



**Staffing and Operations Committee (SOC) Meeting
Wednesday, August 5, 2020**

Meeting Conducted via Zoom: see log-in instructions below
10:00 a.m. - 11:00 a.m. (or immediately following the Commission Meeting)

AGENDA

REASONABLE ACCOMMODATIONS FOR ANY INDIVIDUAL WITH A DISABILITY. Pursuant to the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, any meeting or function of the First 5 Madera County Children and Families Commission – Staffing and Operations Committee - may request assistance, by contacting the Madera County Children & Families Commission, 525 E. Yosemite Ave. Madera, CA 93638, telephone 559-661-5155.

SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19

Given the current Shelter-in-Place Order covering the State of California and the Social Distance Guidelines issued by Federal, State, and Local Authorities, First 5 is implementing the following changes for attendance and public comment at all First 5 meetings until notified otherwise. First 5 facilities will not be open to the public. Any member of the First 5 Commission may participate from a remote location by teleconference. The First 5 meeting will be accessible via live-streaming online to all members of the public on August 5th at:

<https://us02web.zoom.us/j/81168097181?pwd=TVl1VW92NXRTWFc3WW13bUwwQUpNdz09>

Meeting ID: 811 6809 7181

Password: 553293

+1 669 900 6833 US

WRITTEN COMMENTS. If you wish to address any item listed on the Agenda by written comment, please submit comments in writing to Erika Wright by mail or email. Written comments must be received no later than one hour prior to the start of the meeting. All comments will be included as part of the administrative record.

E-MAIL: Email your comments to: ewright@first5madera.net

MAIL: Mail comments to: 525 E. Yosemite Ave., Madera, CA 93638

For all written comments please provide: Meeting Date - Agenda Item Number - Name - Comment (please limit to 300 words or 3 minutes). Please submit a separate responses for each item you are commenting on. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be made part of the record of proceedings. Please be aware that any public comments received that do not specify a particular agenda item will be read aloud during the general public comment portion of the agenda. If a written comment is received less than one hour before the start of the meeting, efforts will be made to read the comment into the record. However, staff cannot guarantee that written comments received less than one hour before will be read. All written comments that are not read into the record will be made part of the record of proceedings, provided that such comments are received prior to the end of the First 5 meeting.

Verbal Comments. If you wish to speak to the Commission on the item by telephone, you must contact Erika Wright at (559) 831-1745 or by email at ewright@first5madera.net no later than one hour prior to the start of the meeting. You will be asked to provide your name, phone number, and email address. You will be emailed detailed instructions on how to participate verbally via Zoom. You will be placed on mute until we get to the public comment portion of the item you have requested to address. At this point you will be unmuted. You will be able to speak to the Commission for up to three (3) minutes.

Noticed Public Hearings: For noticed public hearings, all public comments must be received by the close of the public hearing period. All written comments received by the close of the public hearing period will be read aloud by a staff member during the applicable agenda item, provided that such comments may be read within

three (3) minutes allotted to each speaker. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be included in the record of proceedings. If a comment on a public hearing item is received after the close of the public hearing, such comment will be treated like a general public comment and made part of the record of proceedings, provided that such comment is received prior to the end of the meeting.

1.0 Call to order

2.0 Adoption of Committee Agenda

3.0 Consideration of SOC Meeting Minutes for June 3, 2020.

4.0 Public Comments

This time is offered for members of the public wishing to address the Committee on matters NOT listed on the agenda. Committee members may listen but not discuss matters not on the agenda.

5.0 Action/Discussion

5.1 Recruit for Administrative/Accounting Tech Position

5.2 Other Unfilled Positions

6.0 Reopening Plans

6.1.1 COVID-19 Supplies

7.0 Staffing Updates

8.0 Operations Updates

9.0 Announcements

10.0 Next Meeting

Commission Meeting –Wednesday, September 2, 2020 at 8:00 a.m.
SOC Meeting – Wednesday, September 2, 2020 at 10:00 a.m.

11.0 Meeting Adjourned



Wednesday, June 3, 2020

**Staffing and Operations Committee
(SOC)**

Meeting Minutes

<https://us02web.zoom.us/j/85849208783>

Meeting ID: 858 4920 8783

One tap mobile

+16699006833,,85849208783# US (San Jose)

+13462487799,,85849208783# US (Houston)

First 5 Family Resource Center

525 E. Yosemite Ave.

Madera, CA 93638

10:00 a.m.-11:00 a.m.

Present:

Sara Bosse

Madera Co. Department of Public Health

Karen Wynn

Community Representative- Mountain Area

Absent: None

Linda Bresee

Community Representative- Unincorporated Valley Area

Staff:

Erika Wright

FRC Manager

Steve Cassady

WCW Solutions Inc.

Anali Manzano

Operations Officer

Hub Walsh

WCW Solutions Ins.

Susan Walsh

WCW Solutions Inc.

