**First 5 Trinity County – Meeting Minutes**

**Meeting Date: January 8, 2018, 2:30– 3:38 p.m. – PUD Office Conference Room**

**Attendees: Liz Hamilton, Chair; Fabio Robles; Marcie Cudziol; Noel O’Neill; Letty Garza; Mario Angelone; Richard Kuhns; Keith Groves**

**Excused: Aaron Rogers; Caedy Minoletti**

**Guests: Suzi Kochems**

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| **Agenda Item** | **Discussion** | **Action** |
| 1. **Introductions, Public Hearing and Public Comment** | Meeting was called to order at 2:35 pm  Agenda was posted by HRN in a timely matter and per the Brown Act  Introductions were conducted  No public comment was made | **None** |
| 1. **Approval of November 13, 2017 Commission Minutes** | No changes were made to the agenda | **Commissioner Groves made a motion to approve the November meeting minutes and Commissioner Cudziol 2nd the motion. Unanimously approved.** |
| 1. **Election of new Commission Chair and Vice Chair** | The current Commission Chair and Vice Chair will continue in their current seats until our annual meeting in June when we will hold annual elections. The group discussed what their thoughts are on a rotation schedule which they will vote on at the next meeting | **No action** |
| 1. **Review of Proposals for Program Evaluator and Audit Firm** | The Executive Director reviewed the proposals received and the scope of work and cost thereof. The Commission approved Social Entrepreneurs, Inc. to serve as the Program Evaluator and Christy White Associates as the Fiscal Auditor. | **Evaluator-Motion by Commissioner Cudziol, 2nd by Commissioner O’Neill-unanimously approved.**  **Auditor-Motion by Commissioner O’Neill, 2nd by Commissioner Robles-unanimously approved.** |
| 1. **Commissioner Reports** | Commissioner Cudziol-the department has just hired a mid-wife/nurse practitioner as a contract position. This position will handle per-natal council, maternal mood disorders, in partnership with Behavioral Health. The position will also conduct case management. Increased flu activity; sending out press releases to inform the public on how to handle it.  Commissioner Garza-HHS is still focusing on fire recovery and the long-term recovery process. It is open enrollment in social services.  Commissioner Robles-ECE facilitator for TCOE is taking over LPC and school readiness, as well as QRIS, her name is Jennifer Comiskey. TCOE is still looking for a Hyampom and Zenia Facilitator.  Commissioner Groves-Supervisor Groves is the BOS chair and Vice-Chair is Judy Morris. Schools reopened after the child molestation issue and the teacher was replaced.  Commissioner Kuhns-Section 8 vouchers from the Housing Authority for victims of the Helena Fire for those that are income qualified.  Commissioner O’Neill-Julie Ashton-Boyd moved to TCOE. Noel will bring forth a letter identifying his designee, Deborah Klein. Outlook associates provides technical support on HIPAA requirements and will ensure children’s system of care is compliant. In May there is a conference on evidence-based programs for our children’s SOC/ Truing to serve more children locally and it looks like that is happening.  Mario Angelone-February 1st is the date when foster parents get funded based on the child’s needs versus the child’s age. More outreach by County staff is helping get more foster homes in place.  Commissioner Hamilton-long-term recovery for victims of the Helena Fire. | **No action** |
| 1. **Executive Director’s Report** | a. Financial Report-there was discussion around the fact that some grantees have not submitted their required quarterly reports or invoices; as well, a couple of awarded grantees turned down funding. First 5 has program funds to spend.  b. Executive Director will execute service agreements with the two contractors awarded contracts per the RFP process.  c. Local/State Events-The First 5 annual conference/Child Health Summit is in April, and we would like Commission representation if able to.  d. Programmatic Areas to explore-the ED will bring some information to the next meeting about the ACE’s program, Help Me Grow will be brought forward as well.  It was discussed that February has several holidays, so it was determined to cancel the February meeting and hold our regular meeting in March |  |
| 1. **Meeting Adjourned** | Meeting adjourned at 3:38 p.m. | **Next meeting, 3/12/18-HRN** |