



**Staffing and Operations Committee (SOC) Meeting
Wednesday, November 4, 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 November 4th 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 August 5, 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 Reopening Plans

6.0 Executive Director Onboarding

7.0 Compensation Adjustment: Operations Officer

8.0 Staff Vacation Allotment

9.0 Staffing Updates

10.0 Operations Updates

11.0 Announcements

12.0 Next Meeting

Commission Meeting –Wednesday, December 2, 2020 at 8:00 a.m.

SOC Meeting – Wednesday, December 2, 2020 at 10:00 a.m.

13.0 Meeting Adjourned



Wednesday, August 5, 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.-

Present:

Sara Bosse	Madera Co. Department of Public Health
Karen Wynn	Community Representative- Mountain Area
Linda Bresee	Community Representative- Unincorporated Valley Area

Absent: None

Staff:

Erika Wright	FRC Manager
Steve Cassady	WCW Solutions Inc.
Anali Manzano	Operations Officer
Hub Walsh	WCW Solutions Inc.
Susan Walsh	WCW Solutions Inc.

Public:

1.0 Call to Order

Committee Chair Sara Bosse called the meeting to order at 9:39 a.m.

2.0 Adoption of Committee Agenda for August 5, 2020

Agenda for August 5, 2020, was presented.

Motion to approve the August 5, 2020 meeting agenda as presented. Motion carried by consensus.

Ayes: Bosse, Wynn, Bosse

Noes: None

Abstain: None

Recused: None

Absent: None

3.0 Consideration of June 2020 SOC Meeting Minutes

Motion to approve June 3, 2020, SOC meeting minutes as presented. Motion carried by consensus.

Ayes: Bosse, Wynn, Bresee

Noes: None

Abstain: None

Recused: None

Absent: None

4.0 Public Comments

There were no public comments

5.0 Action/Discussion Items

5.1 Recruit for Administrative/Accounting Tech Position

H. Walsh commented that currently, the Administrative/Accounting position is vacant. In the interim, those duties have been performed by the Operations Officer. WCW believes that First 5 needs the Administrative/Accounting position needed to support the Executive Director, the Commission, and assist on its financial side.

A general job description has been put together in coordination with staff. Staff would like to initiate the recruitment process, believing that the organization has the resources and recommends to the SOC that recruitment be initiated.

Commissioner Bresee commented that she does not have any problems with staff initiating the recruitment process. H. Walsh commented that he believes that it would be beneficial for the executive director to have this position in place when coming on board. He believes that this is an essential position.

Commissioner Bresee asked if a candidate is found will they be brought on board before the Executive Director, or will we wait for the executive director to start. H. Walsh commented that it would depend on when the new executive director will be coming on board.

Commissioner Wynn commented that she has some concerns with the position title. H Walsh commented that this position would provide both secretarial and account support to the organization.

Commissioner Bresee commented that an administrative assistant can still do the accounting part of the job description.

Commissioner Wynn commented that this position should be titled Administrative Assistant, to provide direct for the executive director and operate as an additional resource for staff. She does not believe that this should be a split position. She also believes that the executive director should have the opportunity to choose this person.

Commissioner Bosse commented that she does not believe that this should be a split position. She recommends to title this position as an administrative assistant to remove the title under "Major Duties and Responsibilities." Make the duties one list, and add "other duties as assigned" at the end of the list. An administrative assistant can have many different duties under the administrative assistant title. She also added that she likes the idea of starting the recruitment process. However, she would like the next executive director to choose who this person should be because this will become the right-hand person to the executive director.

Commissioner Wynn gave staff direction to make the recommended changes and send this to the Committee members to approve the changes.

Commissioner Bresee commented that if we wait for the executive director to choose, both the executive director and the administrative assistant will come in at the same time. She believes that it would be beneficial to have the administrative assistant start first since he or she will have gotten some training. Commissioners Bosse and Wynn commented that they would rather have the executive director make the selection. H. Walsh commented that WCW could modify the job description reasonably quickly. Getting the ok to start the recruitment process will enable staff to have a list of candidates from which the new executive director can choose.

Commissioner Wynn commented that she would like to see the deputy director position and how it would fit the organization. She mentioned that maybe this could be done by the executive director. She also asked what

"range 46" meant in the Administrative/Accounting Tech job description. H. Walsh responded that range 46 was the pay scale on the First 5 payroll process. Commissioner Wynn asked if they had the range scale. A. Manzano responded that staff would send the information to the Committee members.

Commissioner Bresee commented that the deputy director position was not filled due to budgetary reasons. She asked when those budgetary concerns disappeared.

