



December 9, 2021

Elishia Hayes, County Administrative Officer
825 5th Street
Eureka, CA 95501

Dear Ms. Hayes,

This letter is to formally request a 10% increase in compensation for Mary Ann Hansen, Executive Director, First Five Humboldt. The "Compensation Increase for Added Workload/Staffing/Program Responsibilities" section of the Compensation Plan for Elected and Appointed Department Heads was approved by the BOS in 2017 indicates two criteria must be met:

- A. A combination of increased staffing and workload as well as the addition of at least 1 major new defined or separate program.
- B. A combination of increased regular employee staffing (at least 50% over the immediately preceding 10 years) and the addition of several major new programs.

The First 5 Humboldt Commission believes that the following letter describing Ms. Hansen's significantly increased workload and outstanding administrative and program oversight meets the criteria for added compensation as outlined in the Compensation Plan.

When Ms. Hansen was hired in 2015 the staffing level was 2.8 FTEs. The two primary positions at that time were Ms. Hansen's position as Executive Director and an Executive Secretary. Current staffing is at 8.5 FTEs. This is an increase of 300% requiring much more oversight than previously.

Ms. Hansen has added a number of programs since beginning her role as the Executive Director of First 5 Humboldt in 2015. Two major programs and funding sources developed by Ms. Hansen are the ACEs/Resilience program that was added in 2017, and the Road to Resilience program added in 2019. The ACEs program provides community education and services that are designed to prevent and/or mitigate adverse childhood experiences and promote resilience. The second major program added was the Road to Resilience program in 2019. This program

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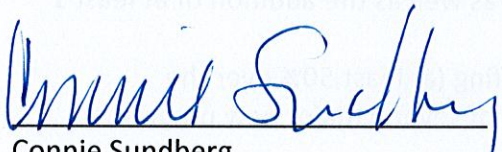
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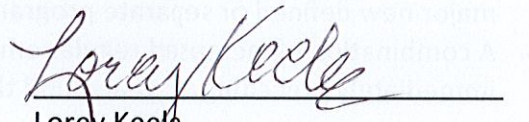
provides perinatal and family health navigators to help support pregnant women and mothers at risk of substance abuse. The Road to Resilience program is a partnership with United Indian Health Services. In addition to these two major program area additions, smaller programs have been added well. The Home Visiting Coordination Grant Program was added in 2020. IMPACT and QRIS, two programs that specifically target our local child care providers, were added in 2016 and 2018 respectively. In addition to the increase in programs, Ms. Hansen has overseen the restructuring of the Playgroup Specialists positions to ensure added program effectiveness and efficiency.

In conclusion, the Humboldt County Children and Families Commissioners fully support a 10% salary increase for Ms. Hansen. Please contact Connie Sundberg, 707-444-8293, or Lorey Keele, 707-269-2052, if you have any additional questions or concerns.

On behalf of the Commission, thank you for your consideration of our request.



Connie Sundberg
Co-Chair First 5 Humboldt Commission



Lorey Keele
Co-Chair First 5 Humboldt Commission

As approved by the First 5 Humboldt Commission, 12/9/2021. Meeting minutes attached.



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



Humboldt County Children and Families Commission

<http://first5humboldt.org/>

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.

DRAFT MINUTES OF 12/09/21 Regular Meeting

Date and Time: December 9, 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:

Connie Sundberg
Megan Blanchard (Public Health Representative)
Sheryl Lyon (Social Services Representative)
Michelle Bushnell (County Supervisor)
Virginia Bass (alternate Supervisor representative)
Lorey Keele
Wendy-Hill
H-K You
Stephanie Weldon

Staff and Consultants

Mary Ann Hansen
Daniel Berman
Aaron Wythe
Jennifer Mager
Jennifer Gonzalez
Star Mohatt
Kim Puckett
Tracie Wynand

Agenda:

I. Welcome and Introductions

Brief welcomes were made, no conflicts of interest with agenda items were identified by Commissioners.

II. Agenda Revisions

The order of agenda items was reviewed and modified in light of the Commissioner's various time limitations. These minutes reflect the final order that items were considered

III. Action Item: Brown Act Exemptions

The Commission agreed by consensus to continue utilizing virtual meetings.

IV. Action Item: Closed Session: Personnel

The Commission met in closed session to address a personnel matter.

