



SUTTER COUNTY CHILDREN & FAMILIES
COMMISSION
COMMISSION MEETING & PUBLIC HEARING
October 27, 2021

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

CALL TO ORDER

Vice Chairwoman Byers called the meeting to order at 3:35 p.m. and requested the roll call.

COMMISSIONERS PRESENT: Mike Ziegenmeyer, Tonya Byers, Nancy O'Hara, Mat Gulbrandsen, and Doreen Osumi

COMMISSIONERS ABSENT: Nicole Ritner, Tom Reusser, Dr. Carolyn Patton

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

ACTION ITEM

1) ADOPTION OF A RESOLUTION AUTHORIZING REMOTE TELECONFERENCING MEETINGS OF THE LEGISLATIVE BODY OF SUTTER COUNTY CHILDREN & FAMILIES COMMISSION PURSUANT TO BROWN ACT PROVISIONS DUE TO A STATE OF EMERGENCY (MT3860)

Michele Blake, Executive Director, referenced the staff report and resolution included in the meeting packet authorizing the remote teleconferencing meetings of the legislative body of the Sutter County Children & Families Commission pursuant to the Brown Act provisions due to a state of emergency.

In response to a question from Commissioner Osumi, Ms. Blake noted future in person meetings can be held at the Sutter County Administrative Offices conference room.

On motion of Commissioner Osumi, seconded by Commissioner Gulbrandsen, Vice Chairwoman Byers called for a roll call vote that carried as follows: AYES: Commissioners Ziegenmeyer, Byers, O'Hara, Osumi, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ritner, Reusser, Patton; the Commission approved the adoption of a resolution authorizing remote teleconferencing meetings of the legislative body of Sutter County Children & Families Commission pursuant to Brown Act provisions due to a state of emergency.

PUBLIC HEARING

2) Approval of fiscal year 2020-2021 Sutter County Children & Families Commission Financial Audit Report

Michele Blake, Executive Director, noted the FY 2020-2021 Sutter County Children & Families audit report included in the meeting packet. Ms. Blake noted Commission reserve funds were not utilized in the FY 2020-2021 budget. Additionally, one-time grant funding opportunities provided Prop 10 funds to be returned to the Commission reserve fund.

Ms. Blake also noted the independent auditor's finding, 2021-001 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 & Families Commission 2020-2021 Audit Report, the matter was called to be heard. There being no public testimony, Vice Chairwoman Byers closed the public hearing.

In response to a question from Commissioner Osumi, Ms. Blake noted a Commission Ad Hoc committee could be convened to determine future funding opportunities with the recent one-time funding opportunities that have been available to the Commission.

In response to a question from Commissioner Gulbrandsen regarding funds carried over to the next fiscal year, Ms. Blake noted no expense time limits are attached to the one-time funds received.

On motion of Commissioner Osumi, seconded by Commissioner Gulbrandsen, Vice Chairwoman Byers called for a roll call vote that carried as follows: AYES: Commissioners Ziegenmeyer, Byers, O'Hara, Osumi, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ritner, Reusser, Patton; the Commission approved FY 2020-2021 Sutter County Children & Families Commission Financial Audit Report as presented.

3) Approval of fiscal year 2020-2021 Sutter County Children & Families Commission State Annual Report

Ms. Blake referenced the report contained in the meeting packet and noted the reporting process. Ms. Blake noted the Sutter County highlight to be submitted for the State annual report will be the ACEs Aware campaign. In addition, Ms. Blake will be presenting annual report highlights to the Sutter County Board of Supervisors on November 9th.

This having been heretofore fixed as the date, time and place to hold a public hearing regarding presentation of Sutter County Children & Families Commission 2020-2021 Annual Report, the matter was called to be heard. There being no public testimony, Vice Chairwoman Byers closed the public hearing.

On motion of Commissioner Gulbrandsen, seconded by Commissioner O'Hara, Vice Chairwoman Byers called for a roll call vote that carried as follows: AYES: Commissioners Ziegenmeyer, Byers, O'Hara, Osumi, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ritner, Reusser, Patton; the Commission approved FY 2020-2021 Sutter County Children & Families Commission State Annual Report as presented.

ACTION ITEMS – Discussion and Possible Approval

4) Sutter County Children & Families Commission Bylaws Amendment

Ms. Blake noted the previous Commission recommendation to update Ordinance No. 1653 membership language to the Sutter County Board of Supervisors for approval. Sutter County Board of Supervisors approved the recommendation on October 12th. Due to the approved language change regarding membership the Commission bylaws need to be updated to reflect the approved change.

