



SUTTER COUNTY CHILDREN & FAMILIES
COMMISSION
February 19, 2020

The Sutter County Children & Families Commission held a regular meeting on the above date at 3:30 p.m. at the Sutter County Children & Families Commission office, 1531-A Butte House Road, Yuba City.

CALL TO ORDER

Commissioner Whiteaker called the meeting to order at 3:30 p.m. and requested the roll call.

COMMISSIONERS PRESENT: Jim Whiteaker, Tonya Byers, Nancy O'Hara (3:35 p.m.), Mat Gulbrandsen, Doreen Osumi (3:31 p.m.), Dr. Carolyn Patton, and Donna Garcia

COMMISSIONERS ABSENT: Brad McIntire

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

PLEDGE OF ALLEGIANCE

Commissioner Whiteaker led the Commissioners and the audience in the Pledge of Allegiance to the Flag.

PUBLIC PARTICIPATION

There were no comments from the public.

Commissioner Osumi arrived.

ACTION ITEMS – DISCUSSION AND POSSIBLE APPROVAL

1) REQUEST FOR PROPOSAL (RFP) FOR THE 2020-2025 SUTTER COUNTY CHILDREN & FAMILIES COMMISSION STRATEGIC PLAN FUNDING CYCLE

Michele Blake, Executive Director, referenced the staff report and RFP contained in the meeting packet.

Ms. Blake noted the Sutter County Children & Families Commission Strategic Plan was approved at the October 2019 meeting and the Commission appointed a Budget and Future Programming Ad Hoc committee at the December 2019 meeting to determine Commission's next funding cycle. January 29, 2020 the Ad Hoc committee met and recommended allocating \$120,000 to the Improved Family Functioning result area, \$45,000 to the Healthy Children & Families result area, and \$750,000 to the Improved Child Development result area over the next 3 fiscal years. All areas must demonstrate efforts

in the Improved Systems of Care focus area. These recommendations are based on Proposition 10 revenue projections with consideration to declining revenue.

Commissioner O'Hara arrived.

Ms. Blake also noted an optional Proposers' conference will be scheduled for February 27th, Letters of Intent from interested organizations must be submitted to the Commission by March 5th, proposals due to the Commission office April 16th, and Commission action to approve proposals at the May 20th Commission meeting.

In response to a question from Commissioner Patton, Ms. Blake stated no agency match is required at this time.

Commissioner Byers asked Mr. Reusser to introduce himself.

On motion of Commissioner Patton, seconded by Commissioner Byers and carried as follows: AYES: Commissioners Patton, Whiteaker, Garcia, Gulbrandsen, Osumi, O'Hara, Byers; ABSTAIN: None; NOES: None; ABSENT: Commissioner McIntire; the Commission approved the Request for Proposal for the 2020-2025 Sutter County Children & Families Commission Strategic Plan Funding Cycle.

2) EVALUATION SERVICES PROCUREMENT

Ms. Blake referenced the staff report contained in the meeting packet and noted the current evaluation contract with Duerr Evaluation Resources concludes June 30, 2020 in alignment with the Commission's 2015-2020 Strategic Plan.

Ms. Blake also noted current Commission contractors pay 5% of their Commission-funded contract award for evaluation services directly to the evaluator.

Ms. Blake stated the evaluation services request will require knowledge of the newly implemented Sutter County data system, Persimmony.

On motion of Commissioner Osumi, seconded by Commissioner Gulbrandsen and carried as follows: AYES: Commissioners Patton, Whiteaker, Garcia, Gulbrandsen, Osumi, O'Hara, Byers; ABSTAIN: None; NOES: None; ABSENT: Commissioner McIntire; the Commission approved the request to develop and release a procurement for evaluation services in an amount not to exceed \$32,000.

CONSENT CALENDAR

On motion of Commissioner Garcia, seconded by Commissioner Gulbrandsen and carried as follows: AYES: Commissioners, Byers, Whiteaker, O'Hara, Gulbrandsen, Patton, Garcia, and Osumi; ABSTAIN: None; NOES: None; ABSENT: Commissioners McIntire; the Commission approved the Consent Calendar, as follows:

3) Approval of the January 15, 2020 meeting minutes

DIRECTORS REPORT

Summit Update

Ms. Blake noted she and Commissioner Byers attended the 2020 Child Health, Education and Care Summit earlier in the month and hopes to implement many new systemic change models in the 2020-2025 Strategic Plan cycle. In addition, Ms. Blake noted she has been in conversation with Sutter County Human Resources Director to bring a summit speaker, Dr. Rosemarie Allen, to present on the topic of implicit bias.

2020 Census Update

Ms. Blake noted the Commission will receive a significant amount of materials encouraging families to complete the 2020 Census. Ms. Blake noted the Commission received a \$3,000 grant from the First 5 Association and \$5,000 grant from the Yuba-Sutter Economic Development Corporation. Ms. Blake also submitted a training request for the state to provide a training for organizations and agencies working with hard to count populations on February 25th at the Yuba County One Stop. The training will be open to Sutter and Yuba County organizations.

