



**Staffing and Operations Committee (SOC) Meeting
Wednesday, December 2, 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 December 2nd 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 November 4, 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 Staff Vacation Allotment

6.0 Stipend for Operations Officer

7.0 Operations Updates

8.0 Announcements

9.0 Next Meeting

Commission Meeting –Wednesday, January 6, 2021 at 8:00 a.m.

SOC Meeting – Wednesday, January 6, 2021 at 10:00 a.m.

10.0 Meeting Adjourned



Wednesday, November 4, 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

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Present:

Sara Bosse

Karen Wynn

Madera Co. Department of Public Health

Community Representative- Mountain Area

Absent:

Linda Bresee

Community Representative- Unincorporated Valley Area

Staff:

Erika Wright

Steve Cassady

Anali Manzano

Hub Walsh

Susan Walsh

FRC Manager

WCW Solutions Inc.

Operations Officer

WCW Solutions Inc.

WCW Solutions Inc.

Public:

Jessica Mejorado

Lozano Smith Attorneys at Law

1.0 Call to Order

Committee Chair Sara Bosse called the meeting to order at 9:29 a.m.

2.0 Adoption of Committee Agenda for November 4, 2020

Agenda for November 4, 2020, was presented.

Motion to approve the November 4, 2020 meeting agenda as presented. Motion carried by consensus.

Ayes: Bosse, Wynn

Noes: None

Abstain: Bosse
Recused: None
Absent: None

3.0 Consideration of August SOC Meeting Minutes

Motion to approve August 5, 2020, SOC meeting minutes as presented. Motion carried by consensus.

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

4.0 Public Comments

No public comments

5.0 Reopening Plans

H. Walsh presented the reopening plan that was put together in conjunction with staff and recommendations from the Madera County health officer.

Commissioner Bosse commented that she likes the “flow-chart” in regards to exposure; she made the following recommendations:

- Updating the exposure flowchart to state, "Was the contact 15 cumulative minutes and less than six feet, within the last 48 hours of testing or symptoms".
- She suggested discontinuing isolation "until cleared by a doctor or Public Health Official before returning to work." This could be verbal clearance.

S. Cassady asked if it's still correct that the virus is transmitted by airborne particles, not so much by surfaces. Should cleaning of surfaces be as intensive?

S. Bosse commented that the cleaning process should be sustainable by staff.

Commissioner Wynn asked if there was a reopening day already selected.

Commissioner Bosse commented that while the county is in tier purple, offices can open as long as the guidance is followed regarding services being offered.

She does not believe that group classes can be open. She suggested identifying when group services will be able to open. H. Walsh responded that the plan was developed assuming that the county would be moving towards re-opening.

Commissioner Bosse asked what the impact of distance learning and staff's ability to work in the office or telework is. She recommended performing an assessment or schematic. It is not a matter of being able to open to the public but looking at job duties and can those duties be successfully done remotely by the nature of the service being provided. She suggested leaving things as they are and having the executive director (ED) taking the lead to the reopening. She recommended having the information regarding staff availability to work in the office, based on distance learning, and how programs were run pre-COVID, during COVID, and ideas post-COVID.

Commissioner Wynn recommended staff to consider the air quality in addition to COVID when performing activities in the mountain area. E. Wright commented that staff is already considering the air quality.

S. Cassady commented that this could also be presented to the ED as part of the onboarding process.

6.0 Executive Director Onboarding

Commissioner Bosse commented that she would be available during the first day on the job by the executive director. Legal counsel will get the time that the new ED will be in the office on her first day, and Commissioner Bosse will be available at 8:00 a.m.

H. Walsh commented that WCW would share the current arrangement for communication of deliverables with the ED. WCW will also be available during the morning part of the last two weeks of the month to support the ED.

Commissioner Bosse commented that the onboarding list is very detailed; what she recommends is adding onboarding issues on the Commissions standpoint like the following items:

- What is the SOC and its responsibilities?
- What is the PGA and its responsibilities?
- The Commission Executive team and their roles

She suggests that meeting with the Commission should be first since she believes that connecting with the Commission should be the ED's priority, along with details of running the organization. Commissioner Wynn commented that she agrees.

Commissioner Wynn commented that she has some reservations about the leadership training offered to provide support and training to the new ED.J. Mejorado commented that is part of onboarding. Commissioner Wynn commented that she does not want to overwhelm the new ED. Giving her the options to choose when she wants to reach out to the leadership groups for "training" is best.

Commissioner Bosse commented that she would be available to help with this process and provide her with the necessary information. She will need the following documentation from staff:

- A list of Commissioner and their contact information
- The SOC composition and what their duties are.
- The PGA composition and what their duties are.
- The Executive Committee composition and what their duties are.

S. Walsh commented that WCW was planning to present to the ED the description of what each committee does and a year's worth of agendas and meeting minutes. Commissioner Bosse commented that she agreed with the idea. She also commented that the First 5 Association also provides leadership training for new directors and training leadership responsibilities both internally and externally from the Association.