In response to a question from Commissioner Osumi, Ms. Blake noted the ordinance change was required due to unavailability of the City of Yuba City Community Services Director. The City Manager for the City of Yuba City recommended in lieu of the Community Services Director, the seat could be filled by a Yuba City Councilmember. Ms. Blake noted the Commission Ad Hoc committee considered several options and agreed with the recommendation made by the City Manager for the City of Yuba City.

On motion of Commissioner Ziegenmeyer, seconded by Commissioner Gulbrandsen, Vice Chairwoman Byers called for a roll call vote that carried as follows: AYES: Commissioners Ziegenmeyer, Byers, O'Hara, Osumi, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ritner, Reusser, Patton; the Commission approved Sutter County Children & Families Commission Bylaws amendment as presented.

5) Sutter County Children & Families Commission Remote Work Policy & Agreement

Ms. Blake reviewed the staff report, policy and agreement in the meeting packet. Ms. Blake noted Commission staff have been working remotely successfully since March 2020. Ms. Blake has worked with County Counsel to draft a Commission policy and agreement regarding remote work.

In response to a question from Commissioner Osumi, Ms. Blake stated the intent of the policy is Commission staff will work remotely long-term, permanently. Commissioners Osumi and Gulbrandsen offered the Commission meeting space should it be required in the future.

On motion of Commissioner Osumi, seconded by Commissioner O'Hara, Vice Chairwoman Byers called for a roll call vote that carried as follows: AYES: Commissioners Ziegenmeyer, Byers, O'Hara, Osumi, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ritner, Reusser, Patton; the Commission approved Sutter County Children & Families Commission Remote Work Policy and agreement as presented.

CONSENT CALENDAR

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

6) Approval of the minutes for the September 15, 2021 meeting

7) Approval of the 2022 Sutter County Children & Families Commission meeting schedule

DIRECTORS REPORT

In the Community report

Ms. Blake noted the following community events that are supported by the Commission:

- Community presentation - Help Me Grow coordinators provided information to enrolled families in the FLIP program in September.
- Live Oak Festival- September 18th Commission staff participated and provided information on Commission programs & services.
- Kids Club at the Yuba Sutter Marketplace- September 25th the Commission sponsored a craft activity and provided information on Commission programs & services.
- Car Seat Check-Up event- The Commission held a car seat check-up event on September 29th.
- City of Yuba City Benefits Fair- Commission staff participated in and provided information on programs & services at the benefits fair conducted by the City of Yuba City for their employees.
- Implicit Bias Training- October 16th in partnership with Childcare Planning Council of Yuba & Sutter Counties, the Commission hosted virtual Implicit Bias Training.
- Trauma Informed Educators Training- Commission sponsored a trauma informed care training facilitated by Becky Haas, internationally recognized trauma informed care trainer, for educators.
- Haunted Health Fair- Commission staff will be participating in Sutter County Public Health's Haunted Health fair October 26th. Staff will provide an activity and information on Commission programs & services.
- Read for the Record- Commission will participate virtually in the event. The book reading will be available in English & Spanish and will be posted on the Commission Facebook page and YouTube channel.
- Yuba City Police Department Trick or Treat event- Commission staff will be participating in the police department's drive thru trick or treat event on October 30th.
- Backpack presentation- Commission staff will provide a presentation on the Commission's developmental backpacks at Park Avenue School on November 5th.

- Tooth Fairy event- Commission staff will participate in the tooth fairy event hosted by Sutter County Public Health on November 13th.

Ms. Blake also noted she assisted the Sutter County Maternal, Child, and Adolescent Health Program in receiving a competitive grant. Five counties in the state of California received the grant. The County will receive approximately \$225,000 per year for the next 4 years. Funds will be utilized to create a Help Me Grow Nurse Navigator Home Visitor position that will provide more intensive support for families.

Commissioner O'Hara emphasized the accomplishment in receiving this grant.

Program Reports

Ms. Blake noted the FY 201-22 1st quarter reports contained in the meeting packet. No discussion was held.

Commissioner O'Hara shared she will be retiring December 29th from Sutter County after serving 35 years in Health & Human Services Administration.

Commissioners in attendance congratulated Commissioner O'Hara on her retirement.

PUBLIC COMMENT

No public comment was received.

ADJOURNMENT

With no further business coming before the Commission, the meeting was adjourned at 4:18 p.m.

By:
Julie Price
Executive Secretary