**First 5 Trinity County – Meeting Minutes**

**Meeting Date: June 4, 2018, 12:00-3:00 p.m. – Human Response Network**

**Attendees: Liz Hamilton, Chair; Marcie Cudziol; Debbie Klein (designee); Letty Garza; Fabio Robles (designee); Keith Groves; Caedy Minoletti**

**Excused: Aaron Rogers; Richard Kuhns**

**Guests: Suzi Kochems**

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| **Agenda Item** | **Discussion** | **Action** |
| 1. **Call to Order/Introductions**
 | Meeting was called to order at 12:11 pmAgenda was posted by HRN in a timely matter and per the Brown Act; the Public Hearing notice was posted in the paper, and at 7 other public locations around the County.Introductions were conducted | **None** |
| 1. **Public Comment**
 | No public comment was made  | **None** |
| 1. **Approval of May 14, 2018 Commission Minutes**
 | No changes were made to the agenda | **Commissioner Groves made a motion to approve the May meeting minutes and Commissioner Minoletti 2nd the motion. Unanimously approved.** |
| 1. **Review and Approve the Rating & Ranking Committee’s Recommendation to award**
 | The Executive Director went over the Grantee Recommendation list and reviewed each grant, the amount recommended to award and the average, combined score for each applicant. There was much discussion around the Trinity Food Outreach application and the need for them to participate in program evaluation to demonstrate the population that they serve. | **Commissioner Hamilton made a motion to approve the Grantee Recommendation list, with the edits suggested, and Commissioner Groves 2nd the motion. Commissioner Minoletti abstained from voting on HRN proposals and Commissioner Robles abstained from voting on TCOE proposals. Unanimously approved.** |
| 1. **Approval of the 2018/19 contract with SEI for Program Evaluation**
 | The Executive Director reviewed the contract timeline and scope of work for the first full year of program evaluation. | **Commissioner Groves made a motion to approve the contract and Commissioner Hamilton 2nd the motion. Unanimously approved.** |
| 1. **Discussion around ACEs contract with Kelly Rizzi**
 | The Executive Director shared that she had a wonderful conversation with Kelly Rizzi, ACEs trainer, and she is very much interested in conducting long-term and ongoing training in Trinity County. The ED will communicate needs to Kelly and bring forth a contract for approval in August. | **Discussion only.** |
| 1. **Public Hearing**
 | The Board Chair opened the public hearing and asked for input/discussion on the following items as each were being reviewed/discussed:a) Updates to the FY 2015-2020 Strategic Planb) Long Range Fiscal Stability Planc) State Commissioner’s FY 2016/17 Annual Report & Certification Compliance (discussion only)d) 2018/19 BudgetPublic Hearing closed at 1:53 pm | **a) Commissioner Minoletti made a motion to approve the Strategic Plan and Commissioner Hamilton 2nd the motion. Unanimously approved.****b) Commissioner Robles made a motion to approve the Long Range Fiscal Plan and Commissioner Cudziol 2nd the motion. Unanimously approved.****c) Commissioner Robles made a motion to approve the 2016/17 Annual Report and Commissioner Minoletti 2nd the motion. Unanimously approved.****d) Commissioner Hamilton made a motion to approve the2018/19 budget and Commissioner Cudziol 2nd the motion. Unanimously approved.** |
| 1. **Executive Director’s Reports**
 | The Executive Director reviewed the monthly budget to actual report and we are on target for both revenue and expenses for the year. The school readiness program will be underspent due to the inability to find ECE facilitators at two sites. The ED reminded the Commission that the Chair/Vice-Chair rotation switches for our next meeting in August. The current chair will sign claims for the month of July. The ED reported that the new First 5 website is up and running; please advise of any edits that you would like made. It was advised that the First 5 website should be advertised in the Trinity Journal and that F5 take out regular theater ads at the Trinity Theater. | **No action** |
| 1. **Commissioner Reports**
 | Commissioner Cudziol-staff really appreciated the Trauma Informed Care training and they had good takeaways. Public Health is trying to work on developmental screenings through the Help Me Grow program, as well as AB 299-home visiting component for CalWORKs moms with children under the age of 2.Commissioner Robles-TCOE has hired 2 ECE facilitators for Hyampom and Zenia for the next school year. A county community school is being worked on for the fall with a focus on 9-12 grades and a therapeutic focus.Commissioner Minoletti-HRN will have job opportunities opening up next week. Trauma Informed Care training last week was awesome; thank you to the Commission for sponsoring lunch during the trainings. Commissioner Designee Klein-discussed the CMHACY conference where the 0-5 population was the focus. Teen substance use, and the Children’s System of Care were focus conversations; the conference was in Asilomar.Commissioner Hamilton-would like to have the First 5 Executive Director’s review process on the next agenda. Commissioner Hamilton will also connect with the County IT department to see if they can set up a shared folder on the network for us to save F5 docs in.Commissioner Garza-HHS is glad to support the Trinity Together Cradle to Career Partnership through the Commission. She reinforced the need for First 5 to be part of the discussion to ensure the cradle (0-5) population was also a focus. | **No action** |
| 1. **Meeting Adjourned**
 | Meeting adjourned at 2:20 p.m. | **Next meeting, 8/13/18-HRN** |