



Commission Minutes

Wednesday, April 7, 2021
8:00 a.m. – 10:00 a.m.

Present:	Leticia Gonzalez, Chair Cecilia A. Massetti, Ed. D Nina Zarucchi-Mize Sara Bosse Karen V. Wynn, Ph. D, Vice-Chair Deborah Martinez Dr. Aftab Naz, Secretary Linda Bresee	Board of Supervisors Superintendent of Schools Community Representative – City of Chowchilla Department of Public Health Community Representative- Mountain Area Department of Social Services Pediatrician Community Representative – Unincorporated Valley Area
Absent:		
Staff:	Monica Ramirez Erika Wright Anali Manzano Diane Sandoval Yosimi Santoyo Xochitl Villaseñor Patricia Vega	Executive Director FRC Manager Operations Officer Special Projects Manager Chowchilla FRC Coordinator Program Manager Administrative Officer
Public:	Regina Garza Rocio Arevalo	Lozano Smith Attorneys at Law California Health Collaborative

1.0 CALL TO ORDER

The Commission meeting was called to order by Commission Chair, Leticia Gonzalez at 8:07 a.m.

2.0 CLOSED SESSION

Motion to move into closed session. M/S by Commissioner Wynn and Commissioner Bosse. Counsel reported no reportable action from closed session.

Ayes: Gonzalez, Wynn, Zarucchi-Mize, Bosse, Massetti, Martinez, Naz, Bresee

Noes: None

Abstain: None

Recused: None

Absent: None

3.0 CONSENT AGENDA

Motion to adopt the Consent Agenda Items 3.1 and 3.2. as presented. M/S by Commissioner Naz and Commissioner Martinez. Commissioner Massetti requested item 3.3 be pulled for a separate discussion. Motion carried.

Ayes: Gonzalez, Wynn, Zarucchi-Mize, Bosse, Massetti, Martinez, Naz, Bresee
Noes: None
Abstain: None
Recused: None
Absent: None

M. Ramirez discussed the desire to form an ad hoc committee to discuss the 2021-2022 budget. A conversation ensued about the pros and cons of creating an ad hoc committee and Counsel provided clarification on the rules of ad hoc committees. Commissioners Martinez, Wynn, and Zarruchi-Mize volunteered to be members of the committee.

Motion to approve the creation of an ad hoc committee with the three volunteers proposed. M/S by Commissioner Naz and Commissioner Martinez. Motion carried.

Commissioner Bosse left the meeting at 9:05 a.m. and returned at 9:10 a.m. and was present for the votes.

Ayes: Gonzalez, Wynn, Zarucchi-Mize, Bosse, Massetti, Martinez, Naz, Bresee
Noes: None
Abstain: None
Recused: None
Absent: None

Motion to approve the February Financials for item 3.3 as presented. M/S by Commissioner Naz and Commissioner Martinez.

Ayes: Gonzalez, Wynn, Zarucchi-Mize, Bosse, Massetti, Martinez, Naz, Bresee
Noes: None
Abstain: None
Recused: None
Absent: None

4.0 PUBLIC COMMENT

There were no public comment requests received by staff.

5.0 COMMITTEE REPORTS

Committee minutes were presented to the Commission for the PGA and SOC meetings from the previous month.

6.0 CONSIDERATION TO APPROVE THE 2020-21 SALARY SCHEDULE

M. Ramirez seeks approval for the 2020-2021 salary schedule, which is a clean-up item. The proposed schedule shows the decrease in salary for the executive director position. No other changes have been made. No fiscal impact if approved.

Motion to approve the 2020-2021 salary schedule as presented. M/S by Commissioner Bosse and Commissioner Martinez.

Ayes: Gonzalez, Wynn, Zarucchi-Mize, Bosse, Massetti, Martinez, Naz, Bresee
Noes: None
Abstain: None
Recused: None
Absent:

7.0 CONSIDERATION TO ADOPT LANGUAGE UPDATE TO POLICY 124 VACATION BENEFITS

M. Ramirez asks the Commission to review and approve the language update of Policy 124. The update does not constitute changes to the schedules or rates but is only a language update. The item was reviewed by the SOC in March of 2021. A discrepancy was discovered between the policy and the implementation utilized to distribute vacation benefits. The staff currently receives the allocation of vacation benefits for the year on July 1st. The policy indicates vacation should be allocated on an accrual basis. Due to the financial liability to the agency and the fact that the previous method was not common practice in the industry, the recommended action was to align the internal benefit methodology with the policy. The policy language was also updated for clarity.

