

First 5 Trinity County – Meeting Minutes

Meeting Date: August 21, 2023: 1:00– 2:30 p.m. – Health & Human Services

Commission Attendees: Jill Cox, Fabio Robles, Liz Hamilton, Sheri White, Trent Tuthill, Joleen Edwards

Excused: Connie Smith, Marcie Cudziol

Guest: Wendy Dickens (F5-Shasta)

Agenda Item	Discussion	Action
1. Call to Order/Introductions		The meeting was called to order at 1:00pm by Commissioner Hamilton, Chair Quorum was established Introductions were made
2. Public Comment on Non-Agenda Matters	Receive information from First 5 Shasta Executive Director on activities in Shasta County.	Information Only
3. Approval of Consent Calendar	No Action items	None
4. Commission to review and adopt changes pursuant to Ordinance No. 1367; First 5 Commission a. Commission to review and approve Chair rotation schedule	Robust discussion on impacts of updated ordinance given commission’s need to make quorum at each meeting to move business forward. Further, discussed using a formal ‘alternate’ designation form similar to LPC commission to ensure votes. Commission will have five (5) voting members (*) and four (4) non-voting members for a total of nine (9): <ul style="list-style-type: none"> • Board of Supervisor* • Health & Human Services* • Behavioral Health* • Office of Education* (educators/early childhood development) 	Commissioner Robles motion Commissioner Cox second Unanimous by Commission present

	<ul style="list-style-type: none"> • Human Response Network* (CBO/local child care resource/referral) • Public Health • County Administrative Officer • Indigenous People - VACANT • Kinder Montessori (local child care organization) <p>a) See rotation table attached</p> <p>Formal request to ask F5 Shasta Commission for support with Annual Report and data collection over the next 1-2 years while recruiting and training new ED. Ms. Dickens will take this request to staff/Commission and communicate with Hamilton about potential contract details should this be approved.</p>	
<p>5. Executive Director Vacancy – Recruitment discussion and direction</p> <p>a. Establishment of a subcommittee</p>	<p>Commissioners Hamilton, Cox, and White will act as a subcommittee to review compensation package, recruitment flyer and posting options. Direction to move items forward.</p>	<p>Commissioner Robles motion Commissioner White second Unanimous by Commission present</p>
<p>6. Chair Report:</p> <p>a. Home Visiting Coordination Grant</p> <p>b. Annual Audit</p> <p>i. Statement of Economic Interest (700) Forms</p> <p>c. Review</p>	<p>Chair will be working with Sonoma F5 to secure grant for Home Visiting Technical Assistance via online portal \$125,976.36 07/01/23-06/30/25</p> <p>Annual audit in process; document collection and submission to third party vender Need all 700 forms *All requested data to be submitted by end of August 2023</p>	<p>Information only</p>

<p>timeline/due dates for small county deliverables</p>	<p>Review due dates provided by F5-Shasta re Annual Audit; Annual Report; Small County Augmentation report; and budget adjustment(s)</p>	
<p>7. Commissioner Reports</p>	<p>Jolene Edwards, Kinder Montessori: Construction has begun at preschool site! Looking forward to serving additional families.</p>	<p>Information only</p>
<p>8. Adjournment</p>	<p>Meeting adjourned at 2:30 p.m.</p>	<p>Next meeting October 2023/ TBD</p>