Public:

Jessica Mejorado

Lozano Smith Attorney at Law

1.0 Call to Order

Committee Chair Sara Bosse called the meeting to order at 10:53 a.m.

2.0 Adoption of Committee Agenda for June 3, 2020

Agenda for June, 2020, was presented.

Motion to approve the June 3, 2020 meeting agenda as presented. Motion carried by consensus.

Ayes: Bosse, Wynn

Noes: None

Abstain: None
Recused: None
Absent: Bresee

3.0 Consideration of May 2020 SOC Meeting Minutes

J. Mejorado asked that her last name be corrected since it is misspell.

Motion to approve the May 19 2020 SOC meeting minutes with the aforementioned revisions. Motion carried by consensus.

Ayes: Bosse, Wynn
Noes: None
Abstain: None
Recused: None
Absent: Bresee

4.0 Public Comments

There were no public comments

5.0 Action/Discussion Items

5.1 Commission Bylaws

a. Commissioner Reimbursement Policy

J. Mejorado commented that legal counsel made the changes suggested by the full commission. Most of the changes were made on the beginning of the document

Language was added to state that these are covered expenses rather than reimbursements. The Commission prefers that First 5 pays for the expenses upfront instead of Commissioners requesting a reimbursement. GSA standards were added for all types of travel except for millage which fall under IRS guidelines. Everything else was in tune that the preference of the Commission is for expenses to be paid upfront by First 5.

This item will move forward to the Commission for approval.

5.2 Recruit for Fiscal Tech Position

S. Walsh commented that the SOC knows that the Fiscal Tech position is vacant. It is WCW's understanding that the Commission wants to permanently remove the Deputy Director/Operations Manager. Staff has been doing some of the portions of both positions. Going forward WCW would like to start the ground work for recruitment of the Fiscal Position.

If indeed it is the preference of the Commission to permanently eliminate the position of the Deputy Director/Operations Manager there needs to be some sort of alignment of those duties.

WCW would like to start the process for recruitment of the Fiscal Tech position, so that the new director can hire a new Fiscal Tech as soon as possible.

Commissioner Wynn asked what does a Fiscal Tech do. A. Manzano commented that some of the duties include processing claims with Nick, process payroll, implement protocols for purchasing, requisitions, and travel. Among those duties that position serves as a secretarial support for the Commission and the office.

Commissioner Wynn commented that if the office needs a secretary then a secretary should be hired. S. Walsh commented that it was her understanding that the Commission decided to eliminate the secretary position. Commissioner Wynn commented that if proposals are going to be made then we should align people with the work that they actually do and stop overloading them with duties that get dump on them.

H. Walsh commented that the hope is that SOC and the Commission is so included to allow WCW to start the recruitment process. Part of the discussion would be to align duties with current personnel and also figure out the budget to see what kind of personnel can be hire. WCW would not proposed a position that would put a strain in First 5 budget.

Commissioner Bosse commented that whether is a Secretary or Fiscal Tech. She believes that having a tittle that is broader and encompass the duties that need to be address than just filling how it had been before.

Commissioner Bosse commented that she would need context in order to better understand what is needed. It would be helpful to provide the SOC with more information. S. Walsh commented that staff is asking to move forward with recruitment so that more information can be gather regarding or organization charts and duties.

Commissioner Bosse commented that she is fine with WCW bringing information to the SOC for consideration along with any recommendations that WCW may have in regards to any other staffing patterns. She believes that it is important to give the new Executive Director the

opportunity to decide how her new team would look, but providing the research information would be important.

Commissioner Wynn agree with the recommendation from Commissioner Bosse.

6.0 Reopening Planning

E. Wright commented that staff has been working to ensure the FRC opens in a safe and thoughtful manner. Staff recommends opening at the same timeframe as the local libraries. Staff is also asking for feedback as what else can be done to open safely.

In the Interim staff has implement the COVID-19 screening forms and temperature checks that need to be done by all personnel coming into the building. Hand sanitizer and face coverings are also being provided at checking when entering the building.

Staff will continue to work on a plan to make sure that when the office does open it is done so safely.

Commissioner Bosse commented that it is important to remember when implementing a plan that the number one most important thing is Social Distancing. Secondly good hygiene practices are important. Wearing face coverings are great but it does not make up for social distancing. When people use face coverings they tend to ignore the social distancing. She would suggest to use “face covering” and instead of “mask” for terminology purposes.

S. Walsh commented that staff is also keeping aware of what Madera County of Superintendent of Schools is doing in terms of working with children and sanitary practices. Commissioner Bosse commented that she is more concern about adult since they are at higher risk. The level of transmission is lower between adults and children. She would focus efforts on adults that would be coming into the building. She would also recommend installing Plexiglas barriers to protect the front counter staff.

H. Walsh asked if Commissioner Bosse knew the recommend person per square foot equation. Commissioner Bosse recommended 30sq feet per person. Which provides 6 feet in between person. It really depends on the type of activity being conducted.