Open Session resumed

Closed Session Report: The Commission reviewed and approved a letter to the CAO's office recommending a salary increase for the Executive Director based on the procedures and criteria in the 'Compensation Plan between the County of Humboldt & Elected & Appointed Department Heads', effective Oct. 1, 2017.

V. Approval of the Minutes

[Minutes for 10/14/21](#)

[Minutes for 10/29/21](#)

[Minutes for 12/01/21](#)

The minutes of these three meetings were approved without modifications.

VI. Consent Calendar (5 minutes)

The following items were reviewed and recommended for adoption and may be approved by a single vote. Any member of the Commission or the public may request the Commission to pull an item for further discussion.

A. Current Financial Postings

Reference: All [Commission expenditures](#) will be available for review and approval by Commissioners quarterly.

B. CLIF Request: Simplify the Season Radio Ads/CAPCC Partnership

Reference: The local Child Abuse Prevention Coordinating Council is requesting \$500 to match their \$500 funding of the annual series of radio ads focused on family stress during the holiday season. First 5 Humboldt has traditionally supported this request.

C. CLIF Request: City of Blue Lake Story Tour

Reference: The City of Blue Lake is hosting a [Story Tour](#) and would like support to purchase an additional 50 books to give away during the event, at a cost of not more than \$500.

The three Consent Calendar items were approved in a single action by consensus

VII. Information Only: Committee Meeting updates--NO REPORT OUT

See meeting agendas for more information

A. Evaluation- met [11/01/21](#) (Lorey/Dan)

B. Fiscal- met [11/03/21](#) (Connie/Aaron)

C. ECCE- met [11/10/21](#) and [12/08/21](#) (Wendy/Hyun-Kyung/Star)

D. PFS-met [11/18/21](#) (Maya/Jen Mager)

E. Ad Hoc: Executive Committee- met 12/02/21 to review feedback from counsel (Connie/Lorey)

VIII. Action Item: Mid-Year Budget Revision & future considerations (15 minutes)

Aaron Wythe presented the proposed [mid-year budget revision](#), which was developed based on discussions with the Fiscal and Parent and Family Support Committees, as well as the information from the newly completed audit. The revised budget was approved by consensus.

- IX. Information Item: Surveys & Interviews of Playgroup Leaders
The Commission received an update on recent Survey and Interview efforts conducted with Playgroup program staff throughout the County, including common themes heard and how the information is being used by First 5 Humboldt Playgroup Team staff. .
- X. Action Item: Playgroup Grant Revisions for July 2022 thru 2025
The Commission considered and discussed proposed revisions for the playgroup grants for the next two year cycle, FY 2022-2023 and 2023-2024. Commissioners focused in particular on the significance of language and cultural diversity, the distinction between bilingual language skills vs. broader cultural experience and diversity, and the importance of cultural responsiveness/awareness in our Playgroups, They directed that the Grant Application, outreach around it, and the Program more broadly should include a framework of encouraging cultural awareness. The proposed Revisions presented by staff were approved by consensus.
- XI. Discussion Item: MOU with County of Humboldt and County's contractual obligations
The Commission discussed the County of Humboldt's obligations as stated in the Memorandum of Understanding with First 5 Humboldt, their relation to the Finding in the recent Audit, and possible responses to the ongoing challenges in the management of the County's finances. ED Mary Ann noted she would be making a presentation to the Board of Supervisors regarding the Audit Finding. The Commission directed staff to schedule a Special Meeting in January to include a review of options for the Commission to act on.
- XII. Discussion Item: Family Hiking Book (10 minutes)
Jennifer Gonzales, First 5 Humboldt's Community Engagement Coordinator, provided an update regarding the ongoing development of a Humboldt family walks/hiking book. Commissioners were supportive and offered suggestions about contacts including the Yurok Tribe/State Park collaborative effort, and the Wiyot Tribe.
- XIII. Information Item: [ED Report](#) (5 minutes)
Mary Ann highlighted the recent hire of Ashley Villa-Gomez as the new Road to Resilience Project Coordinator.
- XIV. Information Item: [COVID Response Fund Update](#)
This item was continued to the next regular meeting agenda.

Next Regular Meeting: February 10, 2022, 8:30-10:30 am