



SUTTER COUNTY CHILDREN & FAMILIES
COMMISSION MEETING
January 21, 2026

The Sutter County Children & Families Commission (SCCFC) held a regular meeting on the above date at 3:30 p.m. at the Sutter County Administrative Office Conference Room, 1160 Civic Center Blvd., Ste. A, Yuba City, CA 95993.

CALL TO ORDER

Vice Chair Byers called the meeting to order at 3:30 p.m. & requested roll call.

COMMISSIONERS PRESENT: Commissioners Sarah Eberhardt-Rios, Doreen Osumi, Mat Gulbrandsen, Nicole Ritner, Tonya Byers & Narinder Dhaliwal

COMMISSIONERS ABSENT: Commissioners Mike Ziegenmeyer, Toni Cole, Dr. Robert Morgan

STAFF PRESENT: Michele Blake, Executive Director & Julie Price, Staff Analyst

PLEDGE OF ALLEGIANCE

Commissioner Byers led the Commission & audience in the Pledge of Allegiance

PUBLIC PARTICIPATION

No public comment was received.

SPECIAL PRESENTATION

1) FY 2024-2025 SUTTER COUNTY CHILDREN & FAMILIES COMMISSION EVALUATION REPORT

Jim Wright and Lisa Colvig-Niclai of Applied Survey Research presented the FY 2024–2025 Commission evaluation data. A copy of the full report was included in the meeting packet.

In response to Commissioner questions regarding target data values, Ms. Colvig-Niclai explained that overall specific targets are not established; rather, the evaluation focuses on overall reach and outcomes for each individual program.

ACTION ITEMS

2) ANNUAL REVIEW OF THE 2025-2030 SUTTER COUNTY CHILDREN & FAMILIES COMMISSION STRATEGIC PLAN

Dr. Michele Blake, Executive Director, referenced the 2025-2030 Sutter County Children & Families Commission Strategic Plan contained in the meeting packet. Ms. Blake noted no revisions are necessary and the strategic plan is consistent with the purposes of the Proposition 10 and adopted State Commission guidelines.

On motion of Commissioner Gulbrandsen, seconded by Commissioner Osumi and carried as follows: AYES: Commissioners Byers, Eberhardt-Rios, Osumi, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ziegenmeyer, Cole, Morgan; the Commission reviewed the Sutter County Children & Families Commission 2025–2030 Strategic Plan and approved it as presented for the annual review period, with no changes proposed at this time.

3) ANNUAL REVIEW OF SUTTER COUNTY CHILDREN & FAMILIES COMMISSION POLICIES AND PROCEDURES

Dr. Blake reviewed the staff report, noting that, as part of the Commission's commitment to compliance and good governance, key policies are periodically reviewed by the Sutter County Counsel's Office.

In correspondence dated October 31, 2025, the County Counsel's office confirmed that:

- The Commission's contracting and procurement policies are consistent with state law.
- The Commission's conflict-of-interest policy aligns with state and local statutes and regulations.
- The Commission remains in compliance with Chapter 75 of the Sutter County Ordinance Code, including Commission composition and statutory duties.

This legal review affirms that SCCFC continues to operate within its authorized framework and in accordance with applicable law.

On motion of Commissioner Osumi, seconded by Commissioner Ritner and carried as follows: AYES: Commissioners Byers, Eberhardt-Rios, Osumi, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ziegenmeyer, Cole, Morgan; the Commission reviewed and approved the annual review of the Sutter County Children & Families Commission Policies and Procedures Manual, confirming that the policies continue to support the Commission's work, reflect current practices, and meet applicable requirements.

4) APPROVAL FOR DESTRUCTION OF SUTTER COUNTY CHILDREN & FAMILIES COMMISSION RECORDS

Dr. Blake referred to the staff report and application included in the meeting packet.

She reminded Commissioners that at its October 2016 meeting, the Sutter County Children & Families Commission approved a Records Retention and Destruction Policy to ensure compliance with legal, fiscal, and administrative requirements for maintaining and disposing of Commission records.

In accordance with this policy and the established retention schedule, staff have reviewed Commission files and identified records that have met or exceeded their required retention period. These records are no longer needed for operational, legal, or historical purposes. The proposed action would authorize the secure disposal of these records, promote efficient records management practices, and reduce unnecessary storage.

On motion of Commissioner Ritner, seconded by Commissioner Dhaliwal, and carried as follows: AYES: Commissioners Byers, Eberhardt-Rios, Osumi, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ziegenmeyer, Cole, Morgan; the Commission approved the application to proceed with the destruction of records that are no longer required, in accordance with the Sutter County Children & Families Commission Records Retention and Destruction Policy.

5) RECONSIDERATION AND AUTHORIZATION TO ACCEPT PATH CITED INTERGOVERNMENTAL TRANSFER (IGT) AWARD AND UTILIZE PROPOSITION 10 FUNDS AS THE NON-FEDERAL MATCH

Dr. Blake noted that at the December 2025 Commission meeting, Commissioners requested additional clarification on IGT fund flow and reimbursement, the allowability of Proposition 10 funds as the non-federal match, cash flow and operational feasibility, and the overall value of accepting the award.

