



September 15, 2021

To: Elishia Hayes, Interim County Administrative Officer, and Linda Le, Director of Human Resources

From: Mary Ann Hansen ~~MA~~

RE: Request for review related to added workload/staffing/program responsibilities

Attached: Minutes of 05/13/21 First 5 Humboldt Commission meeting

Evaluation Narrative for Mary Ann Hansen

I am writing to you as acting CAO and Director of Human Resources regarding the "Compensation Increase for Added Workload/Staffing/Program Responsibilities" section of the Compensation Plan for Elected and Appointed Department Heads. After consultation with the Humboldt County Commission for Children and Families (aka First 5 Humboldt Commission), which is my supervising body, and upon their recommendation, I am writing to request a review of our agency's staffing levels and my workload as outlined in the Compensation Plan.

In accordance with the plan, I am writing to share with you that I believe I meet the criteria for added compensation under the policy. I am requesting your consideration of the following, as they relate to the Compensation Plan's stated criteria:

- 1) First 5 Humboldt Staffing has increased substantially since I was hired in 2015. We are currently completing recruitment (oral exams this week) which will bring our filled regular FTEs to 8.5. When I was hired, our filled FTEs were at 2.8. We operated for some time during my first year at 2.0 FTE: an Executive Secretary and myself.
- 2) Corresponding to the increased staff has been the addition of two major new programs, and the complete realignment of another program to no longer use external consultants and bring those responsibilities in-house, in accordance with AB 5. The two new major programs are the Road to Resilience Program and the ACEs/Resilience Program. The Road to Resilience Program provides perinatal and family health navigators to pregnant women and mothers at risk of substance use disorder, through a partnership with United Indian Health Services. Additionally, we have added the ACEs/Resilience Program, which provides community education and services designed to prevent adverse childhood experiences and promote resilience. The program realignment which has resulted in additional work involved the transition of work from 4 independent contractors to 3 internal, regular staff to provide early childhood mental health supports to parents attending playgroups throughout the county.

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Attached please find my last Annual Performance Evaluation Narrative, approved by the Humboldt County Children and Families Commission on May 13, 2021. Minutes of that meeting are also attached. Commissioners addressed the increased workload and staffing in the narrative. Additionally, I have attached a revenue/expense chart illustrating the addition of new funds to expand the work of First 5 Humboldt.

Please feel free to contact me for additional information. I am also happy to share contact information for the co-Chairs of the Commission, Connie Sundberg and Lorey Keele. The co-chairs have additionally stated that they are willing to provide a letter of support, should you deem it necessary as you complete your review of my request. Thank you for your consideration.

Respectfully submitted,

Mary Ann Hansen  
Executive Director



FIRST 5 HUMBOLDT  
*Humboldt County Children and Families Commission*  
<http://first5humboldt.org/>

MINUTES  
Regular Meeting of 5/13/21

Our Vision: All Humboldt County children thrive in healthy, supportive, nurturing families and neighborhoods, enter school ready to learn and become active participants of their communities.

*Date and Time: May 13, 2021 8:30-10:30 am*

*Location: ZOOM meeting link: <https://zoom.us/j/5440331304>*

*Meeting ID: 544 033 1304*

*Dial by your location +1 669 900 6833 US (San Jose)*

**Attendance –**

Commissioners

HK You  
Lorey Keele  
Wendy Hill  
Nica Meggerson  
Maya Stuart  
Megan Blanchard  
Michelle Bushnell

Staff and Consultants

Mary Ann Hansen  
Aaron Wyeth  
Kim Puckett

Guests

Jeanine Lancaster, Youth Services Librarian, Humboldt County library

Agenda:

I. Welcome and Introductions

*Introductions were made*

II. Public Comment

*No Public Comment*

III. Closed Session

Reference: It is the intent of the Humboldt County Children and Families Commission to meet in closed

session to consider the performance evaluation of the Humboldt County Children and Families Commission Executive Director.

***The meeting was adjourned to closed session - everyone except Commissioners logged off***

#### IV. Reconvene Public Meeting & Report on Closed Session

Reference: Commission must report to the public on any actions taken during the closed session, including any votes taken, upon reconvening the public meeting

***The Commission reported out that they had, by consensus, approved the performance evaluation for ED Mary Ann Hansen.***

#### V. Approval of the Minutes

[Minutes for March 11, 2021](#)

***The minutes were approved by consensus***

#### VI. Consent Calendar

***The following item was reviewed and recommended for approval by the Commission***

##### A. Tooth Project Funding Request

Reference: The North Coast Grantmaking Partnership is seeking funding partners to fill an \$18,000 gap in funding between grants. Grant-partner funding is as follows: HAF \$5,000; Smullin \$2,000; HHF \$2,000; St. Joe's \$4,000. **The request from First 5 Humboldt CLIF funds is for \$2,000.**

