



Modoc County Children & Families Commission  
901 N. East "A" Street Alturas, CA 96101

Telephone (530) 233-7122

October 24, 2018

ADOPTED MINUTES

Members of the Commission met for a Public Hearing and Regular Meeting at Early Head Start at 5:32 p.m. Chair Cullins called meeting to order pursuant to law.

**Call to Order & Flag Salute**

**Members Present**

Patricia Cullins-Chair  
Edward Richert MD  
Stacy Sphar, Alternate  
Alice Lybarger  
De Funk

**Public Present**

De Funk

**Staff Present**

Nicole Hinton

**Public Hearing and Regular Meeting**

**Public Comment**

None

**Item 1 Approve/Disapprove Minutes from the September 12, 2018 Public & Regular Meeting**

Commissioner Richert motioned to approve the September 12, 2018 minutes with the correction made to the misspelling, Sign to Sing. Motion seconded by Commissioner Funk. Motion carries with 5 ayes, 0 nays, and 0 abstentions.

**Item 2 Approve/Disapprove FY 17-18 First 5 Modoc Audit**

Hiep Pham, representative of RJ Ricciardi, Inc. was present via conference call to present. Mr. Pham provided a written presentation detailing his work and completion of the FY 17-18 audit. General discussion was held regarding the audit, concerns with Modoc County internal controls and Prop 56 funds. Commissioner Richert motioned to approve the FY 17-18 First 5 Modoc Audit. Motion seconded by Commissioner Lybarger. Motion carries with 5 ayes, 0 nays, and 0 abstentions.

**Item 3 Approve/Disapprove First 5 Modoc Annual Report AR 1 thru 3 Submission to First 5 California FY 17-18**

Executive Director Hinton provided Commissioners with a corrected AR1 and gave a brief overview of the Annual Report components AR1, AR2 and AR3. Ms. Hinton explained reporting had changed significantly. Ms. Hinton reported on programs, demographics and adjustments made due to Prop 56 funds. General discussion followed regarding the Prop 56 funds and changes to the reporting system from prior years. Commissioner Funk motioned to approve the First 5 Modoc Annual Report FY 17-18. Motion seconded by Commissioner Lybarger. Motion carries with 5 ayes, 0 nays, and 0 abstentions.

**Item 4 Approve/Disapprove FY 17-18 Summary/Evaluation of Programs**

Executive Director Hinton gave a brief overview of the FY 17-18 Summary/Evaluation of Programs. Ms. Hinton explained she changed the format and would be presenting to Modoc County Board of Supervisors and Alturas City Council in January. General discussion followed about population served and layout of the report. Commissioner Richert motioned to approve the FY 17-18 Summary/Evaluation of Programs. Motion seconded by Commissioner Funk. Motion carries with 5 ayes, 0 nays, and 0 abstentions.

**Item 5 Approve/Disapprove FY 18-19 Administrative Budget Modifications**

Executive Director Hinton gave a brief overview of budget modifications reviewed by the Fiscal Sub-Committee on September 18, 2018. Ms. Hinton noted the buyout for Executive Director Hoy, the allocation of funds to equipment maintenance, travel/transportation, projects for community engagement and a new computer. Commission Alternate Sphar motioned to approve the FY18-19 Administrative Budget Modifications as recommended by the Fiscal Sub-Committee. Motion seconded by Commissioner Richert. Motion carried with 5 ayes, 0 nays, and 0 abstentions.

**Item 6 Approve/Disapprove Recommendation for Re-Appointment of Commissioners Richert, Lybarger, Funk and respective Alternates**

General discussion was held, Executive Director Hinton reminded Commissioners re-appointment would be for a three year term. Commissioner Funk motioned to approve the recommendation for re-appointment of Commissioners Dr. Edward Richert, Commissioner Alice Lybarger and De Funk. Motion seconded by Commission Alternate Stacy Sphar.

Commissioner Richert excused himself at 6:12 p.m.

**Presentation/Reports****Commission Report:**

No report(s).

**Staff Report:**

Executive Director Hinton handed out the revised Long Term Sustainability/Fiscal Stability Plan FY18-23. Ms. Hinton explained First 5 California had requested changes to the narrative component, the narrative was expanded to explain the anticipation of decreasing micro and mini funds.

**Correspondence:**

Executive Director Hinton provided the Commission with email correspondence regarding the Prop 56 funds miscalculation by First 5 California. Commissioner Cullins asked how this would be handled in the future. Ms. Hinton explained First 5 California provided a Q&A explanatory sheet and an \$8,260 backfill estimation is anticipated, decreasing the SPCFA to approximately \$291,740 for FY 18-19. General discussion followed. Executive Director Hinton reported on tracking CalPERS Unfunded Liability portion. Ms. Hinton read an excerpt recent email correspondence with Hiep Pham. Mr. Pham noted it would be difficult to track due to drastic fluctuations and costs associated with hiring an actuaries person. Mr. Pham suggests First 5 Modoc ask the County Auditor's Office "how they prepared the calculations to make sure that First 5 is only paying their share." Ms. Hinton explained she would be in contact with the County

Auditor on a frequent basis. General discussion was held about the Unfunded Liability. Commissioner Cullins spoke on the agencies who had left the County.

**Fiscal**

a) **August**

b) **September**

Executive Director Hinton stated the fiscal for August and September were in order. Ms. Hinton noted the buyout of Ms. Hoy's comp and vacation time in August and an internal transfer in September.

**Item 3 Announcement of the next Public Hearing & Regular Meeting**

Date: November 14, 2018

Time 5:30 p.m.

Location Early Head Start,

**Adjournment**

**Time: 6:23 p.m.**

Respectfully Submitted

Chair Cullins

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