

Minutes

April 4, 2005

6:00 pm

50 Douglas Drive, 2<sup>nd</sup> Floor Conference Room, Martinez, CA

Item 1.0 – Call to Order.

The meeting was called to order at 6:16 p.m.

Item 2.0 – Roll Call.

Commissioners in Attendance:

Doris Denson-Belcher, Dr. Michael Zwerdling, Cheri Molnar for Cookie Guinn, Joan Means, Dr. Paula Moten-Tolson, Dr. William Walker, John Cullen

Alternates in Attendance:

Linda Kochly, Toni (Teixeira) Robertson, Mary Foran

Item 3.0 – Public Hearing on the First 5 California Children and Families Commission Annual Report for Fiscal Year 2003-04.

Chairwoman Moten-Tolson opened the public comment at 6:20 p.m.

The Commission received no public comment.

The public hearing was then closed.

Item 4.0 – Consent Items.

Item 4.1 – Approve minutes from the February 7, 2005 meeting.

A motion was made and seconded to approve the minutes from the February 7, 2005 meeting.

The Commission voted and approved the stated motion.

Item 4.2 – Review, Discuss and Acknowledge Quarterly Financial Reports for the 3<sup>rd</sup> Quarter FY 04-05 (Jan. - Mar. 2005).

Archie Toledo reviewed the financial reports with the Commission. The reports reflect expenditures through March 28, 2005 and Prop 10 apportionment through February 2005 since disbursement figures for March are not yet available from the state commission.

Brenda Blasingame stated that under Strategy Support, SRI implementation does not have an original budgeted amount since it was unclear how much would be spent in this fiscal year and this will be revised with the end of year budget revision.

Item 4.3 – Executive Committee Reports.

February 17, 2005 meeting.

Chairwoman Moten-Tolson informed the Commission that the following items were discussed:

- Discussed staffing needs associated with space. Currently there is not enough office space in terms of people and materials. A small space (less than 800 sq ft) has become available within the complex that could accommodate current needs. Executive Committee agreed that staff could begin working with the property manager to see if this space is a possibility.
- Discussed the process for the executive director annual evaluation. Executive Committee will do the evaluation and requested that an email go to all Commission members asking for any feedback they would like to give on the Executive Directors performance over the last year.

The committee has chosen to elicit verbal feedback from Commissioners for this year. Please contact Chairwoman Moten-Tolson to provide your feedback. The executive director annual evaluation will be conducted at the May committee meeting.

- Discussed request for change of standing Commission meeting date and time. Ask that the Commission be polled about a change of date for the regular standing meeting.
- Discussed the April 4, 2005 Commission Agenda.

**March 17, 2005 meeting:**

- Received an update on additional space needs. Staff has seen all available spaces in the complex and the space discussed at the February Executive Committee meeting is available. There is possible interest from another tenant to use a small part of the space. Staff will continue to work with property management.
- Received a legislative Update on the progress of working on SB 34 Florez. Brenda Blasingame has made two trips to Sacramento concerning amending the bill. The other bills by Florez and Chan have not gone to committee hearings yet.

Brenda Blasingame has been to Sacramento and will provide an update to the Commission during the executive director update section of the agenda.

- Received an update on the evaluation redesign, which will be on the agenda for the April Commission meeting.
- Received an update on the West County First 5 Center. A permanent site has been located. The property was a former school and is a very appropriate location for the F5 Center. It was agreed that this is a good opportunity for the group to have an appropriate permanent site, so the committee gave approval to allowing BACR on behalf of the governing board to make an offer on the property and that the final recommendation to purchase the property should be on the April Commission agenda.
- Received an update on First 5 Centers redesign work. Staff reported that we have had one steering committee meeting and the focus is on shared vision, values and definitions. The meeting went really well and all participants are working from the same page with the same overarching goals.
- Received an update on Annual Site Visits. The site visits will be taking place through the month of April. Commission members can attend a site visit.
- Received an update on FY 05/06 Contracting activities including the development of a contractor's procedures manual that formalizes how we work with contractors. This year we have continued to put into place different measures to assist us with accountability.
- Reviewed and discussed the first draft of FY 05/06 budget.
- Reviewed and discussed the quarterly financial report.

- Received an update on the request for change of standing Commission meeting date and time. Response from most of the Commissioners was that the current date works for most people and for some they have other standing commitments on other days.

