



Angela Brinkman, Executive Director
Glenn County Children and Family Commission

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Phone (530) 934-6608 | Cell (530) 526-3344
451 S Villa, Willows, CA 95988

Children and Family Commission Meeting Agenda
August 26, 2025 - 10:30 AM
Orland City Library 333 Mill Street, Orland CA 95963

Order of Business

Item 1: Call to Order and Introductions

Item 2: Establish Quorum

Item 3: Verification of Agenda Posting

Item 4: Public Comment on Non-Agenda Items (3 minutes per person)

Item 5: Approval of Minutes

A. June 10, 2025

Action

B. July 15, 2025

Action

C. July 22, 2025

Action

Item 6: Approval of FY 2025/2026 Strategic Plan

Action

Item 7: Approval of FY 2025/2026 Meeting Calendar

Action

Item 8: Administrative Committee

A. Approval of Final Budget Review for Fiscal Year 2024/2025

Action

B. Approval of FY 2025/2026 Preliminary Budget

Action

C. Approval of claims/expenses July 2025

Action

D. Updated Bylaws

Information

Item 9: Small County Funding Updates

Information

Item 10: Executive Directors Report

Information

Item 11: Commissioner Updates as related to 0-5

Information

COMMISSIONERS

Bill Wathen, Chairperson · Phadie Irons, Vice Chairperson

Colleen Watkins · Jody Meza · Dr. Jared Garrison · Monica Rossman



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Item 12: Closed Session

- A. Employment
- B. Space Utilization

Item 13: Closed Session Report out

Item 14: Next Meeting: Tuesday, September 30th @ 10:30a.m. Orland City Library

Item 15: Meeting Adjourned

Communications received by FIRST 5 GLENN, Glenn County Children and Families Commission and Commissioner Information Packets are on file at the Office of Phadie Irons, Local Child Care Planning Council, 123 Ste B E. Walker Street, Orland CA 95963. If you need disability modification or accommodation in order to participate in this meeting, please contact the Executive Director, Angela Brinkman, at (530) 526-3344 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a). Any written materials related to an open session item on this agenda that are submitted to the Commission less than 72 hours prior to the Commission meeting, and that are not exempt from disclosure under the Public Records Act, will promptly be made available for public inspection at the office listed above, 123 Ste B E. Walker Street, Orland CA 95963, by appointment.

COMMISSIONERS

Bill Wathen, Chairperson · Phadie Irons, Vice Chairperson

Colleen Watkins · Jody Meza · Dr. Jared Garrison · Monica Rossman



**Children & Family Commission Meeting
Minutes**

June 10, 2025 - 10:30 AM
1021 West Wood Street, Willows

Order of Business

Order of Business

Item 1: Meeting Called to Order

Time: 10:34 AM

Item 2: Establish Quorum

Five members present.

Item 3: Introductions

- Bill Wathen – First 5 Chair
- Jody Meza – First 5 Commissioner
- Phadie Irons – First 5 Commissioner
- Colleen Watkins – First 5 Commissioner
- Jarred Garrison – First 5 Commissioner
- Chrissy Millen – GCOE
- Georgia St. Louis – First 5 Butte

Item 4: Verification of Agenda Posting

The agenda was posted at 1021 W. Wood Street, Willows, CA, and on the Glenn County First 5 website.

Item 5: Approval of Minutes

Tabled.

Item 6: Public Comment on Non-Agenda Items (3 minutes per person)

- Georgia St. Louis shared that the final HVC report was submitted to First 5 Sonoma this week. On May 24th, packets were provided to Glenn County WIC (Orland office), Orland Children's Center, Community Action Partnership, and Willows Pediatrics. The letter encouraged providers to make direct referrals to active home visiting programs in Glenn County, included contact information for each program, and a flyer for Nurse Family Partnership and Butte Baby Steps.