Commissioner Bosse commented that in the interest of time and recognizing that a new executive director will soon be hired. She believes that it would be smart to let staff move forward with the administrative assistant's recruitment and engage the new executive director in conversation around the deputy director position and the funding related to that and see how she would like to move forward. She believes that deciding whether or not to hire a deputy director depends on how the executive director wants to run the organization.

Commissioner Bosse proposed to table the deputy director's conversation to avoid talking about the same process twice. Both Commissioners Wynn and Bresee agreed.

Commissioner Bosse directed staff to make sure and put the discussion on the first agenda after the executive director is on board. H. Walsh commented that WCW would also be more than happy to meet with the executive director to make recommendations about staffing during the last couple of months. Commissioner Bosse commented that a transition between WCW and the new executive director would be valuable.

H. Walsh clarified the direction from SOC. Staff will revise the job description of the administrative assistant. Should staff send the edited version to the SOC for approval? Commissioner Bosse responded that the changes needed are not substantial; staff can make the suggested changes and move forward with the recruitment process.

5.2 Other unfilled Positions

H. Walsh commented that staff wanted to make sure that the Committee knew what the other vacant positions were. They are as follows:

- Deputy Director
- Finance Manager

Commissioner Bresee asked who the previous Finance Manager was. A. Manzano commented that Carrie Gill was the last Finance Manager. Commissioner Bresee commented that the Commission established a contract with the Financing firm to take care of the company's fiscal part. A. Manzano commented that this is correct.

6.0 Reopening Planning

6.1 COVID-19 Supplies

H. Walsh commented that the plan includes much cleaning and disinfecting of common areas. However, staff has been unable to secure some of the cleaning and disinfecting products needed. Staff will continue to try to obtain the necessary products to open. Commissioner Bosse commented that the Department of Public Health had received the plan, and the Health Officer will be reviewing it. She added that as long as the plan follows the guidelines, it would be a good plan.

Commissioner Bosse commented that in terms of COVID-19 supplies. The Department of Public Health has resources. She will connect First 5 with the MOHAC, a person who sources different things, with that and logistics they will be able to provide a list of suppliers that have some stuff on hand. If it can be substantiated that the items are not available, an order will be placed on the system, but this can only happen when the company is about to open. This information will be given to WCW and Erika.

Commissioner Bosse commented that she would like to offer an update regarding COVID-19. It seems that transmission is more through air particles than through surfaces. After a confirmed case, it was thought that a specialized company needed to come to do a deep cleaning. It is not the case. What needs to be done is that the building needs to be aired out for at least 24 hours and then clean even with just soap and water. She added that it is more important to wear a mask and social distance. She also added that sometimes the temptation is to go for brand commercial items. She added that other non-traditional options are safe and appropriate.

H. Walsh commented that this was for informational purposes. He wanted to make sure that the SOC was informed of what the plan entails.

Commissioner Bresee commented purchases in bulk for liquid disinfecting products are much more cost-effective. Commissioner Bresee commented that she could give staff the information about the vendor they use. H. Walsh

commented that the plan focuses on social distances and masking. There is also much disinfecting and wiping down. There could be some modifications to the proposed plan as staff learns more about transmission. Commissioner Bosse commented that healthy disinfection practices are reasonable since little ones touch many surfaces. Good disinfecting practices are beneficial with or without COVID-19.

7.0 Staff Updates

No staffing updates

8.0 Operations Updates

No operations updates

9.0 Announcements

No announcements

10.0 Next Meeting

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

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

10.0 Meeting Adjournment

Motion to Adjourn the August 5, 2020 SOC meeting. Motion carried by consensus.

Ayes: Bosse, Wynn, Bresee

Noes: None

Abstain: None

Recused: None

Absent: None

The Staffing and Operations Meeting adjourned at 10:17 a.m.



FIRST 5 MADERA COUNTY

JULY 2020 DRAFT COVID 19

RE-OPENING PLAN BASED ON STATE OF CALIFORNIA GUIDELINES FOR OFFICES

NAME: First 5 Madera County

ADDRESS: 525 E. Yosemite Avenue, Madera

CONTACT INFORMATION:

MANAGER:

HUMAN RESOURCES REPRESENTATIVE / CONTACT:

First 5 of Madera County has developed the following plan and accompanying protocols for reopening community and business services to children 0 to 5, their families and caregivers. The plan was developed through examination of other reopening plans and vetted through a management team assessment and review of proposed protocols.