Adverse Childhood Experiences (ACEs) opportunity

Ms. Blake submitted a competitive application for \$84,985 to ACEs Aware for Commission staff to reach 40 medical staff to implement and ACEs aware communication plan.

Impact 2020 Update

Ms. Blake noted the continued collaborative work with Child Care Planning Council of Yuba-Sutter Counties to implement IMPACT funding. The Commission will exercise their first right of refusal to serve as lead agency and continue to work closely with Child Care Planning Council of Yuba-Sutter Counties and to receive many training opportunities for Sutter County quality improvement work.

Child Abuse Prevention Event

Commission staff will be working with Casa de Esperanza and Sutter County Children's Services to host an event to educate about child abuse for Child Abuse Prevention Month. Staff will be meeting to finalize the April date and details.

Vacant Commission Seat update

Ms. Blake noted an appearance item going before the Sutter County Board of Supervisors on February 25th concerning the vacant seat. Both applicants have been informed of the meeting and may attend if they so choose.

CORRESPONDENCE

Ms. Blake briefly noted the correspondence contained in the meeting package. No discussion was held.

PUBLIC COMMENT

Jennifer Ybarra, Child Development Behavioral Specialist, noted she will be graduating from the Infant-Parent Mental Health Fellowship Program she has been attending for the last 18 months in April. Ms. Ybarra thanked the Commission for the opportunity to attend the program.

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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SUTTER COUNTY CHILDREN & FAMILIES
COMMISSION
SPECIAL MEETING
March 19, 2020

The Sutter County Children & Families Commission held a Special Meeting on the above date at 9:00 a.m. virtually.

CALL TO ORDER

Commissioner Whiteaker called the meeting to order at 9:02 a.m. and requested the roll call.

COMMISSIONERS PRESENT: Jim Whiteaker, Tom Reusser, Nancy O'Hara, Mat Gulbrandsen (9:04 a.m.), Dr. Carolyn Patton, and Donna Garcia.

COMMISSIONERS ABSENT: Brad McIntire, Tonya Byers, & Doreen Osumi

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

PUBLIC PARTICIPATION

There were no comments received from the public.

ACTION ITEMS – DISCUSSION AND POSSIBLE APPROVAL

1) EMERGENCY DISCREPANCY FUND: COVID-19 EMERGENCY FUND

Michele Blake, Executive Director, referenced the staff report and application for funds contained in the meeting packet.

Ms. Blake noted the purpose of the Sutter County Children & Families Commission COVID-19 Emergency Fund is to directly support families experiencing severe hardship due to COVID-19. The Commission, in coordination with the Yuba City Education Foundation, will work with organizations, agencies and non-profits that recognize a family in need or in recovery because of this crisis (*family needs may include, but are not limited to: food, diapers, cleaning supplies, housing support, mental health care*). The COVID-19 Emergency Fund will allow the Commission to be positioned to assist when the time arises. Funding may range from \$25 to \$500. Requests will be reviewed by Sutter County Children & Families Commission and upon meeting eligibility requirements, the Yuba City Education Foundation will process funding as quickly as possible.

For an agency, organization, non-profit to apply for funding to help a family in crisis, the following criteria must be met:

1. The family must be a resident of Sutter County and have at least one child in the home that is 0-5 years of age;
2. Demonstrate hardship due to COVID-19;
3. The agency, organization, non-profit must report to the Commission the success in delivering service, if funds were approved.

In response to a question from Commissioner Whiteaker, Ms. Blake stated this agenda item does not required approval form the Yuba City Unified School District Board.

In response to a question from Commissioner Garcia, Ms. Blake noted the emergency fund will utilized to purchase goods, not disperse cash.

In response to a question from Dr. Patton, Ms. Blake noted a COVID-19 diagnosis is not required to apply for funds.

On motion of Commissioner Patton, seconded by Commissioner O'Hara and carried as follows: AYES: Commissioners Reusser, Patton, Whiteaker, Garcia, Gulbrandsen, O'Hara; ABSTAIN: None; NOES: None; ABSENT: Commissioner McIntire, Osumi, Byers; the Commission approved the COVID-19 Emergency Fund in an amount not to exceed \$25,000.00.

DIRECTORS REPORT

Commission Funded Program COVID-19 Guidance

Ms. Blake referenced the letter sent to Commission funded programs. Ms. Blake outlined Commission updates being implemented and noted the potential to re-prioritize tasks and adapt to fulfill current contracted scopes of work. Ms. Blake will contact programs to continue to discuss alternative methods to continue services.

FY 2020-2023 Request for Proposal (RFP) Submission Deadline Revision

Ms. Blake referenced the updated due date extension for the Request for Proposal 2020-2023 contained in the meeting packet. Ms. Blake noted the due date has been extended to May 7, 2020.

Virtual Commission Office

Ms. Blake noted the Commission office will be closed to the public beginning Friday, March 20th. Sutter County Health & Humans Services has approved Commission staff to work remotely. Commission staff will continue to monitor the Call Center phone line and will be available via email.

PUBLIC COMMENT

There were no comments from the public.

ADJOURNMENT

With no further business coming before the Commission, the meeting was adjourned at 9:29 a.m.

By:
Julie Price
Executive Secretary

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