



COMMISSIONERS

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	Lucas Frerichs, Alternate Chair- Board of Supervisors	

SPECIAL MEETING AGENDA

August 9, 2023

12:30-12:45pm

Yolo County Office of Education

1280 Santa Anita Ct # 100, Woodland, CA 95776

ADMINISTRATIVE AGENDA

1. Chair Call to Order
2. Chair Roll Call
3. Chair Consider Approval of the Agenda
4. Chair Opportunity for Commissioners to state Conflict and Recusal
5. Public Public Comment

CONSENT AGENDA

Executive Director recommends approval of Consent Agenda Items 6-7

General Administrative Function

6. Chair Accept FY2023-2024 Signature Authorizations
7. Chair Approve Job Description for Limited Term, Extra Help Position for Welcome Baby

REGULAR AGENDA Presentation/Discussion/Possible Action

- | | | | |
|----|--------------------|--|-----------|
| 8. | Executive Director | Authorize Contract with Chapman Consulting Services in the Amount of Up to \$55,000 (grant-funded) | 5 minutes |
| 9. | Executive Director | Executive Director Report | 5 minutes |
| 10 | Chair | Adjournment | |

Next meeting scheduled:
Commission Meeting

September 13, 2023
International House
10 College Park, Davis, CA 95616

I declare under penalty of perjury that the foregoing agenda was posted **August 7, 2023**, by 5:00 PM at the following places:

- 1) On the bulletin board at the East entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California 95695
- 2) At www.first5yolo.org, the website for First 5 Yolo, and the First 5 Yolo Offices, 2779 Del Rio Pl, Unit A, Davis, California, 95618

Rachel McFarland
Accounting and Office Support Specialist, First 5 Yolo

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact First 5 Yolo for more information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the First 5 Yolo as soon as possible and preferably at least 24 hours prior to a meeting. First 5 Yolo may be reached at telephone number 530-669-2475 or at the following address: **First 5 Yolo, 2779 Del Rio Pl Unit A, Davis, CA 95618.**

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Accept FY2023-2024 Signature Authorizations
<i>Background</i>
Annually, Yolo County Department of Finance requires all Special Districts and Other Agencies to confirm which agency staff have signature authorization for various fiscal tasks including picking up checks and approving claims, deposits, journal entries and budget modifications within the accounting system.
<i>Executive Director Overview</i>
<p>For Fiscal Year 2023-2024, staff do not recommend any changes to the current signature authorizations for First 5 Yolo. New for Fiscal Year 2023-2024, Yolo County Department of Financial Services is requiring “wet signatures” from Commissioners. Only the Executive Director retains authority to approve claims, journal entries, and budget modifications; both the Deputy Director and the Executive Director have authority to approve deposits; and the Executive Director, Deputy Director and Accounting and Office Support Specialist are all authorized to pick up checks from the Treasury Department.</p> <p>In addition to the internal approvals at the agency level, Yolo County Department of Financials Services staff also approve First 5 Yolo transactions within the accounting systems.</p>
<i>Additional Information and Attachments</i>
The Special Districts and Other Agencies Authorization Form for FY2023-2024 for signature will be provided at the meeting.
<i>Action Requested</i>
Accept FY2023-2024 Signature Authorizations.

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Approve Job Description for Limited Term, Extra Help Position for Welcome Baby

Background

All First 5 Yolo employees are at-will County of Yolo employees under the direction of the First 5 Yolo Commission. In accordance with First 5 Yolo Policy, the First 5 Yolo Commission is charged with recruiting, hiring, and if necessary, terminating the First 5 Yolo Executive Director, and the First 5 Yolo Executive Director is responsible for recruiting, hiring, and if necessary, terminating staff at First 5 Yolo.

First 5 Yolo defines its own positions and maintains its own salary scales. Position titles are historically unique to First 5 Yolo. Benefit packages track with County benefit packages, as maintained by County of Yolo Human Resources. Not all positions are filled at any given point in time. Required positions are filled or changed depending on the Executive Director's assessment of the needs of the agency. Per First 5 Yolo Policy, the Executive Director is charged with ensuring that, subject to budget constraints, "sufficient trained resources are available and guided in carrying out the work of the organization," and with communicating needs to the Commission.

First 5 Yolo is built primarily as a management agency, providing leadership and "backbone" support to the creation and linkage of systems initiatives, complex programming, continuous quality improvement and on-going program support, technical assistance, and evaluation. Some staff positions at First 5 Yolo are fully or partially funded by multi-year grants, and capabilities of the agency have expanded with the addition of these professionals.