- Early Head Start Home-Based noted that they had flyers at each location and felt the program staff contact information listed in the letter was sufficient.
- Family Spirit, the program run by Northern Valley Indian Health, asked to be omitted from the letter as they are still working on a system for accepting external referrals. The program remains active and continues to receive internal referrals.

Item 7: Correspondence from the State

- The Small Population County Funding Augmentation (SPCFA) FY 2025–28 Request for Application (RFA) was released on June 5th.

Item 8: Budget Review for Fiscal Year 2024/2025 – May Expenses

Budget received.

Motion: Bill Wathen

Second: Colleen Watkins

Aye: 5

Nay: 0

Item 9: Small County Funding Opportunity

Phadie will take the lead in submitting the SPCFA grant for 2025–28 and attend office hours.

Item 10: Closed Session – Entered at 11:00 AM

A. Employment

B. Space Utilization

Item 11: Closed Session Report Out – 11:26 AM

- The new Executive Director will meet with HR to finalize the appointment. Official start date will be July 1.
- Space for the new Executive Director will be determined at a later date.

Item 12: Future Agenda Items

Commissioners provided input on topics for upcoming meetings:

- Schedule the remaining commission meetings for the year
- Confirm meeting location changes

Next Meeting:

Children & Families Commission

Date: TBD

Location: TBD

Meeting Adjourned: 11:32 AM

Note: Agenda materials for review are available at:

123 Suite B Walker Street, Orland – Local Child Care Planning



Children & Family Commission Meeting Minutes
July 15, 2025 - 10:30 AM
131 E Walker Street Orland Ca

Order of Business

Item 1: Meeting called to Order

Time: 10:40a.m.

Item 2: Establish Quorum

Four members present

Item 3: Introductions

Bill Wathen – First 5 Chair

Jody Meza – First 5 Commissioner

Phadie Irons – First 5 Commissioner

Colleen Watkins – First 5 Commissioner

Angela Brinkman – Executive Director

Item 4: Verification of Agenda Posting

The agenda was posted at 131 E Walker Street, Orland, CA and on the Glenn County First 5 website.

Item 5: Approval of Minutes

Date: May 13, 2025

Motion: Jody Meza

Second: Colleen Watkins

Date: June 10, 2025 – Tabled

Item 6: Public Comment on Non-Agenda Items (3 minutes per person)

No public Comment was heard

Public Hearing

Item 7: Public Hearing input about the First 5 California FY 2023/24 Annual Report

Time Opened: Public Hearing was opened at 10:50a.m.

Discussion: Reviewed Glenn County's update

Time Closed: Public Hearing was closed at 10:53a.m.

Item 8: Strategic Plan FY 2025/2026

Chairperson Wathen reviewed the proposed updates for the FY 2025-2026 Strategic Plan.

Updated plan will be presented for approval at the July 22, 2025 meeting.

Item 9: Correspondence from the State:

- FY 2022/23 Annual Report submitted & approved
- State Controllers approved FY 23/24 Audit
- ED & Chairperson will meet with First 5 California to discuss unspent SPCFA funds from previous years

Item 10: Budget Review for Fiscal Year 2024/2025 – No updates

Item 11: Small County Funding Opportunity

- Executive Director reviewed the proposed Small Population Funding for FY 2025-2026
- Funding included two initiatives; Strengthening Families & Early Literacy
- Strengthening Families – will support building capacity for training Positive Parenting Program Facilitators and offer 3 parenting courses FY 2025/2026
- Early Literacy – will support the Dolly Parton Imagination Library and partnership with the Bookworm Literacy program
- The Executive Director will schedule a meeting with Imagination Library Representative and Jody Meza to explore next steps.

Item 12: Closed Session

A. Employment

B. Space Utilization

Time closed: 11:23a.m.

Time opened: 11:49a.m.