***This request was approved by consensus***

#### VII. Information Item: ED Report

***Mary Ann Hansen presented selected items from her ED report***

#### VIII. Information Item: Committee Meetings—Commissioner report-outs if requested

See linked agendas for information

A. Evaluation- met [04/05/21](#)

B. Fiscal- did not meet in April

C. ECCE- met [04/14/21](#)

D. PFS- met [04/08/21](#)

E. First 5 Futures Group—disbanded

F. 0 to 8 MHC- met [04/12/21](#)

G. Ad Hoc: Executive Committee- met 05/04/21

H. Ad Hoc: Family Support Advisory Workgroup to be scheduled after Family Support Coordinator is hired.

***Brief summaries of recent Evaluation and PFS Committee meetings were provided***

#### IX. Action Item: Program Evaluation Team Programs Review

Reference: The Program Evaluation Team (PET) met in April to review evaluation data from all programs. PET reports and recommendations are linked below. The only change from the previous year is the change to the Humboldt County Office of Education (HCOE) partnership approved by the Commission at the January 14, 2021 meeting. The Commission will consider whether to accept the PET recommendations for funding. (10 minutes)

A. [Arcata 0-1 Playgroup](#)

- B. [Arcata Playcenter Playgroup](#)
- C. [Blue Lake Playgroup](#)
- D. [Discovery Museum Playgroup](#)
- E. [Fortuna Playgroup](#)
- F. [HCOE Partnership](#)
- G. [Jefferson Playgroup](#)
- H. [Library Partnership](#)
- I. [Loleta Playgroup](#)
- J. [Manila Playgroup](#)
- K. [Mattole Valley and Honeydew Playgroups](#)
- L. [Orleans Playgroup](#)
- M. [Paso a Paso Partnership](#)
- N. [Pine Hill Playgroup](#)
- O. [Redway & Shelter Cove Playgroups](#)
- P. [Willow Creek Playgroup](#)

***The PET team funding recommendations were approved by Consensus***

X. Action Item: [Commission Meeting Calendar](#) 2021-2022

Reference: The Commission will set the meeting calendar for FY 2021-2022.

***The Commission approved Option 2 by consensus***

XI. Discussion Item: [Bylaws Revision](#)

Reference: The Commission will review the Bylaws changes approved in 2019, plus a new draft change to term limits related to partial terms. Bylaws changes must be available for review by the public at least 30 days before being approved. Commission approved changes go before the Board of Supervisors for approval.

***The Commission discussed the proposed changes, and directed staff to revise them in accordance with their direction and start the public comment period.***

XII. Information Item: [COVID Response Fund Update](#)

Reference: The COVID Response Fund is designed to identify gaps in family and community services and promote solutions and supports both during the COVID pandemic and during the recovery period. The Commission will be provided an update on expenditures to date.

An update was provided

***Aaron Wythe provided a status report on the Covid Response Fund. Significant funds remain for the Commission to allocate, and this was raised as a topic for the July Commission retreat. Suggestions for further discussion included vaccine incentives, gas cards or other transportation assistance, other efforts to reduce barriers that families face in accessing vaccines and well child visits, Providing incentives for Well child visits in collaboration with Partnership Health, and Community Events for families***

XIII. Information Item: Policy Update

Reference: The Commission will be provided a summary on meetings with policymakers. An [overview of the bills](#) we are tracking is provided for information.

***Commissioner Hill summarized a recent meeting with Assm Wood where Mary Ann Hansen and Commissioner Hill discussed our legislative priorities and the current experiences of families and children in***

**Humboldt. Assm Wood is Chair of the Health Committee and sits on a key Budget subcommittee. Assm Wood was receptive and did sign on to a key budget request letter promoted by First 5.**

XIV. Information Item: [First 5 Humboldt Strategic Plan Update](#) Public Hearing

Reference: By statute, the Humboldt County Children and Families Commission is required to provide an annual update on its Strategic Plan. Staff will review programmatic efforts to achieve strategic plan goals, including results of our recent parent survey, and recommend a change to Actions 1.2.A and 1.2.B.

***Executive Director Mary Ann Hansen presented a progress report on the implementation of the current Strategic Plan. The Commission reviewed the current Strategic Plan and discussed potential revisions to be considered in the coming year.***

XV. Information Item: [First 5 California Annual Report](#) Public Hearing

Reference: By statute, the Humboldt County Children and Families Commission is required to provide an annual update on the First 5 California Annual Report. Staff will provide an overview of the report, including the Humboldt highlight (p. 38).

