**First 5 Trinity County – Meeting Minutes**

**Meeting Date: September 10, 2018, 2:30--4:10 p.m. – Human Response Network**

**Attendees: Marcie Cudziol; Debbie Klein (designee); Letty Garza; Fabio Robles (designee); Caedy Minoletti**

**Excused: Aaron Rogers; Richard Kuhns; Noel O’Neill; Liz Hamilton; Sarah Supahan**

**Guests: Suzi Kochems**

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Discussion** | **Action** |
| 1. **Call to Order/Introductions** | Meeting was called to order at 2:36 pm by Fabio Robles, Vice-Chair  Agenda was posted by HRN and four other locations around the County in a timely matter and per the Brown Act  Introductions were conducted | **None** |
| 1. **Public Comment** | No public comment was made | **None** |
| 1. **Approval of June 4, 2018 Commission Minutes** | No changes were made to the agenda | **Commissioner Cudziol made a motion to approve the June meeting minutes with one minor typo correction, and Commissioner Minoletti 2nd the motion. Unanimously approved by Commissioners present.** |
| 1. **Review and Approve the Contract with Design Innovations for Theater Advertising** | The Executive Director reviewed the opportunity to reach a wide audience by advertising at the local movie theater. The premise is to spread the word about upcoming ACEs trainings, First 5 Sponsored Programs, Community Events, the Resource Directory and many other events that the community should be aware of. Contract is for a one-year term at $1,935. | **Commissioner Garza made a motion to approve the contract and Commissioner Cudziol 2nd the motion. Unanimously approved by Commissioners present.** |
| 1. **Review and Approve the Contract with Kelly Rizzi/SCOE for ACEs Training** | The Executive Director reviewed the contract timeline and scope of work for two-year training contract. The contract shall not exceed $40,000. | **Commissioner Garza made a motion to approve the contract and Commissioner Cudziol 2nd the motion. Unanimously approved by Commissioners present.** |
| 1. **Review and Approve the Contract Augmentation for the Trinity Food Outreach Program** | The Trinity Food Outreach Program has over-expended their contract and is requesting reimbursement for food costs for the summer meals program. Request reimbursement for $1337. | **Commissioner Garza made a motion to augment the current contract to cover the food costs and Commissioner Minoletti 2nd the motion. Unanimously approved by Commissioners present.** |
| 1. **Review and Approve the 2018/19 Annual Budget** | The Executive Director provided input to the changes in the budget for the current fiscal-year. The Auditor requests the annual budget by the end of August each year, but due to the fire and the cancellation of our August meeting, the budget will be sent to the Auditor after its due date. | **Commissioner Klein made a motion to approve the 2018/19 budget and to send it to the Auditor and Commissioner Cudziol 2nd the motion. Unanimously approved by Commissioners present.** |
| 1. **Discuss and Approve, if needed, a change to the Commission Chair Rotation** | The Executive Director began a conversation about the BHS Director and Commissioner retiring in mid-November. This Commissioner just assumed the Chair role and would be serving in this capacity until June 30, 2019. Since we do not know who will serve as the BHS Director upon his retirement, the Commission determined that it would be good to adjust the rotation schedule for the current year. At the end of October, the Vice-Chair (TCOE) will move to the Chair role and Behavioral Health will serve as Vice-Chair through June 30, 2019. The entire rotation schedule was adjusted to accommodate this shift. | **Commissioner Garza made a motion to approve the modified Chair rotation schedule and Commissioner Minoletti 2nd the motion. Unanimously approved by the Commissioners present.** |
| 1. **Executive Director’s Reports** | a) 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 an ECE facilitator in Hyampom.  b) The Executive Director discussed the potential for First 5 to put out a report/pamphlet about the successes that First 5 Programs have experience over the last year. Commissioners thought that a “Did You Know” campaign may be good to let the communities know what First 5 does, what programs we support and what our mission is. The ED advised that she will pull together the report after the annual F5 report is completed around the end of October.  c) The Executive Director talked about the difficulty pulling together stakeholders to plan on the Help Me Grow systems change. The group decided that we would identify a “Collective Impact Workgroup” that would meet after November 1st to start a systems change conversation across the county and with the appropriate stakeholders. | **No action** |
| 1. **Commissioner Reports** | Commissioner Cudziol-advised that flu clinics are occurring at local schools. First 5 grant award is providing for training for car seat technicians who will be participating in TIPS training this month. Public Health has hired a new analyst. Four lives have been saved through Narcan provided by BHS.  Commissioner Robles-TCOE has 3 students enrolled in the K-12 Community School with wrap around services; the school can handle up to ten students. The school has an Intervention Officer and a Crisis Response Team. Advised that the LPC meeting was on 9/11 at 2 pm.  Commissioner Minoletti-there is a new preschool teacher in Lewiston that is very experienced-her name is Brittany Richert. North State Doula wants to provide supplies to HRN for families with children.  Commissioner Designee Klein-no report for BHS  Commissioner Garza-really applauded Commissioner Cudziol for being the PH Director!! | **No action** |
| 1. **Meeting Adjourned** | Meeting adjourned at 4:10 p.m. | **Next meeting, 10/29/18-HRN** |