



SUTTER COUNTY CHILDREN & FAMILIES  
COMMISSION  
PUBLIC HEARING & MEETING  
October 28, 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 Whiteaker called the meeting to order at 3:37 p.m. and requested the roll call.

**COMMISSIONERS PRESENT:** Jim Whiteaker, Brad McIntire, Nancy O'Hara, Mat Gulbrandsen, Dr. Carolyn Patton, and Doreen Osumi

**COMMISSIONERS ABSENT:** Tonya Byers, Tom Reusser, and Donna Garcia

**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 annually the Commission is required to submit a financial audit to the California State Controllers Office. Included in the packet are the Commission's FY 2019-2020 balance sheet and financial statements. The full audit is not yet prepared due to OPEB and liabilities that are being worked on at the County Auditor's. Ms. Blake has asked the State Controllers Office for an extension of the audit until November 30<sup>th</sup>. The full audit will be brought back in another public hearing at the next Commission meeting. Ms. Blake noted the Commissions fund balance total concludes with 1.7 million.

This having been heretofore fixed as the date, time and place to hold a public hearing regarding the presentation of Sutter County Children and Families Commission FY 2019-2020 Sutter County Children & Families Commission financial audit report, the matter was called to be heard. There being no public testimony, Commissioner Whiteaker closed the public hearing.

In response to a question from Commissioner McIntire, Ms. Blake noted the fund balance information refers to the Commissions GASB 54 statement. Ms. Blake noted the definition of each fund is contained in Section 308 of the Commissions Policy & Procedure Manual.

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

## **2) Approval of fiscal year 2019-2020 Sutter County Children & Families Commission State Annual Report**

Ms. Blake referenced the staff report and annual reports contained in the meeting packet and noted annually, the Commission submits a report to the state to inform stakeholders on investments. AR 1 demonstrates revenue detail; AR 2 demonstrates the population served and AR 3 demonstrates evaluation components measured. This year, county highlights captured the unique work conducted by the Commission and partners considering COVID.

This having been heretofore fixed as the date, time and place to hold a public hearing regarding the review and approval of the 2019-2020 Sutter County Children & Families Commission State Annual Report, the matter was called to be heard. There being no public testimony, Commissioner Whiteaker closed the public hearing.

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

## **3) Review of 2015-2020 Sutter County Children & Families Commission Strategic Plan**

Ms. Blake referenced the 2020-2025 Sutter County Children & Families Commission Strategic Plan contained in the meeting package. Ms. Blake noted the new 5-year strategic plan began July 1, 2020 and suggested no revisions are necessary and the strategic plan is consistent with the purposes of the Proposition 10 and adopted State Commission guidelines.

This having been heretofore fixed as the date, time and place to hold a Public Hearing regarding the presentation of the 2020-2025 Sutter County Children & Families Commission Strategic Plan, the matter was called to be heard. There being no public testimony, Chairman Whiteaker closed the public hearing.

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## **CONSENT CALENDAR**

On motion of Commissioner Patton, seconded by Commissioner O'Hara, Chairman Whiteaker called for a roll call vote that carried as follows: AYES: Commissioners Whiteaker, Patton,

Gulbrandsen, O'Hara, Osumi; ABSTAIN: McIntire; NOES: None; ABSENT: Byers, Garcia, Reusser; the Commission approved the Consent Calendar, as follows:

- 4) Approval of the minutes for the June 17, 2020 meeting**
- 5) Approval of the minutes for the August 19, 2020 meeting**
- 6) Approval of FY 2020-2021 Bright Futures budget**
- 7) Approval of FY 2020-2021 Child Development Behavioral Specialist budget**

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## **DIRECTORS REPORT**

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

Ms. Blake noted in partnership with the Yuba City 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 the Commission applied for the Sutter County Economic Resiliency Grant at the encouragement of the County Administrator's Office and are hoping to hear back from Economic Development Corporation soon. If funding is received, it will support Commission funds that were used as a result of COVID relief and costs incurred.

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

Ms. Blake noted the success of long-term remote work due to the support of Health and Human Services administration and the County Administrator's Office.

County Information & Technology has successfully secured internet & network connections at staff homes and is currently working on a soft phone system utilizing the Commission's current phone number. County Counsel has assisted in the sub-lease of the current Commission office to the Health & Human Services department. Ms. Blake continues to work with the Counsel Risk Manager to review and discuss insurance policies and Human Resources to determine a work from home policy.

### **Essential supply distribution update**

Ms. Blake noted the essential supply distribution that was held on Monday distributed approximately 170 bags with essential supplies such as sanitizers, cleaners, soaps, diapers, thermometers, gloves, masks, books and children's activities. Ms. Blake also noted Delta Kappa Gamma joined us and distributed children's books, Sutter County public health home visiting/CalWORKs program provided safe sleep materials, Sutter County Superintendent's Office provided school supply packs for distribution as well.

### **Record Request**

Ms. Blake informed the Commission that a records request in relation to the Commission's RFP process was made and Counsel responded accordingly.

### **Program Reports**

Ms. Blake noted FY 19-20 4<sup>th</sup> quarter reports are included in the meeting packet. Commission staff is currently reviewing 1<sup>st</sup> quarter reports. Commission programs are also slowly transitioning, one by one, to utilize Persimmony for their evaluation database. Ms. Blake also noted flexibility being provided to contractors with quarterly reporting for a variety of reasons (COVID, new for many of the contractors, etc.). Currently for 1<sup>st</sup> quarter reporting, no contractors will face penalties of any type regardless of the contract language; however, once all contractors have Persimmony access and a training is conducted regarding the provider training manual (referred in the executed contracts & recently approved by Counsel), the Commission will proceed accordingly with corrective action plans when applicable. Ms. Blake hopes begin site visits when it is safe to do so.

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### **PUBLIC COMMENT**

Commissioner Whiteaker reminded Commissioners and the public in attendance of the upcoming Trunk-or-Treat events being held at the Sutter County Sherriff's Department and Yuba City Hall.

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### **ADJOURNMENT**

With no further business coming before the Commission, the meeting was adjourned at 3:55 p.m.

By:  
Julie Price  
Executive Secretary