Motion to approve the adoption of language update to Policy:124 Vacations Benefits as presented. M/S by Commissioner Wynn and Commissioner Naz.

Ayes: Gonzalez, Wynn, Zarucchi-Mize, Bosse, Massetti, Martinez, Naz
Noes: None
Abstain: Bresee
Recused: None
Absent: None

8.0 CONSIDERATION OF ENTERING INTO AN AGREEMENT WITH UNCOMPLICATED HR

E. Wright presented the agreement for consideration to enter into an agreement with unCOMPLICATED HR to facilitate a compensation and classification study for the Commission. E Wright presented some of the highlights of the application and if approved, the fiscal impact would amount to \$49,230.00 to be split across the 2020-2021 and 2021-2022 fiscal years. Concerns were raised over the costs associated and if the work could be completed in-house. M. Ramirez commented on the lack of capacity to complete this with current staffing levels and the wish of the Commission to keep staff removed from the process.

Motion to approve entering into an agreement with unCOMPLICATED HR as presented. M/S by Commissioner Martinez and Commissioner Zarucchi-Mize.

Discussion: Commissioner Naz requested negotiating some of the items with the firm and expressed concerns about the cost. M. Ramirez replied that upon conducting research, the cost is comparable to other firms. Commissioner Wynn requested the communication between the firm and First 5 be limited to the executive director.

Ayes: Gonzalez, Wynn, Zarucchi-Mize, Bosse, Massetti, Martinez, Bresee

Noes: Naz

Abstain: None

Recused: None

Absent: None

9.0 COMMISSIONER RESIGNATION AND RECRUITMENT

This item was presented to accept the resignation of Commissioner Contreras from the First 5 Commission and to request the appointment of Commissioner Zarucchi-Mize to serve as the community representative for the City of Madera seat. Staff recommended issuing an application to recruit applicants to serve as the representative for the Chowchilla and Fairmead areas as set forth by the bylaws and the Madera County code. Counsel clarified that the incongruence between the bylaws and county code is a clean-up matter and this action will resolve the incongruence. Counsel also recommended removing Commission composition from the bylaws and for future defer to the County Code, since this supersedes the First 5 bylaws. Discussion included the need to revisit term limits for Commissioners.

Motion to approve Commissioner Contreras resignation and appointment of Commissioner Zarruchi-Mize as City of Madera Representative. M/S by Commissioner Bosse and Commissioner Massetti.

Ayes: Gonzalez, Wynn, Bosse, Massetti, Martinez, Naz, Bresee

Noes: None

Abstain: Zarucchi-Mize

Recused: None

Absent: None

10.0 FUNDED PROGRAMS QUARTER TWO SUMMARY

X. Villasenor presented an informational item for the Commission to be apprised on the activities of funded programs as of quarter two of 2020-2021. One key point provided was that the FRCs were now included in the summaries as opposed to being left off the previous summary sheet. Highlights included funded programs transitioning services to respond to the pandemic and wildfires to meet initial goals. Questions arose as to unexpended funds and First 5's ability to reallocate the unexpended funds next year. M. Ramirez affirmed that unspent funds would come back to the First 5 fund balance for future grant opportunities and decisions.

Commissioner Naz exited the meeting at 9:42 a.m.

11.0 COVID-19 REOPENING PLAN UPDATE

M. Ramirez outlined the reopening plan as a three-phased approach as approved by the Commission previously. Phase one is the preparation and planning phase, with monitoring the CDC guidelines as well as the County’s tier assignments. Phase two would include a soft opening with resources and referrals up and running. Non-essential staff would implement a hybrid of in office and telecommute approach in this phase. Phase three would include a modified reopening with FRC activities resuming at a 50% capacity. Commissioner Bosse indicated that all staff could return to the office in the orange tier based on the layout of the office and the total number of staff. If flexibility needs to be given for staff with school-aged children, that would be allowed, but it would not need to be done based on safety protocols.

12.0 EXECUTIVE DIRECTOR UPDATES

In the interest of time, the executive director declined to provide updates in the meeting but indicated that updates will be provided in a document to be emailed after the meeting.

13.0 COMMISSION UPDATES

No updates from Commissioners. There were no requests for attendance waivers.

14.0 NEXT MEETING

Regularly scheduled First 5 Commission Meeting – May 5, 2021. Location to be noted on the posted agenda.

9.0 ADJOURNMENT

Motion to adjourn the April 7, 2021 Commission meeting. M/S by Commissioners Bosse and Massetti. Motion carried by consensus. The Commission meeting adjourned at 9:52 a.m.

Respectfully Submitted By,

Aftab Naz, Secretary
First 5 Madera County Commission