While there are several challenges to this plan in terms of staffing and working with people 0 to 5, one of the biggest is the inability to locate and purchase supplies necessary for cleaning and sterilizing workstations, public areas, equipment, furniture, etc. Staff have been working through First 5 California, First 5 vendors, office supply vendors, our own maintenance vendor to no avail. In addition, staff have been shopping for appropriate items on their own at Costco and other retailers, to no avail. Since this plan is highly dependent on cleaning and sterilizing, re-opening facilities and offering services will also depend on finding a reliable source of these supplies now necessary supplies for operational purposes.

Commented [SPM1]: I think supplies are now more readily available, but if you have trouble finding ppe or cleaning supplies let us know and we can assist.

This plan will be shared with the Madera County Public Health Officer as well as with the First 5 Madera County Commission.

The plan calls for a three-phase re-opening of services at First 5 sites.

Phase One:

- Staff will coordinate with HR vendor for proper training in sanitation and disinfection of all relevant facilities.
- Separate entrance and exit doors will be established (north for entry/south for exit) and posted bilingually
- First 5 Madera County facilities and vehicles will be thoroughly cleaned and disinfected at least (?) times **daily**.
- Workspaces and offices as well as common-use areas such as the copy room, breakroom, classrooms, and meeting rooms will be repurposed at both Chowchilla and Madera centers to maintain effective social distancing among staff, clients, and visitors.
- Signage in English and Spanish promoting social distancing, facial covering, and hand washing will be developed, printed, and posted bilingually in all work and public areas.
- Protocols for safe entry into facilities will be finalized and supplies bought before opening. They include temperature screening, filling out and signing a questionnaire, putting on masks before entry (or supplying same if the visitor or staff member does not have one), and providing hand sanitizer at the door. Visitors, vendors, and staff will be asked to sign in with their own pens. Use of a community pen will be discontinued.
- The ability to work from home will be considered along with the need to meet the mission and functions of First 5 Madera County when developing staff schedules and staffing patterns.
- An area will be identified for staff isolation in the event a staff member becomes ill at work. Visitors registering a temperature above 100 degrees will be given a “warm handoff”—an instruction sheet with contact numbers for Public Health and medical services.
- Plans for COVID 19 testing for staff will be developed in conjunction with the Madera County Health Department as needed.

Commented [SPM2]: Depends on use, vehicles can be wiped over when drivers change, frequently touched surfaces can be cleaned twice daily and between changing users would sound reasonable

Phase Two:

Services initially will be restricted to R & R (Reference and Referral) on the telephone and on-site at Madera and Chowchilla centers.

Staff will continue social media services to all parts of Madera County.

The safety spacing protocol will require staff to:

- close restrooms to any user outside of First 5 staff, vendors or clients;
- remove community use pen for signing intake screening form—staff, clients, and visitors must supply their own;
- maintain social distancing six feet apart according to space markers placed in public areas;
- observe one-person per small work areas requirement such as would occur in the copy room and cubicles;
- observe two-person per office requirement;
- Re-arrange equipment and re-direct traffic in workstations/office locations to accommodate appropriate social distancing.
- observe and accommodate one-person per 30 square feet of available floor space requirement (Occupancy requirements will be posted in English and Spanish throughout the building and monitored by staff);
- observe designated social distance seating arrangements in conference areas (maximum number allowed will be posted bilingually).

Commented [SPM3]: To maintain 6 ft distancing

Visitation to the facilities will be limited during this phase of reopening. Visitors will be restricted from the workspace access, and be limited to reception area,

Face covering protocols will be established and enforced.

- Face coverings will be worn by public and staff entering the building.
- Following the Governor’s direction of June 18, face coverings are required for staff in First 5 facilities or at remote sites.
- Face coverings will be available for those entering First 5 facilities without their own.

- Refusal to wear a face covering in First 5 Facilities by any person over the age of two will result in the person being asked to leave the facility and instead call the office for information on services.

First 5 buildings may be entered only through one door and exited only through another. Entrance/exit signs will be posted bilingually.

- Sign in sheets, hand sanitizer, facial coverings, and non-touch thermometers will be placed prominently inside the entrance.
- In this phase, limited numbers of staff may be in the facilities at any one time. Doorbells or buzzers will be installed at the entry door to alert staff of the presence of a visitor or vendor.

Phase Three

Once the Madera County Health Department has designated that conditions warrant safe re-opening, First 5 Madera County facilities will resume full operations modified to include:

- Establishment of social distance guidelines and face-covering protocols similar to those required in public pre-schools and public libraries.
- Organization of staff schedules to meet in full the need for support of activities scheduled in the facilities.
- Purchase of additional supplies for use by those entering the building, including hand sanitizers and masks.
- Placement of social distancing stickers/decals on the floors or walls in all public areas and all hallways and bathrooms.

