held November 12-14 at the Silver Dollar Fairgrounds. She encouraged Commissioners to volunteer for the event, as well as promote the event for volunteer opportunities.

The Chair adjourned the meeting at 10:57 a.m.

**Adjourn. Next regular meeting December 17, 2021**

**Minutes approved by the Commission on December 17, 2021**

Commissioners: Shelby Boston Dr. Shaun-Adrián Choflá Dr. Shelley Hart Scott Kennelly Dr. Holly Kralj Tami Ritter  
Seng Yang Danette York  
Alternates: Bobby Jones Sr. Matthew Reddam

## **Non-Agendized Items**

### **Funding approved since August 27, 2021 Commission meeting:**

\$1,000 to fund a Supervisor of E Center Home Base to attend a six month Reflective Supervision cohort.

\$2,500 to fund the Chico Area Recreation and Park District to provide Nature's ABCs story-time at the Chico Nature Center.

\$2,250 to fund Northern Valley Catholic Social Services to secure space at the Gridley Farm Labor Housing to provide Dual Language Learner early literacy and family engagement activities.

\$2,103 to Butte County Office of Education to provide educational materials to attendees of the Professional Learning Institute for early care and education providers.

### **Advocacy and Support**

[Support of CA Senate Bill 395 \(Caballero\) to address the disparity in taxation rates between vaping products and traditional tobacco products. Funds generated by the bill will support critical safety net and prevention systems across early childhood \(Prop 10, 1998\), public health \(Prop 99, 1988\) and healthcare \(Prop 56, 2016\).](#)

### **Professional Development and Commissioner Engagement Opportunities**

[Valley Oak Children Services Community Survey 2021](#)

[Tightrope: Americans Reaching for Hope. Nicholas D Kristoff and Sheryl WuDunn \(2020\)](#)

[Theory of Enchantment, Chloe Valdayr](#)

[Simon Sinek talks with Chloe Valdayr on his Podcast \*A Bit of Optimism\*](#)

### **First 5 Association and First 5 California**

[Addressing Infant and Early Childhood Mental Health Needs: Opportunities for Community Solutions](#)

### **Research, News and Events**

[Wildwood Perinatal Collective October Calendar](#)

### **Follow-Up Requests**

[Tobacco Presentation August 27, 2021](#)

[Kick It California Website](#)

## **Supplemental Materials**

[Commission By-Laws](#)

[Commission Policies](#)

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

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