***Executive Director Mary Ann Hansen and consultant Kim Puckett presented an annual update on the First 5 California Annual Report, with a focus on the section relating to First 5 Humboldt.***

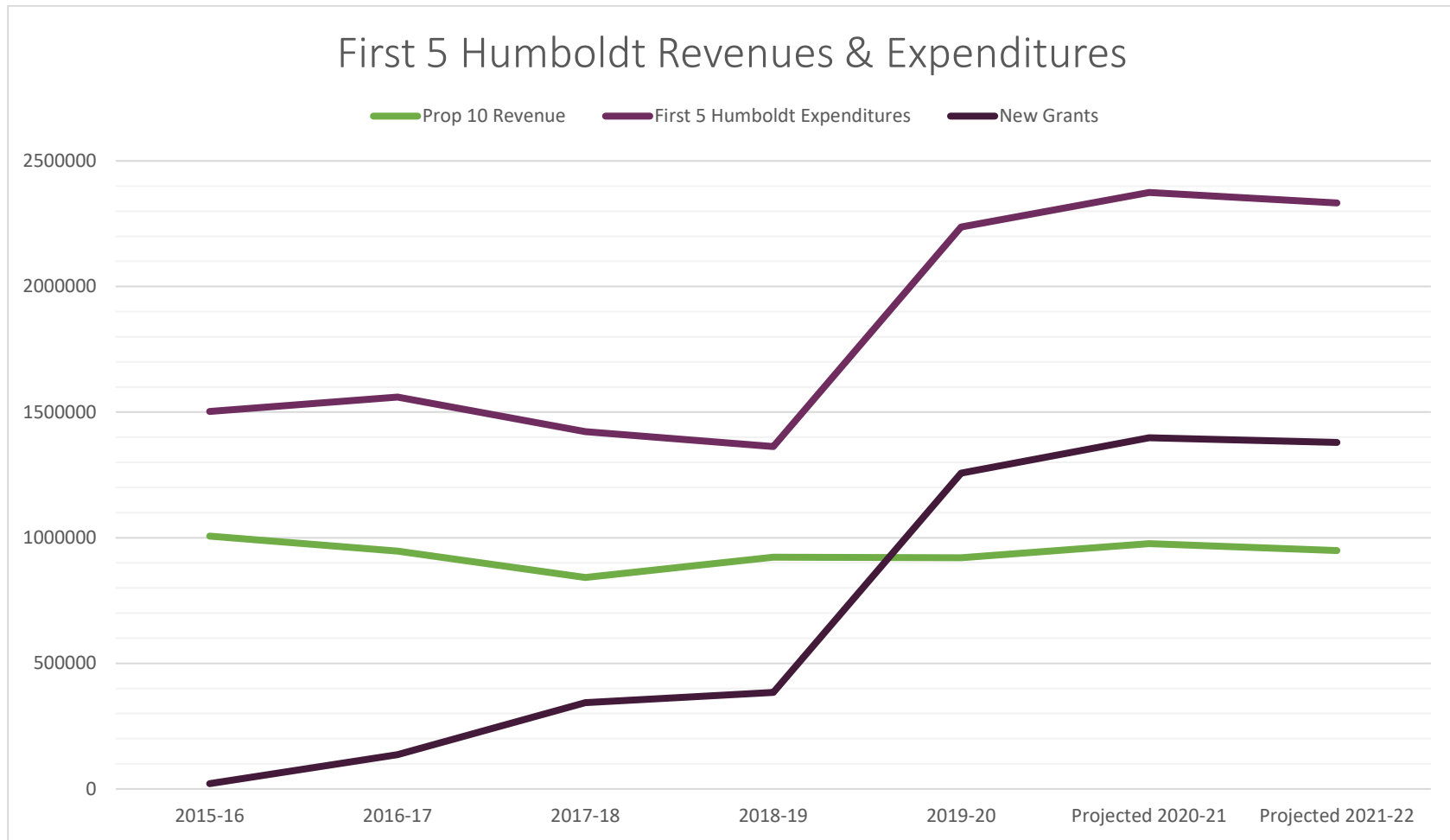
***Meeting Adjourned***

**Next Meeting: Commission Retreat, TBD July, 2021**

**As authorized by Governor Newsom’s Executive Order, N-25-20, dated March 12, 2020, the meeting will be held via teleconferencing with members of the Committee attending from separate remote locations. The meeting will be held via ZOOM at the above link. Members of the public are encouraged to attend and offer public comment. This altered format is in observance of the recommendation by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.**

*Any person who wishes to request the agenda or other meeting materials be mailed to them or who requests this agenda in an alternative format, requires translation services, or needs any disability-related modification or accommodation, including auxiliary aids or services which would enable that person to participate in the meeting should make that request to [first5humboldt@co.humboldt.ca.us](mailto:first5humboldt@co.humboldt.ca.us) at least seven (7) days prior to the meeting date. When not held virtually, the meeting is typically held in a conference room that is wheel-chair accessible and disabled parking is available in the parking lot immediately behind our location, at 300 Commercial Street, Eureka.*

## First 5 Humboldt (F5H) Revenues & Expenditures 2007-2022



- Notes:
- 1) The dip in FY2018-19 revenue was due to the lag before implementation of Prop 56 backfill, which will stabilize F5 revenue declines to the pre-Prop 56 trajectory of 3-5% reduction each year.