E. Wright commented that there are commissioner binders for new commissioners. She believes that this would clarify the framework of the Commission. She does not know where the electronic version is, but this is something offered to new Commissioners. Commissioner Bosse commented that this would be a great idea. She added that staff would provide that information to Commissioner Bosse.

Commissioner Bosse commented that she believes that the new ED should also address the attendance of Commissioner Contreras. H. Walsh commented that this item was going to be added to the next Commission agenda.

E. Wright commented that staff communicated with her to gauge her interest. She stated interest in participating in the Commission. Commissioner Bosse asked if Commissioner Contreras had stated her challenges. E. Wright responded that she stated that she was not checking her email. Staff felt that she was overwhelmed based on the conversation. After the conversation with staff, Commissioner Contreras participated in one Commission meeting, and that is the last time that staff has heard from her.

Commissioner Wynn asked if it was written somewhere that it is the ED's responsibility to make contact. S. Cassady responded that it is the ED's responsibility to reach out based on the bylaws. Commissioner Wynn commented that she believes that someone from the Commission should reach out.

J. Mejorado recommended that this may be added to the Commission agenda so that all the Commission can make the decision. S. Walsh commented that staff made sure that she received all the information for all the meetings, and there was no response from Commissioner Contreras.

J. Mejorado commented that this needs to be escalated to the Commission, since no Commissioner alone can act on behalf of the Commission. Commissioner Bosse suggested reaching out to her to access if she needs any support to participate, such as computer equipment, access to the internet, access to zoom meetings, and additional reminders for the meetings. Since she is a community representative, she might not have the same access as someone that works in an office environment. S. Walsh suggested a conversation to ease her feelings of feeling judged for lapses in attendance.

J. Mejorado commented that maybe E. Wright might be the best person to talk to. H. Walsh commented that he agrees that E. Wright can try to reach out to her again since a rapport already exists. The outcome of that contact can be reported to the Commission under updates; at that point, the Commission can give directions for next steps.

Commissioner Bosse commented that her main concern is transitioning to an ED position since she does not have any previous executive director experience. That is the main reason that she wants to be available for her.

A. Manzano asked if the ED would be available to staff before her first day. She needs to receive insurance information, BBSI onboarding information, fingerprinting as well as other HR matters. J. Mejorado commented that she would give the ED staff's information so that she can contact staff. Commissioner Bosse recommended that staff take the lead on this. E. Wright commented that staff could do this; we need her contact information.

Commissioner Bosse commented that she had some edits to the press release for the new ED. They are as follows:

- Making sure that her name is not split on the document.
- Add the date when the Commission approved her position.

- Add her photograph to the press release.

J. Mejorado commented that she had not received a picture yet. She suggested reaching out to her and letting her know or requesting the following:

- Commissioner Bosse and WCW will be in the office at 8:00 a.m. on November 23, 2020.
- Fingerprinting requirements
- Requesting a picture for the press release
- Insurance information
- A letter to staff has to be sent to all staff members.
- Administration recruitment

Commissioner Bosse commented that she could be the spokesperson for interest from the media. She also recommends deleting from the letter to staff "as you know."

7.0 compensation Adjustment: Operations Officer

S. Cassidy commented that the organizational changes resulted in a gap in the organizational chart; thus, the Operations Officer has been working out of classification since the ED left. WCW recommends the Operations Officer be reclassified as an Operations Manager as well as compensate for working out of classification retroactive to the beginning of the fiscal year.

Commissioner Bosse commented that the reclassification discussion should wait until the new executive director is on board. She agrees to compensate for working out of classification retroactive July 1, 2020, through the end of November. After November, the ED can decide if continuation of differential paid is needed.

After discussion, it was decided that retroactive compensation will be paid starting July 1, 2020, through November 30, 2020, and to give the ED the authority to extend the payment to the end of December.

Commissioner Bosse Commented she would like a current organization chart before November 23, 2020, and that the Organization chart discussion is added to the next SOC agenda.

8.0 Staff Vacation

Will be discussed in the next meeting.

9.0 Staffing Updates

E. Wright commented that five AmeriCorps have been recruited and are starting their training with staff. We are still recruiting for two family advocates to begin in January. Chowchilla Family Advocates will support the Madera FRC until we recruit the two family advocates.

S. Walsh commented that staff would be starting the administrative assistant recruitment process so that the new ED can choose that person. Commissioner Wynn recommended a conversation with the current ED to give a chance to have her input and see if she has someone whom she might want to bring with her.

10.0 Operations Updates

No operations updates

11.0 Announcements

H. Walsh commented that this would be WCW's last SOC meeting. They have appreciated the opportunity to assist and reiterated that the Commission has an excellent staff.

12.0 Next Meeting

Staffing and Operations Committee Meeting – December 2, 2020, at 10:00 a.m.

First 5 Madera County Commission Meeting – December 2, 2020, at 8:00 a.m.

J. Mejorado asked WCW to update the onboarding list and send it to legal counsel.

13.0 Meeting Adjournment

Motion to Adjourn the November 4, 2020 SOC meeting. Motion carried by consensus.

Ayes: Bosse, Wynn

Noes: None

Abstain: None

Recused: None

Absent: Bresee

The Staffing and Operations Meeting adjourned at 11:33 a.m.