Since that time, staff have conducted further due diligence with DHCS/PATH technical assistance providers, legal counsel through the First 5 Association of California, peer First 5 agencies, and Sutter County fiscal leadership. This review confirmed that Proposition 10 funds may be used as the non-federal share for IGTs under federal law, with compliance remaining the responsibility of the local First 5 agency.

Staff also explained that the increased use of IGTs reflects a statewide shift under CalAIM to maximize federal Medicaid funding for services such as care coordination, community supports, and system infrastructure. PATH CITED-IGT funds are reimbursement-based, earned through milestones, and distributed twice during the project year.

Consultation with peer agencies confirmed that similar approaches are being used statewide to build CalAIM-aligned capacity. Sutter County fiscal leadership has also confirmed that the required transfer timeline is operationally feasible, with coordination protocols to be established.

Dr. Blake emphasized that the PATH CITED award represents a strategic, long-term capacity-building investment to support sustainability as Proposition 10 revenues decline and aligns with multiple goals within the Commission's Strategic Plan.

In response to Commissioner questions regarding onboarding, she confirmed that, if approved, staff will receive onboarding training.

On motion of Commissioner Osumi, seconded by Commissioner Gulbrandsen, and carried as follows: AYES: Commissioners Byers, Eberhardt-Rios, Osumi, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ziegenmeyer, Cole, Morgan; the Commission approved acceptance of the PATH Capacity and Infrastructure Transition, Expansion, and Development (CITED) Round 4 Intergovernmental Transfer (IGT) award in the total amount of \$405,397.20; authorized the required non-federal match of \$202,698.60 through the IGT process using Proposition 10 funds; and authorized the Executive Director to execute all associated fiscal, administrative, and contractual actions necessary to implement the award, in coordination with County partners and subject to County Counsel review.

6) ACCEPTANCE OF \$18,000 IN CSBG FUNDING FOR THE SUTTER COUNTY DIAPER BANK - CALENDAR YEAR 2026

Dr. Blake referenced the staff report & noted the Sutter County Community Action Agency (SCCAA) has awarded \$18,000 in CSBG funding for calendar year 2026 to support the continued operation of the Sutter County Diaper Bank. This investment reflects SCCAA's recognition of the Diaper Bank

as an effective concrete support that aligns with CSBG goals related to reducing poverty, stabilizing families, and improving overall family functioning.

Since its launch, the Diaper Bank has provided timely, community-based diaper distributions and has become an important support for families with young children across Sutter County.

On motion of Commissioner Ritner, seconded by Commissioner Dhaliwal, and carried as follows: AYES: Commissioners Byers, Eberhardt-Rios, Osumi, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ziegenmeyer, Cole, Morgan; the Commission accepted the award of \$18,000 in Community Services Block Grant (CSBG) funds for calendar year 2026 from the Sutter County Community Action Agency to support the Sutter County Diaper Bank.

CONSENT CALENDAR

On motion of Commissioner Dhaliwal, seconded by Commissioner Ritner and carried as follows: AYES: Commissioners Byers, Eberhardt-Rios, Osumi, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Ziegenmeyer, Cole, Morgan; the Commission approved the Consent Calendar, as follows:

7) Approval of the December 1, 2025 meeting minutes.

DIRECTORS REPORT

Imagination Library update

Dr. Blake noted that in recognition of Giving Tuesday, an annual movement held the Tuesday after U.S. Thanksgiving to promote giving and acts of kindness, the Commission solicited and received anonymous donations for the Sutter County Imagination Library program. Donations were made directly to the Dollywood Foundation and will be reflected as credits on future program invoices.

Connected Beginnings update

Dr. Blake referenced the new Connected Beginnings program logo and noted that the Sutter County Connected Beginnings Program is an early childhood initiative focused on improving coordination across local systems to better serve children prenatal through age five and their families. The program works to increase access to developmental screenings, referrals, and supportive services by aligning healthcare, education, and community-based partners, with the goal of creating a more efficient and connected system of care. The new logo will be incorporated into program marketing materials to be distributed throughout the Sutter County community.

Fatherhood Campaign update

Dr. Blake referenced the three billboard logo designs included in the meeting packet for placement throughout the County. Commissioners also viewed the campaign video currently running at the local Cinemark theater.

Regency Park Playground Communication Board update

Dr. Blake presented photos and newspaper article coverage of the January 9th ribbon cutting. The event was well attended, with several community partners and local dignitaries in attendance.

In the Community Report

Dr. Blake delivered a detailed visual presentation highlighting recent community events in which staff participated, as well as upcoming community events.

Program Reports

Commissioners reviewed the program report included in the meeting packet. No discussion was held.

PUBLIC COMMENT

No public comment was received.

ADJOURNMENT

With no further business coming before the Commission, the meeting was adjourned at 4:35 p.m.

By:
Julie Price
Staff Analyst