



SUTTER COUNTY CHILDREN & FAMILIES COMMISSION  
COMMISSION MEETING & PUBLIC HEARING  
April 24, 2024

The Sutter County Children & Families Commission held a regular meeting on the above date at 3:30 p.m. at the Sutter County Administrative Office Conference Room, 1160 Civic Center Blvd., Ste. A, Yuba City, CA 95993.

**CALL TO ORDER**

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

**COMMISSIONERS PRESENT:** Mike Ziegenmeyer, Tonya Byers, Mat Gulbrandsen, Narinder Dhaliwal, Doreen Osumi, Nicole Ritner, and Marc Boomgaarden.

**COMMISSIONERS ABSENT:** Dr. Carolyn Patton and Sarah Eberhardt-Rios

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

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**PLEDGE OF ALLEGIANCE**

Chairman Ziegenmeyer led the Commission & audience in the Pledge of Allegiance.

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**PUBLIC PARTICIPATION**

No public comment was received.

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**SPECIAL PRESENTATIONS**

**1) SUTTER KIDS FINDHELP OVERVIEW**

Kelly Ross, Findhelp, delivered a comprehensive presentation on the site metrics data for Sutter Kids Findhelp site, a platform to streamline & increase closed loop referral process. Overall, 1,494 users completed 3,689 searches with 258 referrals/connections made. Seventy-five percent of referrals were closed loop where the seeker obtained assistance. A copy of the presentation was enclosed in the meeting materials.

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**PUBLIC HEARING**

**2) REVIEW FIRST 5 CALIFORNIA FY 2022-2023 ANNUAL REPORT**

Michele Blake, Executive Director, noted per the health & safety code the Commission is required to conduct an annual public hearing to review of the First 5 California Annual Report. Ms. Blake referenced the report contained in the meeting packet and noted the Sutter County highlight featuring the partnership between Yuba Sutter Colusa United Way, Yuba City Unified School District, & the Commission to provide the United Way Born Learning Academy. Ms. Blake noted no Commission action is required.

This having been heretofore fixed as the date, time and place to hold a public hearing regarding the presentation of First 5 California 2022-2023 Annual Report, the matter was called to be heard. There being no public testimony, Chairman Ziegenmeyer closed the public hearing.

### **3) REVIEW SUTTER COUNTY CHILDREN & FAMILIES COMMISSION FY 2020-2025 STRATEGIC PLAN**

Ms. Blake referenced the 2020-2025 Sutter County Children & Families Commission Strategic Plan contained in the meeting packet. Ms. Blake noted no revisions are necessary and the strategic plan is consistent with the purposes of the Proposition 10 and adopted State Commission guidelines. Ms. Blake noted no Commission action is required.

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 Ziegenmeyer closed the public hearing.

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### **ACTION ITEMS**

#### **4) FAMILY SOUP FY 2023-2024 BUDGET ADJUSTMENT REQUEST**

Ms. Blake referenced the staff report contained in the meeting packet and noted the program request for a budget adjustment for fiscal year 2023-2024.

Leanne Cox & Cynthia Sandoval, Family SOUP Co-Executive Directors, requested the re-allocation of funds from office expense & duplication/printing categories to communication-telephone/internet & equipment/repair. The requested budget line-item adjustments do not alter the total grant award as previously approved by the Commission.

On motion of Commissioner Boomgaarden, seconded by Commissioner Osumi, Chairman Ziegenmeyer called for a roll call vote that carried as follows: AYES: Commissioners Ziegenmeyer, Osumi, Dhaliwal, Byers, Gulbrandsen, Boomgaarden; ABSTAIN: None; NOES: None; ABSENT: Commissioners Ritner, Eberhardt-Rios, Patton the Commission approved the Family SOUP FY 2023-2024 budget revision request as presented.

#### **5) FUNDING ALLOCATION FOR DEVELOPMENT OF 2025-2030 STRATEGIC PLAN**

Ms. Blake noted per the Children & Families Act and Sutter County Ordinance, the Commission shall adopt a county strategic plan for the support and improvement of early childhood development within the County of Sutter. The county strategic plan shall be consistent with and in furtherance of the purposes of the Act and any guidelines adopted by the California Children and Families Commission pursuant to Health and Safety Code § 130125(b), that are in effect at the time the plan is adopted.

The Commission's current 2020-2025 Strategic Plan is due to expire on June 30, 2025. To meet the provisions set forth in the Ordinance, Health and Safety Code, and the Sutter County Children & Families Commission Procurement Policies and Procedures, the staff is recommending allocating \$20,000 from the Strategic Plan Support Contingency budget line item to develop a competitive procurement for an independent contractor to facilitate the strategic planning process. Staff anticipates releasing this procurement opportunity on April 25, 2024, with submissions reviewed by the Strategic Plan Workgroup in June 2024 and a recommendation presented for full Commission consideration on June 26, 2024.

On motion of Commissioner Byers, seconded by Commissioner Dhaliwal, Chairman Ziegenmeyer called for a roll call vote that carried as follows: AYES: Commissioners Ziegenmeyer, Osumi, Dhaliwal, Byers, Gulbrandsen, Boomgaarden; ABSTAIN: None; NOES: None; ABSENT: Commissioners Ritner, Eberhardt-Rios, Patton the Commission approved the funding allocation for development of the 2025-2030 Strategic Plan as presented.

**6) ESTABLISHMENT OF THE STRATEGIC PLAN WORK GROUP AD-HOC COMMITTEE**

Ms. Blake noted following the approval of the Sutter County Children & Families Commission funding a total allocation amount not to exceed \$20,000 for the 2025-2030 Strategic Plan, the formation of a short-term Ad-Hoc Committee will provide a focused venue to discuss, review, and evaluate the RFAs. This committee is essential given the continued decline of Proposition 10 revenues, historical trends, legislative impacts, and the current economic situation. The Ad-Hoc Committee, consisting of no more than three Commissioners, along with Commission staff and Advisory Committee members, will review the RFAs on June 5, 2024. It is expected that the Ad-Hoc Committee will finalize their recommendations and present them to the full Commission for consideration on June 26, 2024.

Commissioners Ziegenmeyer, Osumi, & Gulbrandsen volunteered to participate in the short-term Ad-Hoc Committee.

On motion of Commissioner Byers, seconded by Commissioner Boomgaarden, Chairman Ziegenmeyer called for a roll call vote that carried as follows: AYES: Commissioners Ziegenmeyer, Osumi, Dhaliwal, Byers, Gulbrandsen, Boomgaarden; ABSTAIN: None; NOES: None; ABSENT: Commissioners Ritner, Eberhardt-Rios, Patton the Commission approved the establishment of the Strategic Plan work group Ad-Hoc Committee as requested.

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**CONSENT CALENDAR**

On motion of Commissioner Gulbrandsen, seconded by Commissioner Dhaliwal, and carried as follows: AYES: Commissioners Ziegenmeyer, Eberhardt-Rios, Byers, Dhaliwal, Osumi, Boomgaarden, Ritner; ABSTAIN: None; NOES: None; ABSENT: Commissioners Patton and Gulbrandsen; the Commission approved the Consent Calendar, as follows:

**5) Approval of the minutes for the January 17, 2024 meeting**

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**DIRECTORS REPORT**

**In the Community**

Ms. Blake delivered a thorough visual presentation highlighting the community events in which the staff has participated over the previous 3 months.

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**PUBLIC COMMENT**

No public comment was received.

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**ADJOURNMENT**

With no further business coming before the Commission, the meeting was adjourned at 4:47 p.m.

By:  
Julie Price  
Executive Secretary