



COMMISSION MEETING MINUTES

Friday, December 17, 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

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:

Bobby Jones Sr., Matthew Reddam

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

Alternate Commissioners Present: Bobby Jones Sr., Matthew Reddam

Commissioners Absent: Danette York

3 [Proclamation for Assembly Bill 361](#)

ACTION

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

Motion to Approve the Proclamation for AB 361

Motioned/Seconded: Ritter/ Yang

Ayes: Boston, Choflá, Hart, Jones Kennelly, Kralj, Reddam, Ritter, Yang

Nayes: None

Abstentions: None

4 Agenda Review

Motion to approve the agenda

Motioned/Seconded: Hart/Ritter

Ayes: Boston, Choflá, Hart, Jones, Kennelly, Kralj, Reddam, Ritter, Yang

Nayes: None

Abstentions: 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

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

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 October 29, 2021](#)

7 [First Quarter Financial Report](#)

8 [Contract with Butte County Office of Education](#)

Approve contract with Butte County Office of Education for the term of January 1, 2022 to June 30, 2023 to provide Help Me Grow Butte services. The maximum payment amount for the 18 month term is \$69,580.

9 [Contract with Help Central Inc.](#)

Approve contract with Help Central Inc. for the term of January 1, 2022 to June 30, 2023 to provide Help Me Grow Butte services. The maximum payment amount for the 18 month term is \$37,500.

10 [Amend contract with Matson & Isom](#)

Approve amendment to Matson and Isom contract X24192 through June 30, 2022 for website, graphic design and technology services. Amendment increases funds by \$10,000 for an amount not to exceed \$54,901.

No items were requested to be 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.

11 [Infant and Early Childhood Mental Health](#)

PRESENTATION

The Commission will receive a presentation from Barbara Ivins and Kristen Reinsberg of the *Early Childhood Mental Health Workforce Development Consortium* on Infant and Early Childhood Mental Health emerging trends and workforce development opportunities.

Commissioners expressed interest in expanding the Infant and Early Childhood Mental Health expertise throughout multiple systems in the County, including higher education. Ivins offered upcoming trainings will be open to Butte County. Staff were directed to follow up with Ivins and Reinsberg and provide support for training opportunities as well as integration with existing Commission investments.

12 [Governance Policies](#)

ACTION

The Commission will review a draft of their Governance policies and consider approval.

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

Director Bauer reviewed each Governance policy with the Commission. Commissioners did not have any questions on policies #1-8.

Policy #9- Bauer explained that the Commission is required by statute to have an Advisory Committee. At the Commission's inception, the Butte County Board of Supervisors identified several local councils as advisory committees to the Commission. Currently, the Commission is not utilizing the identified councils as advisory, thus staff propose considering establishing a formal Advisory Committee of the Commission.

Staff proposed adding "reviewing grantee performance reports" to the Administration Committee duties, thus removing the responsibility from the Strategic Plan and Evaluation Committee (SPEC).

Staff proposed converting the SPEC committee to the Strategic Plan and Evaluation Advisory Committee (SPEAC), establishing membership both from the Commission and the community, and formalizing it as the single Advisory Committee of the Commission that is referenced in the Butte County Ordinance. Commissioners Boston and Hart expressed support for the conversion of SPEC to SPEAC.

Bauer presented options for the membership and definition of the Administration Committee, including a change in name to the Executive Committee. The Commission debated several options for the make-up of the committee, and Commissioner Boston made the following motion:

Motion to change the Administration Committee name to Executive Committee and leave the membership requirement status quo

Motioned/Seconded: Boston/Ritter

Ayes: Boston, Jones, Kennelly, Reddam, Ritter, Yang

Nayes: Choflá, Hart, Kralj

Abstentions: None

Motion to approve the amended policies as a block

Motioned/Seconded: Kralj/Hart

Ayes: Boston, Choflá, Hart, Jones, Kennelly, Kralj, Reddam, Ritter, Yang

Nayes: None

Abstentions: None

14 Commission Committee Reports

INFORMATION

Administration Committee

[November 29, 2021](#)

Health Committee

[November 19, 2021](#)

15 Director Report

INFORMATION

Director Bauer informed the Commission that Help Me Grow has already received several referrals through the website and is up and running providing direct service to the community. Bauer has reached out to Medi-Cal managed care to better understand how to leverage diverse funding streams for Help Me Grow in the future,

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and recognized staffs Kimberly Brooke and Lor Yang for their hard work in transitioning Help Me Grow to First 5 Butte.

Bauer provided an update about upcoming hiring activities to fill vacant positions.

The Request for Applications for the Strong Families capacity building has been released, and while it was released as a public procurement, the intent is for the application process to be collaborative and non-competitive between potential providers.

The community report, as a supplement to the Commission's annual report, is in progress and will be available soon for Commissioner's to share.

Bauer shared her appreciation to the Commissioners, staff team, and community partners for their dedication and commitment to the 0-5 year old's and the goals of the Commission.

16 Commissioner Announcements

INFORMATION

Commissioner Reddam said that he appreciated how the Commission has remained functional and supportive of one and other during the pandemic.

Kralj stated that she was grateful to the First 5 staff team and the Commission, to be part of something that is positive and moving forward.

The Chair adjourned the meeting at 10:59 a.m.

Adjourn. Next regular meeting February 25, 2022

Minutes were approved at the February 25, 2022 regular Commission Meeting.

Non-Agendized Items

Funding approved since October 29, 2021 Commission meeting:

\$2,500 to fund the African American Family and Cultural Center Kwanzaa Celebration

Professional Development and Commissioner Engagement Opportunities:

[Institute for Local Government Brown Act Training](#)

[Trauma Responsive and Resilience Building Strategies for Early Childhood Providers](#)

Julie Kurtz, M.S. The Center for Optimal Brain Integration

First 5 Association and First 5 California:

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

Research, News and Events:

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

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[Commissioner Dr. Lourdes Valdez uses Reach Out and Read as one way to integrate practices based on PACEs Science](#)

Supplemental Materials

[Commission By-Laws](#)