The addition of new grants/contracts and expansion of First 5 Yolo's capabilities and responsibilities often requires consideration for the establishment of new positions and/or the reorganization of positions.

Executive Director Overview

The purpose of this Agenda Item is to request Commission approval for a new limited-term, grant-funded, Extra Help position for Community Outreach Specialist. The Specialist will work under the Welcome Baby grant at .375FTE (approx. 15 hours per week) and will assist First 5 Yolo's Systems Integration and Implementation Officer. The Extra Help position will perform community outreach work involving attending local outreach events, developing outreach materials, developing and posting social media content, identifying local events and outreach opportunities, and enrolling eligible families into the Welcome Baby program. The position may also perform administrative support functions including

preparing and/or editing documents, presentations, and infographics, and other duties as assigned.

Once the Commission approves the job position and description, Staff will post and run an interview process.

Additional Information and Attachments

The Community Outreach Specialist job description is included as **Attachment A**.

Action Requested

Approve Job Description for Limited Term, Extra Help Position for Welcome Baby.



Community Outreach Specialist

Job Type: Limited-Term, Grant-Funded Extra-Help (approximately 1 year)

Hours and FTE: This an hourly position anticipated at an average of 15 hours per week (.375 FTE). Weekly hours will vary based on workload and agency need.

SALARY RANGE

\$26.35-32.02 Hourly

OPENING DATE:

CLOSING DATE:

Continuous

DESCRIPTION:

First 5 Yolo is recruiting to fill one limited-term, grant-funded, extra help Community Outreach Specialist position to be filled at .375FTE. This is a non-benefitted position.

The selected candidate for this position will provide community outreach and administrative support to the First 5 Yolo Executive Director and Systems Integration and Implementation Officer. Specifically, the selected candidate will support First 5 Yolo's initiative, Welcome Baby, which provides early postpartum support for families in Yolo County. First 5 Yolo is an agency of the County of Yolo whose mission is to assist the community to raise children who are healthy, safe, and ready to learn. The position will be hybrid remote with the expectation of work at multiple community sites within Yolo County. Evening and weekend hours will be required, as needed. This is a single position, at-will appointment that serves at the pleasure of the Executive Director.

Definition: Under general supervision and working closely with the Systems Integration and Implementation Officer, the incumbent performs community outreach work involving attending local outreach events, developing outreach materials, developing and posting social media content, identifying local events and outreach opportunities, enrolling eligible families into the Welcome Baby program, and performs administrative support functions including preparing and/or editing documents, presentations, and infographics; and other duties as assigned.

Distinguishing Characteristics

This position provides primary support to the Systems Integration and Implementation Officer who is responsible for overseeing the Welcome Baby home visiting initiative and home visiting coordination efforts. The incumbent must have excellent communication skills, administrative skills including MS Office Suite (Word, Excel, PowerPoint, Publisher, etc.), be comfortable on social media platforms, experience working with multicultural and diverse populations, an ability to work cross-functionally, and sound judgement.

The ideal candidate will have excellent organizational skills, be a self-starter and display sound judgment.

ESSENTIAL FUNCTIONS:

Typical duties include but are not limited to the following tasks:

- Works with service providers and other partner agencies and community members to promote Welcome Baby
- Attends and participates in local community events (weekdays and weekends), including the set-up of tables, displays, and other items.
- Understands Welcome Baby services and eligibility to engage community members and enroll clients
- Engages with and increases audience on social media
- Creates social media content and outreach materials in line with the goals set out by the Systems Integration and Implementation Officer
- Distributes and restocks promotional materials within the local community and health care agencies
- Identify and track community events for outreach opportunities
- Provide information regarding activities, services and resources available through First 5 Yolo
- Other duties as assigned

KNOWLEDGE & ABILITY:

Knowledge of:

- MS office suite, Canva or similar, and social media platforms
- Engagement strategies for families and community members

Ability to:

- Ability to work effectively with people of diverse backgrounds
- Accomplish tasks and meet deadlines independently
- Interact with community partners and members of the public in a professional manner
- Understand and follow oral and written instructions
- Read and write in English utilizing correct spelling, grammar, and punctuation
- Travel to local outreach events on weekdays and weekends (including evenings)
- Develop material for social media and general outreach

EMPLOYMENT STANDARDS:

QUALIFICATIONS

Education: High School Diploma or GED, required; some college preferred; AND

Experience: 1-2 years of previous experience working with families, children, and the community; bilingual English/Spanish is preferred

Experience is defined as full-time volunteer, paid employment, or lived experience. First 5 Yolo values understands that lived experience is expertise and encourages individuals with experience navigating social support systems to apply.