Commission meetings will continue to be held the first Mondays of each month.

- Discussed and developed the agenda for the on April 4, 2005 Commission meeting.

#### Item 5.0 – Executive Director’s Report.

- Legislation Update

Information regarding SB 34, SB 35, and AB 109 are included the packet.

Brenda met with Senator Torlakson, Sherry Novick, and Mike Ruane regarding AB 109. Since then the provision for a separate governing body was removed from the bill; the ability to elect any commission member as chair was put into place; and the provision that the majority of commission members must be community representatives has been left in place.

SB 35 and AB 109 continue to move forward.

- Statewide Activities Update

The California Budget Report is included in packet.

- Local Activities Update

- o Registration for the state conference in April is due. If Commissioners have not yet completed the registration materials, please contact Shawn Garcia.

- o Form 700. Please complete and return the Form 700 to Shawn Garcia.

- o Universal Pre-Kindergarten Forum. The forum has over 300 attendees and was well received.

Chairwoman Moten-Tolson stated that the UPK Forum was well done and she acknowledged Brenda Blasingame, Debi Silverman, and Fran Biderman for their hard work.

- o A revised universal preschool initiative is planned to be on the ballot in January 2006.

- o Site visits. Site visits are part of contracts monitoring. It is an opportunity to hear, see, and perhaps experience how the contractor has been utilizing Commission funding. This is administrative in nature, limited in time, and is intended to learn about the Commission's funded program as it relates to the outcomes to services tables. If you would like to participate in a site visit, please contact Shawn Garcia. To learn more about a specific contractor, please contact Lisa R. Johnson.
- o E-Newsletter. The e-newsletter is being distributed monthly.
- o Please note several press items that are included in the packet.
- o During the May Commission meeting staff will present a revised budget for FY 03-04 and sustainability projections.
- o The Commission funded an obesity prevention workshop.
- o Family-Friendly Community Grants have been released.

Chairwoman Moten-Tolson announced that Alternate Garcia has resigned from the Commission. She then thanked Ronda for being an integral part of the Commission over the last five years. She stated that Ronda has been very dedicated and the Commission appreciates all her hard work.

Ronda Garcia thanked the Commission.

The Commission then approved moving forward agenda item 6.2.a

Item 6.2 – Program and Evaluation Committee.

a. Update on Grantee activities

The Commission received an update from Michelle McEllistrim, a family child care provider and recipient of the Ready Set Read Child Care Literacy Fair held on March 12, 2005. She informed the Commission that the experience was great and she used the First 5 Bucks to purchase much needed supplies for her child care

Public Comment.

The Commission received no public comment.

Item 6.0 – Committee and Program Updates.

Item 6.1 - Executive Committee.

- a. The Commission will discuss the budget for Fiscal Year 2005-06

**Consider the following recommendation: To approve the budget for Fiscal Year 2005-06.**

Brenda Blasingame reviewed the budget with the Commission. The Administrative budget area might change depending on what is proposed by the GFOA for all local commissions; therefore items may need to be modified.

Commissioner Cullen noted that for fiscal year 2005-06 no funds are being taken out of the sustainability fund, and at some time in the future the Commission will be reviewing the sustainability plan.

Brenda replied that the sustainability plan projection would be presented to the Commission at the next meeting.

Brenda then reminded the Commission that early on it was decided to budget \$5 million dollars for Operating Funds. Staff believes that time and experience have shown that \$1 million dollars is an adequate amount for Operations for the fiscal year 2005-06 budget. The remaining \$4 million dollars will need to be designated and a recommendation for consideration by the full Commission will be discussed at the next Program and Evaluation Committee meeting.

Liz Callahan asked if a COLA built into contractor's line items. She stated that as a contractor the costs of items such as benefits are increasing and she encouraged the Commission to consider a COLA.

A motion was made and seconded to approve the budget for Fiscal Year 2005-06.

The Commission voted and approved the stated motion.

- b. The Commission will discuss the Purchasing Procedures.

**Consider the following recommendation: To approve the Purchasing Procedures.**

Brenda Blasingame informed the Commission that the policy attached is a written procedure for acquisition for services, supplies, equipment, and real estate.

The Commission then held a discussion regarding the Purchasing Procedures and requested the language from an existing policy outlining the executive director having discretion over certain budget areas, be applied to the purchasing procedures. The Commission also requested there be language added regarding conflict of interest.