Item 13: Closed Session – Report out

- Executive Director to start space planning & purging
- Executive Director contract is ready to be signed and submitted to personnel

Item 14: Future Agenda Items

- FY 2025/26 Strategic Plan update
- FY 2025/26 Budget (August Meeting)
- Approval of June & July minutes
- Meeting Calendar

Next Meeting:

Children & Families Commission

DATE: July 22, 2025

Location: Orland Library, 333 Mill Street Orland, CA

Meeting Adjourned: 11:55a.m.

***Note:** Agenda materials for review are available at; 123 Suite B Walker Street, Orland
Local Child Care Planning*



**Children and Family Commission Meeting Minutes
July 22, 2025 - 10:30 AM
Orland City Library 333 Mill Street, Orland**

Order of Business

Item 1: Meeting Called to Order at **10:36am**

Introductions:

Jody Meza – First 5 Commissioner
Phadie Irons – Vice Chairperson
Colleen Watkins – First 5 Commissioner
Dusty Thompson – GCOE Fiscal Services
Angela Brinkman – Executive Director

Item 2: No Quorum Established

Three members present

Item 3: Verification of Agenda Posting

The agenda was posted at 333 Mill Street, Orland, CA and on the Glenn County First 5 website.

Item 4: Approval of Minutes – **Tabled due to no quorum**

- A. June 10, 2025
- B. July 15, 2025

Item 5: Approval of FY 2025/2026 Strategic Plan - **Tabled due to no quorum**

Item 6: Approval of FY 2025/2026 Meeting Calendar – **Tabled due to no quorum**

Item 7: Approval of Standing Administrative Committee – No action was taken due to no quorum. The Executive Director shared duties of Administrative Committee that will start in August.

- *Meets prior to Commission meeting via Zoom unless otherwise notified (August, September, October, January, April, June)*
- Reviewing and reporting responsibilities include: Quarterly Financial Reports, Financial Plan, Fiscal Policies and all other Policies/Bylaws as needed. Also, makes recommendations on financial matters to Commission as needed.
- Meets to review Letters of Interest (LOI) for membership
- Makes membership recommendations to Commission as needed
- Develop Annual Slate of Officer Candidates for Chairperson and Vice Chairperson for **June** meeting or as needed.
- Drafts Executive Director (ED) evaluation based on input received from commissioners **June**

Item 8: Budget Review for Fiscal Year 2024/2025 – Dusty Thompson shared expenditures to date for FY 2024-2025.

Item 9: Small County Funding Updates – No updates at this time

Item 10: Closed Session – **Tabled due to no quorum**

A. Space Utilization

Item 11: Closed Session Report out – **Tabled due to no quorum**

Item 12: Future Agenda Items – *Tabled items will be brought forward in August*

Item 13: Next Meeting: **Tuesday, August 26th @ 10:30a.m. Orland City Library 333 Mill Street, Orland**

Item 14: Meeting Adjourned: **11:12am**



July 22, 2025

Strategic Plan Extension 2025/2026

The commission hired an Executive Director at the beginning of FY 2025/2026 to secure an effective efficient path forward. First 5 Glenn County will look different and feel different moving forward and we are excited for the opportunity and to get back in the driver's seat to helping Children and Families of Glenn County the best way possible. The commission has reviewed the current strategic plan and have only made the following amendments as an addendum.

The Commission developed the following priorities:

- *Hire new staff to direct and lead First 5 Glenn County*
- *Operate under new and updated policy and procedures*
- *Revisit and update policies and procedures as needed*
- *Work with First 5 California to continue good standings and to receive Prop 10 revenue*
- *Apply for Small County Augmentation funding*
- *Collaborate with partners and other service providers to focus on Early Literacy and Strengthening Families Initiatives (Public Health, Local Child Care, Child & Family Services, City/County libraries)*
- *Collaborate cross county to complete a Community Needs Assessment and to update the five-year Strategic Plan*
- *Secure a new External Evaluator*
- *Rebuild relationships in Glenn County with new leadership*
- *Continue to identify additional funding sources and leverage funding*
- *Establish a fund balance that is 15% of the annual operating costs*