One door will continue to be used for access to the facilities and it will remain locked. Visitors and vendors must ring for access.

Additionally, the following protocols will continue after opening:

- Hand sanitizers will be available at the entrance; staff and public will be asked to utilize the hand sanitizer upon entrance.
- Staff will be directed to disinfect public area at noon and at the close of the workday.

- The facilities will have designated areas for pick-up and delivery in the front area. Deliveries will be wiped down.

Signage that advises staff and the public of COVID 19 protocols will be posted bilingually at the entrances.

The staff and public entering the offices will continue signing the COVID-19 intake form and with their own pens.

Staff and public will continue screen for temperature using a non-touch computer. If a temperature is 100 or higher, the staff member or visitor will be directed to leave and be given “warm handoff” contact information for Public Health and local medical providers.

Sanitation and hygiene protocols will be established and remain in effect through all phases of return to operation.

- Staff will be required to disinfect public areas at noon and at the end of the workday.
- Staff will be directed to wash hands upon arrival, and or return to the office as well as at two-hour intervals during the workday.
- Sanitizing wipes will be available in all the work areas and offices.
- Staff will be directed to clean and disinfect high traffic areas such as copy room, work rooms, break room, and conference rooms after each use.
- Staff will be directed to wipe down their workspace, desk, office equipment at lunch and at the end of the workday.

The following facility adjustments are proposed for the First 5 facilities:

- Plexiglass barriers will be installed at the counters in the public areas.
- Doorbells or buzzers will be installed at the front doors.
- All doors (except bathrooms) will remain in the open position to reduce the constant need to sanitize doorknobs.

- Janitorial contract services will be reviewed and re-designed to address sanitization requirements.

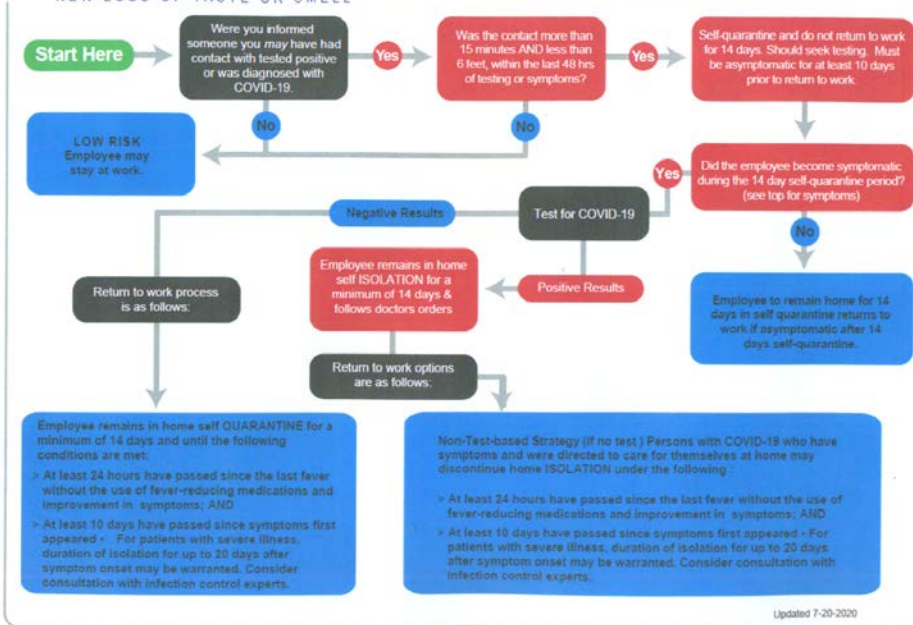
The proposed protocols and plans will be distributed and reviewed with staff as well as the First 5 Commission. The proposed plan and protocols will remain in effect for 90 to 180 days. Any adjustments to the proposed protocols and plans will be distributed and posted. This plan once approved will be version 1 on the date approved. Modifications will be referenced as newer versions are developed.

APPENDIX

This diagram was provided to First 5 Madera County by its Human Resources Contractor BBSI.