Kevin Kerr will work with staff to develop conflict of interest language for the policy.

A motion was made to send this item back to the Executive Committee for review with changes as noted above.

The Commission voted and approved the stated motion.

- c. The Commission will discuss the Process for Awarding Grants.

**Consider the following recommendation: To approve the Process for Awarding Grants.**

The Commission then held a discussion regarding the policy and requested the following language additions and/or corrected to sections of the document as listed below:

**FUNDING PROCESSES:**

Commission funds are allocated, whenever possible, to building on existing efforts, leverage funding, fill gaps in services, and to create a system of convenient and affordable programs for young children and families.

**1. Competitive Grants**

- h) Protest periods are included in all competitive grant processes. This does not apply to community grants.

**2. Meet to Reach Mutual Agreement**

The Meet to Reach Mutual Agreement (MRMA) process is a non-competitive grantmaking process that requires organizations to collaborate and work more efficiently.

**3. Community Participatory Process**

- b) The Commission reaches out to the appropriate stakeholders to participate in the process. For example, to fund a Family Resource and Learning Center in Antioch, the outreach would extend to Antioch residents and community agencies to participate as stakeholders in the process.
- e) The stakeholder group submits its plan for service delivery to the Program and Evaluation Committee for review.

Liz Callahan stated that the CBO center is putting into place a risk assessment process where CBOs are not choosing to work with each other, but are told to work together. She encouraged the Commission to include in the Process for Awarding Grants a structured risk assessment.

The Commission requested they receive a presentation on risk assessment at a future Commission meeting in order to better understand what benefits it may offer.

A motion was made to approve the Process for Awarding Grants, with editorials changes.

The Commission voted and approved the stated motion.

- d. The Commission will discuss the site for the West County First 5 Center (formerly Family Resource and Learning Center).

**Consider the following recommendation: To direct staff to negotiate with Contra Costa County an agreement similar to that described in Option 1, transferring title to the County with no provision for the transferal of equity at any time. Should this negotiation prove unsuccessful, staff are directed to negotiate an agreement with Bay Area Community Resources (BACR) similar to that described in Option 2, transferring title to BACR and providing for the incremental transfer of equity over time. The final plan will be subject to approval by the Executive Committee.**

Sean Casey informed the Commission that BACR has located a site in San Pablo, which is a former school and preschool. The site was reviewed last year but was too costly, however the price has been reduced. The structure is 60 years old and will require sampling for asbestos and lead in the paint, and there is a contingency on it in order to negotiate with the seller. This will really move this strategy forward and allow the group to focus on providing programs in the community.

What is being brought to the Commission is regarding ownership. The Commission has never expressed any desire for owning property; therefore you have two options before you. Option 1 is ownership by the County; Option 2 is ownership by the contractor with a forgivable loan over 20-30 years as described in the attached report.

A motion was made to direct staff to negotiate with Contra Costa County an agreement similar to that described in Option 1, transferring title to the County with no provision for the transferal of equity at any time. Should this negotiation prove unsuccessful, staff are directed to negotiate an agreement with Bay Area Community Resources (BACR) similar to that described in Option 2, transferring title to BACR and providing for the incremental transfer of equity over time. The final plan will be subject to approval by the Executive Committee.

The Commission voted and approved the stated motion.

Item 6.2 – Program and Evaluation Committee.

b. Update on Evaluation

Sean Casey reviewed the staff report with the Commission.

c. The Commission will receive an update on Raising A Reader.

Brenda Blasingame reviewed the staff report with the Commission. She informed them that there was approximately \$30,000.00 in unused funds from the Ready Set Read competitive grants.

**Consider the following recommendation: To approve up to \$30,000 for implementation of the Raising A Reader program through an application process for licensed childcare providers.**

Commissioner Means stated that she felt it was unfair that family child care providers received 60% of the funding and only 40% went to centers.

A motion was made to approve up to \$30,000 for implementation of the Raising A Reader program through an application process for licensed childcare providers.

Ayes: Doris Denson-Belcher  
Dr. Michael Zwerdling  
Cheri Molnar for Cookie Guinn  
Dr. Paula Moten-Tolson  
Dr. William Walker  
John Cullen

Nays: Joan Means

Abstain: None

The motion was approved.

Item 7.0 – Communications.

The Commission acknowledged receipt of communications.

Item 8.0 – Adjourn.

The meeting adjourned at 8:21 p.m.