Projected FY 25-26 Revenue

Glenn Revenue	
Prop 10 & Prop 56	\$183,305
SPCFA	\$214,182
Total	\$ 397,487



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Commission Meeting Dates

FY 2025/2026

Meetings will be held at **10:30am @ the Orland City Library,**
333 Mill St., Orland, CA 95963 unless otherwise noted
(530) 865-1640

July 15, 2025

July 22, 2025

August 26, 2025

September 30, 2025

October 28, 2025

January 27, 2026

March 24, 2026

April 28, 2026

June 16, 2026

COMMISSIONERS

Bill Wathen, Chairperson • Phadie Irons, Vice Chairperson

Colleen Watkins • Jody Meza • Dr. Jared Garrison • Monica Rossman



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ADMINISTRATIVE COMMITTEE - Membership reviewed annually by Chairperson

Commissioners: Jody Meza, Phadie Irons (One Commissioner will be appointed chairperson and report out at Commission Meetings)

- Meets prior to Commission meeting **via Zoom** unless otherwise notified (**August, September, October, January, April, June**)
- Reviewing and reporting responsibilities include: Quarterly Financial Reports, Financial Plan, Fiscal Policies and all other Policies/Bylaws as needed. Also, makes recommendations on financial matters to Commission as needed.
- Meets to review Letters of Interest (LOI) for membership
- Makes membership recommendations to Commission as needed
- Develop Annual Slate of Officer Candidates for Chairperson and Vice Chairperson for **June** meeting or as needed.
- Drafts Executive Director (ED) evaluation based on input received from commissioners **June**

Election of Officers in June Meeting (Nominations in April 2026, Elections June 2026)

Officers begin their service at next meeting

- | | | |
|----------------------------------|-------------------------|----------------------|
| • Bill Wathen, Chairperson | Effective February 2025 | FY 2024-25 & 2025-26 |
| • Phadie Irons, Vice Chairperson | Effective February 2025 | FY 2024-25 & 2025-26 |

COMMISSIONERS

Bill Wathen, Chairperson • Phadie Irons, Vice Chairperson

Colleen Watkins • Jody Meza • Dr. Jared Garrison • Monica Rossman

FY 2025-2026 FIRST 5 PRELIMINARY BUDGET

REVENUE		
Prop 10 & Prop 56	\$	183,305.00
SPCFA	\$	214,182.00
SMIF	\$	1,000.00
Interest	\$	-
TOTAL REVENUE	\$	398,487.00
EXPENSES		
Salary & Wages (ED)	\$	110,179.00
Benefits	\$	60,014.00
Total Salary & Benefits	\$	170,193.00
Rent	\$	4,800.00
Romeri Storage (1 Unit \$125 month)	\$	1,500.00
First 5 Association Dues	\$	3,125.00
Golden State Risk Mgmt	\$	10,562.00
GCOE/Tech support	\$	2,000.00
Catapult website support	\$	1,620.00
Website facelift	\$	5,000.00
Christy White Assoc (Auditors)	\$	8,000.00
Travel	\$	4,000.00
Equipment/computer/copier	\$	3,200.00
Materials and Supplies (Triple P Books)	\$	2,348.22
Materials and Supplies	\$	3,000.00
Printing	\$	3,000.00
Memberships and training	\$	1,500.00
Communications (phone allowance, zoom, etc)	\$	1,500.00
Total Service & Supplies	\$	55,155.22
Community Strengthening	\$	5,000.00
Strategic Plan & Evaluation	\$	24,000.00
Triple P Capacity Bldg	\$	15,000.00
Triple P Contracts	\$	9,000.00
Early Literacy - Imagination Library	\$	9,000.00
Early Literacy	\$	3,000.00
Total Contributions	\$	60,000.00
TOTAL EXPENSES	\$	285,348.22
Indirect 4%	\$	11,413.93
Total	\$	296,762.15
<i>*State Suplus Monetary Investment Fund (SMIF) - Apportioned interest earned on tobacco tax</i>		
Beginning Fund Balance 23/24	\$	(335,826.00)
Total Projected Revenue	\$	398,487.00
Total Projected Expenditures (This F/Y)	\$	296,762.15
Total Projected Year End Fund Balance	\$	(234,101.15)
Projected Revenue 23-24 and 24-25	\$	295,918.20
FY 24/25 Expenditures	\$	117,803.66
Projected TOTAL:	\$	(55,986.61)
Prop10, Prop 56, CECET (Jan-June FY 23.	\$	125,242.37
Prop 10, Prop 56, CECET (FY 24-25)	\$	170,675.83
TOTAL DUE	\$	295,918.20