Commissioner Wynn asked if there was an anticipated date by when the Commission expects the FRCs to open. H. Walsh responded that there is no anticipated date.

E. Wright commented that staff was thinking in opening with the libraries since they have the same traffic level. Staff was also thinking in opening on phases offering resource and referral first and then activities. Commissioner Bosse responded that she likes the idea of phases she recommends starting with lower risk activities. This could let the public know that the FRC is open for certain activities. She foresees the FRCs to be at lower risk than libraries because a lot of the activities are structure and are monitor by staff.

S. Walsh asked when the plan is ready should it be taken to the Commission for approval? Commissioner Bosse responded that she could also see the FRCs as social services office in which case they are already allow to be open. First 5 is an unusual entity. She would like First 5 to put together a plan and send it to the Madera County Health Officer so that he can give his endorsement to the plan and then take it to the Commission.

S. Walsh commented that she would anticipate that the FRCs would not be open until August. Commissioner Wynn commented that she believes that once the endorsement of the Health Officer is given then the FRC can open. J. Mejorado recommended including it on the weekly update.

H. Walsh commented that even in the planning phase there will always be someone in the office during operating hours.

Commissioner Wynn asked if there would be any concern if it was stated that certain activities were going to be provided but all staff can come back. She would like to know if everyone can come back to the office. Commissioner Bosse commented that operationally putting it in the plan. Detailing the physical layout of the space, what is the physical distance between employees, what is the foot traffic like? How often will they be engaging in activities in which social distancing would be difficult. The number of people in the building is relevant to ensure proper social distancing and the kind of work they are performing. The concern will be when there is shared space and whether or not there could be an accommodation for that.

7.0 Staff Updates

IMPACT Layoffs

8.0 Operations Updates

Commissioner Bosse commented that in light of the budget and the high legal counsel fees. She would like to suggest that the meeting agendas be structure in a way were all the items that need legal counsel can be taken first, in order to release her as soon as possible. H. Walsh commented that staff would do that.

9.0 Announcements

No announcements.

10.0 Next Meeting

Staffing and Operations Committee Meeting – August 5, 2020, at 10:00 a.m.

First 5 Madera County Commission Meeting – August 5, 2020, at 8:00 a.m.

10.0 Meeting Adjournment

Motion to Adjourn the June 3, 2020 SOC meeting. Motion carried by consensus.

Ayes: Bosse, Wynn

Noes: None

Abstain: None

Recused: None

Absent: None

The Staffing and Operations Meeting adjourned at 11:30 a.m.



Administrative/Accounting Tech
Range 46

Position Title	Administrative/Accounting Tech
Reports To	Executive Director
Working Schedule	Full Time/Non-Exempt

General Description

Under the direction of the Executive Director, the Administrative/Accounting Tech is responsible for matters related to general administration and day-to-day fiscal needs.

Major Duties and Responsibilities

Administration

- Assist the Executive Director in staffing meetings of the First 5 Madera County Commission and Staffing and Operation Committee meetings
- Support the Executive Director in the preparation of meeting agendas, packets, and minutes
- Maintain attendance records related to all First 5 staff
- Work in coordination with the Operations Officer to ensure functionality of office equipment
- Work in coordination with the Operations Officer to order and maintain adequate day-to-day office supplies.

Accounting

- Receive and process requisitions necessary to facilitate purchases, registration, and related matters
- Oversees accounts payable/accounts receivable activities; develops and ensures compliance with internal controls
- Monitors Profit Loss Sheets by class and advise Executive Director about concerning over/under spending
- Prepares payroll, maintains payroll records, and funds retirement
- Serve as the primary contact/liaison with contracted accounting firm
- Service as the primary contact/liaison with the Madera County Auditor/Controllers Office
- Manage the use and replenishment of petty cash funds (Madera and Chowchilla)
- Performs other duties as assigned.

Education, Experience, and Ability

To successfully perform the essential functions of this position, the incumbent must have the following:

- Bachelor's degree preferred, or equivalent combination of education, training, and experience. (Degrees in administration, business management, or accounting)
- Two-years of successful experience in office mid-level fiscal and clerical support. (Governmental and/or non-profit experience is preferred.)
- Strong observation, analytical and listening skills.
- Ability to organize, set priorities, take initiative and exercise sound, independent judgment within areas of responsibility.
- Good knowledge of personal computer operations and software including Microsoft Office
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.

Licenses and Other Requirement

Possession of a valid California Class C driver's license and a reliable means of transportation. Incumbents must be insurable by the liability carrier of the Madera County Children and Families Commission. Incumbent must pass a background check.

Physical Demands

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Lifting or carrying cumbersome materials to set up for meetings, e.g., easels, flip charts, refreshments, brochures, etc.

Work Environment

- Some travel, primarily within the County and State to attend various meetings.
- Fast paced, diverse and dynamic environment.
- Will require working some evenings and weekends.
- Work cohesively with Commissioners, FIRST 5 staff, management, and outside vendors