



SUTTER COUNTY CHILDREN & FAMILIES  
COMMISSION  
PUBLIC HEARING & MEETING  
December 2, 2020

The Sutter County Children & Families Commission held a public hearing and meeting on the above date at 3:30 p.m. virtually.

**CALL TO ORDER**

Commissioner Byers called the meeting to order at 3:32 p.m. and requested the roll call.

**COMMISSIONERS PRESENT:** Jim Whiteaker (3:41 p.m.), Tonya Byers, Nancy O'Hara, Mat Gulbrandsen, Donna Garcia, and Doreen Osumi

**COMMISSIONERS ABSENT:** Dr. Carolyn Patton, Tom Reusser, and Brad McIntire

**STAFF PRESENT:** Michele Blake, Executive Director, and Julie Price, Executive Secretary

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**PUBLIC PARTICIPATION**

There were no comments received from the public.

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**PUBLIC HEARING**

**1) Approval of Fiscal Year 2019-2020 Sutter County Children & Families  
Commission Financial Audit Report**

Michele Blake, Executive Director, noted the FY 2019-2020 Sutter County Children & Families audit report included in the meeting packet. Ms. Blake noted and reviewed the financial statements included in the report.

Also noted was the independent auditor's finding, 2020-001 Reliance upon Auditor for Reporting and Footnote Disclosures. The Commission held a discussion around the finding and determined the Commission's response, "The Commission has determined there is no cost-benefit to hiring an accountant familiar with generally accepted accounting principles or hiring an independent CPA firm with such experience to compile full disclosure financial statements for the purpose of avoiding significant deficiency and material weakness. The Commission feels that management provides reliable financial statements for board decision-making and reliance upon the auditor for foot note disclosures is cost effective." was suffice.

This having been heretofore fixed as the date, time and place to hold a public hearing regarding presentation of Sutter County Children and Families Commission 2019-2020 Audit Report, the matter was called to be heard. There being no public testimony, Vice Chair Byers closed the public hearing.

On motion of Commissioner Osumi, seconded by Commissioner Garcia, Vice Chair Byers called for a roll call vote that carried as follows: AYES: Commissioners Byers, O'Hara, Garcia, Gulbrandsen, Osumi; ABSTAIN: None; NOES: None; ABSENT: McIntire, Whiteaker, Reusser, Patton; the Commission approved the FY 2019-2020 Sutter County Children & Families Commission financial audit report as presented.

Vice Chair Byers asked for agenda item 2 to be postponed to later in the meeting.

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### **ACTION ITEMS – Discussion and Possible Approval**

#### **3) Approval for Destruction of Sutter County Children & Families Commission Records**

Ms. Blake referenced the staff report and application contained in the meeting packet.

In response to a question from Commissioner Garcia, the application pertains to destruction of paper records. Electronic records will be kept indefinitely.

On motion of Commissioner Gulbrandsen, seconded by Commissioner O'Hara, Vice Chair Byers called for a roll call vote that carried as follows: AYES: Commissioners Byers, Garcia, Gulbrandsen, O'Hara, Osumi; ABSTAIN: None; NOES: None; ABSENT: Patton, Whiteaker, McIntire, Reusser; the Commission approved the destruction of Sutter County Children & Families Commission records application as presented.

Commissioner Whiteaker arrived in the meeting.

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### **SPECIAL PRESENTATION**

#### **2) Recognition of Commission Chair Jim Whitaker**

Ms. Blake noted today's Commission will be the last meeting for Chairman Whiteaker as he is retiring. Ms. Blake thanked Chairman Whiteaker for his support of Commission programs and staff.

Ms. Blake will be providing a recognition presentation at the December 15<sup>th</sup> Sutter County Board of Supervisors meeting highlighting the many years of commitment to Sutter County children. Ms. Blake asked Commissioners in attendance to send any messages they would like to include in the presentation.

Chairman Whiteaker noted he has enjoyed his work on the Commission and the programs provided to the community.

Commissioner Byers, O'Hara, and Garcia all thanked Commissioner Whiteaker for his advocacy of children in public service and wished him the best.

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## **CONSENT CALENDAR**

On motion of Commissioner Gulbrandsen, seconded by Commissioner Whiteaker, Vice Chair Byers called for a roll call vote that carried as follows: AYES: Commissioners Whiteaker, Byers, Garcia, Gulbrandsen, O'Hara, Osumi; ABSTAIN: None; NOES: None; ABSENT: McIntire, Garcia, Reusser; the Commission approved the Consent Calendar, as follows:

### **4) Approval of the minutes for the October 28, 2020 meeting**

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## **DIRECTORS REPORT**

### **COVID-19 Commission response**

Ms. Blake noted in partnership with the Yuba City Education Foundation, the Commission continues to assist Sutter County families with children 0-5 years of age experiencing hardship due to COVID. Funding is still available for recovery efforts.

Ms. Blake also noted an additional essential supply shipment from First 5 California scheduled for delivery between December 14-22. Supplies will be distributed to childcare providers after the New Year's holiday.

Ms. Blake shared funding from the Packard Foundation to address the digital divide has been received. Funding is for digital assistance to assist friends, family members, or neighbors providing childcare to Sutter County children age 0-5.

### **Long-Term Remote Work update**

Ms. Blake noted Commission office contents have been moved to storage with the assistance of Sutter County General Services. Sutter County Children's Services will be occupying the Commission office space beginning January 1, 2021. The Commission will be utilizing Sutter County Public Health's address, 1445 Veterans Memorial Circle, for the mailing address.

### **2021 Commission Meeting Dates**

Ms. Blake noted the 2021 Commission dates included in the meeting packet. Calendar invites will be emailed following the meeting.

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## **PUBLIC COMMENT**

Commissioner Garcia shared the January 2021 Commission will be her last meeting as she is retiring.

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## ADJOURNMENT

With no further business coming before the Commission, the meeting was adjourned at 3:58 p.m.

By:  
Julie Price  
Executive Secretary

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