75% SPCFA

75% SPCFA

Estimated

Estimated

\$4600 SPCFA

\$18,190 SPCFA

SPCFA

SPCFA

\$8,463.00 SPCFA

\$1000.00 SPCFA

may be higher

BYLAWS OF
FIRST 5 GLENN COUNTY

ARTICLE I ORGANIZATION

SECTION 1. NAME

The name of the organization shall be “FIRST 5 GLENN COUNTY”.

SECTION 2. AUTHORITY

FIRST 5 GLENN COUNTY is established by Glenn County Ordinance Code Chapter 7.06, pursuant to California Health & Safety Code Section 130140.

SECTION 3. LOCATION

The Commission shall have its principal office located at FIRST 5 GLENN COUNTY, 1035 West Wood Street, Willows, CA 95988.

ARTICLE II PURPOSE AND INTENT

SECTION 1. PURPOSE

FIRST 5 GLENN COUNTY is created for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age in Glenn County. These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, research, and other activities, that benefit the early development of children.

SECTION 2. INTENT

It is the intent of the Commission to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. This system should function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the intent of this Commission to emphasize local decision making, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicative administrative systems.

ARTICLE III DUTIES

FIRST 5 GLENN COUNTY is charged with the following duties:

- A. To implement the goals and objectives of the California and Families Act of 1998.
- B. To administer the monies in the FIRST 5 GLENN COUNTY Trust Fund, established pursuant to California Health & Safety Code section 130150.
- C. To adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within Glenn County as outlined in the California and Family Act of 1998.
- D. To conduct at least one (1) public hearing on its proposed county strategic plan before the plan is adopted.
- E. To conduct at least one (1) public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.
- F. To submit its adopted strategic plan, and any subsequent revisions thereto, to the FIRST 5 CALIFORNIA Commission and the Glenn County Board of Supervisors.
- G. To prepare and adopt an annual audit and report pursuant to California Health & Safety Code section 130150. The Commission shall conduct at least one (1) public hearing prior to adopting any annual audit and report. Copies of the annual audit and reports will be made available to members of the general public on request and at no cost.
- H. To exercise all powers, duties, and functions as are prescribed by statute and the FIRST 5 CALIFORNIA Commission, or as prescribed by FIRST 5 GLENN COUNTY with local and state statutes.

ARTICLE IV MEMBERS

SECTION 1. NUMBER AND APPOINTMENT OF MEMBERS

The Commission shall consist of at least five but not more than nine members. Commission members must be appointed by the Glenn County Board of Supervisors.

SECTION 2. ALTERNATE MEMBERS

Each commissioner may designate an alternate to act in his or her stead by providing an alternate's name and contact information in writing to the full Commission. Alternates will serve a term determined by the commissioner designating them, but not exceeding the term of the commissioner they represent. Alternate members are expected to attend commission meetings, but may not vote unless substituting for their absent regular commission member. Alternates may not serve as elected officers; but may serve on ad hoc or standing committees of the commission. Alternates are eligible to receive reimbursements for expenses incurred in the performance of Commission work as approved by the Commission.