Transportation: Possession of valid California Driver's License and reliable transportation

Equal Employment Opportunity

It is the policy of the County of Yolo to provide equal employment opportunity for all qualified persons, regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants. Reasonable testing arrangements may be made to accommodate applicants with disabilities or who are unable to attend a scheduled test due to religious reasons in accordance with the Fair Employment and Housing Act and the Americans with Disabilities Act. Please call the County of Yolo Human Resources Office at (530) 666-8055 at least five (5) business days prior to the scheduled test date to request accommodation. Documentation from a medical doctor, rehabilitation counselor, or other qualified professional will be required.

Vaccination Policy

In accordance with the First 5 Yolo's vaccination policy, to safeguard the health of our employees, customers, and the community at large, all Yolo County and First 5 Yolo employees, volunteers, and interns are required to have or receive the COVID-19 vaccination as a condition of employment. Accommodations may be offered in accordance with the policy and applicable law. Applicants are encouraged to seek clarification on this requirement prior to accepting an offer of employment.

Application & Selection Process

This recruitment is open until filled, and application materials will be reviewed on a continuous basis. In order to be considered, interested applicants should submit a cover letter, resume, and a list of three references via email to Sarah Lin Hartman, Systems Integration and Implementation Officer, at slhartman@first5yolo.org.

Submitted documents should highlight all relevant education, training, and experience and clearly indicate how you meet the minimum qualifications for this position.

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Authorize Contract with Chapman Consulting Services in the Amount of Up to \$55,000

Background

Each year in June, the First 5 Yolo Commission approves a list of contracts for direct services in initiative/program efforts and for professional and consulting services for the coming fiscal year. In June 2023, the Commission approved the FY23/24 List of Contracts and Services.

Executive Director Overview

In later July, after Commission action, First 5 Yolo received grant award notification on a joint effort with University of California, Davis in connection with First 5 Yolo's Welcome Baby and CHILD Project: Road to Resilience (R2R) efforts. This grant will allow up to \$55,000 for a consultant to First 5 Yolo to assist with sustainability efforts for Welcome Baby and R2R. This includes a focused effort to prepare First 5 Yolo to be able to bill MediCal for covered services and the associated process with Managed Care Plans and change management and internal capacities at First 5 Yolo.

To move forward on enrolling as a MediCal provider, First 5 Yolo had a small contract with Chapman Consulting, a woman-owned and led company specializing in Managed Care Plan work. The limited hours on that contract have expired. The grant can now cover additional hours to sustain momentum and finalize this sustainability and cost-offsetting process. The Executive Director requests Commission approval for consulting services to Chapman Consulting up to \$55,000 to allow the Executive Director to contract as needed and appropriate in the weeks ahead.

Should funding be available and another consulting contract needed with a different company, the Commission can consider that at its regular meeting in September or later.

Additional Information and Attachments

Sole Source Procurement and Contracting Justification Form for Chapman Consulting is included as **Attachment A**.

Action Requested

Authorize Contract with Chapman Consulting Services in the Amount of Up to \$55,000.



SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM

Name of Potential Provider/Contractor: Chapman Consulting
Name of Project: Sustainability Efforts: Welcome Baby and The CHILD Project: Road to Resilience
Project Dates: July 1, 2023- June 30, 2024

Description of Service to be provided: _____
Consultation to assist with sustainability efforts for Welcome Baby and R2R, including preparation for First 5 Yolo to bill MediCal for covered services and the associated process with Managed Care Plans and change management and internal capacities at F5Y.

Amount: Up to \$55,000

Justification:

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other: The proposal specifically addresses situations where State, federal or other grant funding reductions/cuts impact the ability of agencies to meet existing and/or increased demand in service needs of eligible families, but would not violate the supplantation prohibition.

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

Same/similar services as previous contract.

Special factors affecting the cost under the contract.

Other Comments:

Approval and Signature:



Executive Director

Date

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Director Report
<i>Background</i>
The Executive Director updates the Commission on activities and developments.
<i>Executive Director Overview</i>
<ul style="list-style-type: none">○ Brief Update on Current Operational Items
<i>Additional Information and Attachments</i>
<i>Action Requested</i>
The Executive Director updates the Commission on activities and developments.