COVID-19 EXPOSURE EVALUATION PROCESS

SYMPTOMS: FEVER | COUGH | SHORTNESS OF BREATH OR DIFFICULTY BREATHING | CHILLS REPEATED SHAKING WITH CHILLS | MUSCLE PAIN | HEADACHE | SORE THROAT | NEW LOSS OF TASTE OR SMELL



[Simon Paul, M.D.<simon.paul@maderacounty.com>](mailto:simon.paul@maderacounty.com)

9/22/2020 11:05 AM

To [Susan Walsh](#) Copy [Sara Bosse](#), [Steve Cassady](#), [Hub Walsh](#)

The plan looks good for the office work side of things, but I don't have a real sense of how much client contact in this setting is planned. So in the draft I just made a few comments. However, for working with clients the issues we have seen come up are what ppe to wear (masks if you can maintain >6 ft, more ppe if closer contact is needed for assessment), how to maintain distancing, and what if family members come with the client (usually if it's possible to limit to one family member that's most straightforward and the parent/child don't need distancing between themselves).

Then the other question is what stage of reopening we are in. At present, in person assessments and office space can be opened as needed for essential business (as this is), but work from home and virtual visits are safer if work permits, especially if distancing etc is difficult in the work environment.

Let me know if other ?'s

Thanks!

Simon

Simon Paul, M.D. | Public Health Officer

DEPARTMENT OF PUBLIC HEALTH

1604 Sunrise Avenue, Madera, CA 93638

Office: (559) 675-7893



ROUGH / UNAPPROVED NOTES FROM FIRST 5 MADERA
MANAGERS / WCW MEETING
CONCERNING DRAFT COVID 19 RE-OPENING PLAN
OCTOBER 22, 2020

Present: Steve Cassady, Anali Manzano, Diane Sandoval, Xochitl Villasenor, Erika Wright, Hub Walsh, Susan Walsh

1. Change is coming –
 - a. Status of Madera County will change. Currently purple status on state's Covid 19 chart.
 - b. New executive director will be coming to implement plan as recommended by SOC and approved by Commission.

2. Cleaning buildings
 - a. Clearing lobbies of children's play items and turning soft chairs and couches to wall so they cannot be used.
 - b. Storing materials and boxes – items in work rooms and play rooms should be boxed and stored after the next drive-thru events.
 - c. Cleaning floors and carpets should take place in the next 6 weeks and done again right before the opening date (yet to be determined)
 - d. Check with cleaning service to see if they have disinfectant foggers and what the cost would be to use them in the building
 - e. Check with cleaning service concerning cost of daily cleaning – floors, bathrooms - after closing hours

3. Opening schedule for 1st stage of opening
 - a. Recommend half days to start
 - b. Noon to 4 p.m. to accommodate time most available for parents
 - c. Suggested MWF at the beginning to work out the processes of cleaning and letting clients enter the building
 - d. Staffing in the building at Madera would include at a minimum two AmeriCorps staff and one regular staff
 - e. Staffing in the building at Chowchilla would include at a minimum two AmeriCorps staff and one regular staff
 - f. All staff would
 - i. Wear masks at all times inside the building
 - ii. Maintain a 6 ft distance from clients
 - g. Staff working from home would maintain close communication with the Executive Director about work load, schedules, assignments, collaboration and communication

4. COVID 19 requirements
 - a. Masks
 - i. For staff
 - ii. For clients who do not have masks
 - b. Plexiglass barriers on public desks
 - c. Handwipes / hand sanitizers available to staff and clients
 - i. Hand sanitizers for continuous safety
 - ii. Handwipes for clients and for cleaning public desk surfaces after client visits
 - iii. Disinfectant spray for desks, door handles, and doorknobs
 - d. Cleaning surfaces that are touched by clients after each visit
 - e. Timed disinfecting of plexiglass barriers, door knobs, sign in table, every two hours

5. Physical accommodations for clients and staff
 - a. Floor markers at 6 feet intervals for distancing in lobbies
 - b. One way in and one way out pathways clearly marked
 - i. In Madera enter from parking lot, exit at street door
 - ii. In Chowchilla one door in and one door out, pathways separated by a small barrier
 - c. Door bells /speakers and locks that can be released by staff at public service desks
 - d. Tables for client sign-in inside the entrance
 - i. Hand sanitizer and masks for client use on table
 - ii. Holders for sanitized pens and for used pens (staff will clean pens every two hours as part of the timed cleaning routine)
 - iii. Sign in sheets / Questionnaires similar to the one used by guests at the county building
 - e. Sign -in location for staff at public desks
 - i. Sign-in sheets / questionnaires
 - ii. No-touch thermometer (staff will be required to take and list their temperature on sign in sheet)
 - iii. In / Out calendar board to inform what staff are in the building
 - f. Disinfectant sprays and hand sanitizers for each office
 - g. Office doors left open for better air circulation

Details will change as experience informs the practical aspects of keeping staff and clients safe in a functional environment.