SECTION 3. COMPOSITION OF MEMBERSHIP

The membership of the Commission shall consist of the following representation:

- A. Two members of the Commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.
- B. One member of the Commission shall be a member of the Board of Supervisors.
- C. The remaining members of the Commission, known as Community at Large, shall be from among the persons described in subpart A of this section and persons from the following categories: recipients of project services included in the county strategic plan adopted by the Commission; educators specializing in early childhood development; representatives of the local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.
- D. Commission members shall be either a resident of Glenn County OR represent an organization based within the county. However, with the approval of the Commission, one "community at large" member may live outside of the county provided that the member has the demonstrated expertise and commitment to represent the concerns noted in Section C above.

SECTION 4. TERM

The term of all members shall be three years. Subsequent reappointment or replacement of members shall carry the same term as the original position. Members may be reappointed to subsequent terms by the Board of Supervisors.

The Glenn County Board of Supervisors has the authority to determine the duration of terms and renewal of appointments as well as the manner of appointment, selection, or removal of members of the Commission.

SECTION 5. VACANCIES AND REMOVAL

A vacancy on the Commission shall occur automatically on the happening of any of the following events before the expiration of the term:

- 1) Removal of the incumbent for any reason;
- 2) Death or resignation of the incumbent;
- 3) Ceasing to be a representative from the various categories provided for the Article IV, Section 2 of the Bylaws; or

- 4) If the Commission holds only one regular meeting during each calendar month, absence for three (3) consecutive regular or special meetings or his/her absence from four (4) regular or special meetings in any twelve (12) month period, or if the Commission holds two (2) or more regular meetings during each calendar month, absence from four (4) consecutive regular or special meetings or his/her absence from six (6) regular or special meetings within a twelve (12) month period.

The Administrative Assistant of the Commission shall certify the happening on any vacating event to the Board of Supervisors. The Board of Supervisors may waive any vacating event for any member of the Commission by majority vote of the Board of Supervisors.

The Board of Supervisors shall make interim appointments to fill unexpired terms in the event of vacancies during the term of members of the Commission. The Board of Supervisors shall act within (60) days to fill a vacancy.

ARTICLE V OFFICERS AND DUTIES

SECTION 1. NUMBER OF OFFICERS

The officers of the Commission shall be a Chair and Vice Chair, and such other officers as the Commission may from time to time provide.

SECTION 2. ELECTION OF OFFICERS

All officers shall be elected by a majority of the voting members of the Commission at a regular meeting or special meeting where a quorum is present. A person must be a member of the Commission duly appointed by the Board of Supervisors according to the provisions of Article IV of these Bylaws in order to be eligible for election to an officer position. At least one of the officers shall be a community-at-large representative appointed pursuant to Article IV, section 3, subpart C. At least one officer shall be a mandatory representative appointed pursuant to Article IV, section 3, subpart A and / or the Board of Supervisor appointed pursuant to Article IV, section 3, subpart B. Terms shall be effective with the first meeting in July.

SECTION 3. TERM OF OFFICE

Officers shall serve for a term of one (1) year. All officers shall hold office until their successors are duly elected. Officers may be re-elected to the same office or elected to a different office without restriction on the number of terms.

SECTION 4. REMOVAL OF OFFICERS

Any officer may be removed, either with or without cause, by a majority vote of the members of the Commission, at any time.

SECTION 5. DUTIES OF THE CHAIRPERSON

The Chair shall be the executive head of the Commission and shall preside at all meetings. Except as otherwise expressly provided by law or authorized by the Commission or by these Bylaws, he or she shall, in the name of the Commission, execute such contracts, checks or other instruments which may from time to time be authorized by the Commission.

SECTION 6. DUTIES OF THE VICE CHAIRPERSON

The Vice Chair is authorized to execute duties of the Chair in his/her absence, or at the request of the Chair.

ARTICLE VI MEETINGS

SECTION 1. REGULAR MEETINGS

Regular meetings of the Commission shall be held on a regular basis at a time and place to be specified by a vote of the Commission, and consistent with applicable statutes and/or ordinances.

