

**First 5 Solano Children and Families Commission  
Commission Meeting**

August 13, 2019, 5:30 PM – 7:30 PM  
601 Texas Street, Fairfield, CA

**Minutes**

Commissioners present: Erin Hannigan, Jerry Huber, Aaron Crutison, Lisette Estrella-Henderson, Nicole Neff (Arrived 5:47 PM)

First 5 Solano Staff present: Michele Harris, Megan Richards, Kwiana Algeré, Gene Ibe, Lorraine Fernandez, Juanita Morales, Luke Winders

Members of the public present: Caleb Hervey (Seneca), Lauren Crutsinger (Seneca), Sonja New (Child Haven), Arwin Cotas-Girard (Child Haven), Jamie Diaz (Planned Parenthood NorCal), Penny Paxton (Solano County Public Health), Norma Lisenko (Innovative Health Solutions), Paul Roberts (The Childplay Institute), Kathy Lago (Solano Family & Children's Services), Lisa Eckhoff (Solano County Office of Education)

Chair Hannigan called the meeting to order at 5:37 PM

**I. Call to Order/Salute to the Flag**

Items II-VI were postponed until a quorum of the commission was in attendance.

**VII. FY2018/19 Annual Grants Final Report**

Juanita Morales, First 5 Solano Program Manager, gave a summary of outcomes for the programs that received FY2018/19 Annual Grants. Approximately \$120,000 of the available \$200,000 was awarded. The City of Suisun Recreation and Community Services was not able to meet the deliverables of their contract and returned their funding. Lauren Crutsinger and Caleb Hervey of Seneca shared the outcomes of their annual grant, serving young children of Transition Aged Youth. Sonja New and Arwin Cotas-Girard of Child Haven shared some successful results of the Therapeutic Assessment Services their grant allowed them to introduce. Jamie Diaz of Planned Parenthood thanked the Commission for their grant, which kept families from hunger or homelessness. Many of the programs funded by the grants are sustainable and will continue into the current and future fiscal years. Ms. Morales also announced the release of a second cycle of funding for FY2019/20 Annual Grants.

Commissioner Neff arrived.

**II. Public Comment**

No public comment

**III. Consent Calendar**

A. Approve the August 13, 2019 Commission Meeting Agenda.

***Motion: Approve the Commission Meeting Agenda for August 13, 2019.***

**Moved by Commissioner Huber; Seconded by Commissioner Estrella Henderson  
Approved 5-0-0**

**Yea: Commissioners Crutison, Estrella-Henderson, Hannigan, Huber, Neff**

**Nay: None**

**Abstain: None**

**B. Approve June 4, 2019 Commission Meeting Minutes**

***Motion: Approve the Commission Meeting Minutes for June 4, 2019.***

**Moved by Commissioner Estrella-Henderson; Seconded by Commissioner Neff  
Approved 5-0-0**

**Yea: Commissioners Crutison, Estrella-Henderson, Hannigan, Huber, Neff**

**Nay: None**

**Abstain: None**

#### **IV. FY 2019/20 Allocation of Funding**

This item was tabled until the next meeting due to a lack of a quorum for commissioners able to vote on the item.

#### **V. First 5 Center Update**

Megan Richards, First 5 Solano Deputy Director, brought forward two motions regarding funding for the First 5 Center at 3375 Sonoma Blvd in Vallejo, and shared updates on construction, design and signage. Ms. Richards reviewed the previous allocation for Tenant Improvements in January 2019. At that time, negotiations were under way at a different site that was smaller and had some reusable interior structure and common area bathrooms. The current site has neither. To date, \$1,155,000 has been secured and First 5 Center staff continues to fundraise. Ms. Richards described the HVAC units at the Center, one of which is characterized as at its "end of life." Ms. Richards outlined the pros and cons of replacing the HVAC unit, and recommended that the Commission replace the unit now, with an additional cost of \$150,000.

**A. Consider approval of an allocation of up to \$240,000 from reserve to cover cash flow for pending funding toward tenant improvements for the First 5 Center**

***Motion: Consider approval of an allocation of up to \$240,000 from reserve to cover cash flow for pending funding toward tenant improvements for the First 5 Center.***

**Moved by Commissioner Huber; Seconded by Commissioner Estrella-Henderson  
Approved 5-0-0**

**Yea: Commissioners Crutison, Estrella-Henderson, Hannigan, Huber, Neff**

**Nay: None**

**Abstain: None**

- B. Consider approval of an allocation of up to \$150,000 from reserve to pay for a new HVAC unit for the First 5 Center.

***Motion: Consider approval of an allocation of up to \$150,000 from reserve to pay for a new HVAC unit for the First 5 Center.***

**Moved by Commissioner Huber; Seconded by Commissioner Estrella-Henderson  
Approved 5-0-0**

**Yea: Commissioners Crutison, Estrella-Henderson, Hannigan, Huber, Neff**

**Nay: None**

**Abstain: None**

## **VI. Community Indicator and Strategic Plan Review**

Michele Harris, First 5 Solano Executive Director, introduced Lisa Niclai and Susan Brutchy of Applied Survey Research. Ms. Brutchy reviewed the First 5 Solano Vision, Mission, Values, and Principles, along with the four priority areas of the First 5 Solano Strategic Framework. Ms. Brutchy also described the major components of Results Based Accountability (RBA) which is reflected in the Commission's Strategic Plan. Ms. Brutchy stated that the Strategic Plan is still relevant in its current iteration and no changes are recommended at this time. Ms. Niclai reviewed the Commission's indicators of community well-being and demonstrated the online dashboard of Community Indicators across three priority areas that is now available on the First 5 Solano homepage.

## **VIII. Policy and Oversight Committee Report**

No report, as July meeting was cancelled. Next meeting is September 18, 2019.

## **IX. Executive Director's Report**

Ms. Harris encouraged Commissioners to explore the community indicator data on the First 5 Solano website and share with others. Ms. Harris announced the launch of a Nonprofit Capacity Building Vision & Impact program in cooperation with Solano County Health and Social Services. Nine nonprofits will be bringing staff and board members. Ms. Harris shared that staff presented Triple P parenting education to five Family Law judges and to Child Welfare Services staff, already resulting in multiple referrals to the Help Me Grow Solano line for parent education classes.

## **X. Commissioner Remarks**

Commissioner Crutison acknowledged the outstanding work Applied Survey Research has done over the years. Commissioner Huber mentioned the new push for a 'public charge' law could have great impact on Solano County families.

## **XI. Future Agenda Items**

The next Commission meeting will be held on October 8, 2019 at 5:30PM at 601 Texas Street, Conference Room B, Fairfield. Future agenda items include: FY2019/20 Allocation of Funding, Annual Audit, FY2018/19 Annual Report, and Committee Reports.

**Adjourn**

Chair Hannigan adjourned the meeting at 7:46 PM.

Luke Winders, Office Assistant III

Approved:

A handwritten signature in blue ink, appearing to be 'L. Winders', with a long horizontal flourish extending to the right.