SECTION 2. OPEN MEETINGS

All meetings of the Commission, except those closed sessions permitted by law, shall be open and public. All meetings shall conform to the open meeting laws contained in the Ralph M. Brown Act, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of meetings of this Commission are hereby incorporated by reference into these Bylaws.

SECTION 3. NOTICE OF MEETINGS

Notice of each regular meeting shall be posted at least 72 hours prior to the time of the meeting and shall include the time, date, and place of the meeting and a copy of the meeting agenda. Notice of any meeting of the Commission shall be given to any person so requesting.

SECTION 4. SPECIAL MEETINGS

Special meetings may be called by the Chair if immediate action is required to protect the public interest, subject to the provisions of the Ralph M. Brown Act.

SECTION 5. CONDUCT OF MEETINGS

Meetings shall be presided over by the Chair, or by the Vice Chair in the absence of the Chair, or if no such person has been so designated or in his or her absence, by a Chairperson chosen by a majority of the members present at the meeting. Commissioners may participate in meetings via telephone. Debate and proceedings before the Commission shall generally be conducted in accordance with Robert's Rules of Order (Newly Revised) when not in conflict with the rules of the Commission and other statutory requirements.

ARTICLE VII VOTING

SECTION 1. QUORUM

A majority of the appointed voting Commissioners or their alternates shall constitute a quorum of the Commission. A quorum must be present at a meeting in order for any motion for action to be made or for any vote to be taken. Commissioners participating in a meeting via telephone will be included when determining a quorum. At least two (2) of the voting members must be appointed Commissioners and not alternates.

SECTION 2. METHOD OF VOTING

At all meetings, except for the election of officers, all votes shall be by voice. At the discretion of the Chair, a roll call vote may be taken on any matter. For election of officers, ballots shall be provided and there shall not be any place on the ballot that might indicate the person who cast such ballot. A member may vote by proxy by designating in writing the name of the person authorized to vote on their behalf, the specific matters authorized to be voted on by proxy, and any restrictions place on the voting authority. A member may vote via their alternate. In the event a member has not articulated their stance on an issue the alternate may act independently.

ARTICLE VIII COMMITTEES

Standing committees shall be appointed by majority vote of the Commission as the Commission deems necessary. One member of each committee will be designated as the chairperson.

ARTICLE IX COMPENSATION

The members of the Commission and any committees appointed by the Commission shall serve without compensation, except that they may be reimbursed for actual and necessary expenses as are incurred in carrying out their duties and as approved by the Commission.

ARTICLE X CONFLICT OF INTEREST

Commission members shall file statements of economic interests as required by the Political Reform Act. The terms of the standard Conflict of Interest Code, adopted by the Fair Political Practices Commission (set forth in 2 Cal. Code Regs. Section 18730) and as may be amended, are incorporated by reference and constitute the Conflict of Interest Code of the Commission.

No Commissioner may make, participate in making or in any way attempt to use his or her official position to influence a governmental decision in which (s)he knows or has reason to know (s)he has a financial interest. Failure to follow the guidelines violates Section 1091.3 of the Government Code which specifically addresses the county children and families commissions and any contract made will be void and cannot be enforced.

When a potential conflict of interest arises, a Commissioner will:

- *Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public;*
- *Recluse himself or herself from discussing and voting on the matter;*
- *Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.*
- *Note: A Commissioner may speak on the issue during the time that the general public speaks on the issue.*

ARTICLE XI AMENDMENTS

These Bylaws may be amended or repealed by the Commission at any duly-noticed regular or special meeting by a majority vote of the Commission. All amendments must remain consistent with the provisions of the Glenn County Ordinance Code and California Health & Safety Code governing FIRST 5 Commissions.

The foregoing Bylaws were first adopted for FIRST 5 GLENN COUNTY on: April 18, 2000; amended and approved on December 13, 2000; amended and approved on August 9, 2005; amended and approved on December 13, 2005; amended and approved on October 9, 2007; amended and approved on September 2, 2010.