

**FIRST 5 VENTURA COUNTY
COMMISSION MEETING
MINUTES**

June 18, 2015

Commissioners Present: Reyna Dominguez, Bruce Stenslie, Stan Mantooh, Barbara Marquez-O'Neill, Kathy Long

Commissioners Absent: Meloney Roy, Michael Gollub, Ida Hatfield, Robert Levin

Staff Present: Claudia Harrison, Kathy Rangel, John Anderson, Deanna Handel, Sam McCoy, Jennifer Johnson, Robin Godfrey, Petra Puls

Public Present: Noemi Valdes, Linda Bays

1. Welcome

Chair Stenslie opened the meeting at 1:18 p.m.

2. Approval of Minutes from May 21, 2015

A motion was made by Commissioner Marquez-O'Neill, seconded by Commissioner Long, to approve the minutes from the May 21, 2015 Commission meeting. The motion passed unanimously.

3. Agenda Approval and Review of Commission Packets

Chair Stenslie stated that the agenda will be reordered so that agenda Item #5 will be heard after Item #9.

A motion was made by Commissioner Long, seconded by Commissioner Mantooh, to approve the agenda as reordered. The motion passed unanimously.

4. Public Comments/Correspondence

There was no public comment.

5. Presentation: Implementation of the Early Head Start – Child Care Partnership Grant

The agenda was reordered, with Item #5 heard following Item #9.

CONSENT AGENDA

6. Receive and File the First 5 Ventura County Financial Reports as of April 30, 2015

A motion was made by Commissioner Long, seconded by Commissioner Mantooh, to approve the consent agenda. The motion passed unanimously.

REGULAR AGENDA

7. Report of Committees

a. Administration and Finance Committee

- 1) Recommendation to update Employee Handbook to comply with Healthy Workplaces, Healthy Families Act of 2014

Jennifer Johnson highlighted the proposed update to First 5's Employee Handbook to comply with the new California "Healthy Workplaces, Healthy Families Act of 2014" labor law which takes effect July 1, 2015. She explained that the new law entitles an employee who works in California for 30 days or more within a year to paid sick leave. She clarified that the new law only affects employee classifications who currently do not receive any time-off benefits. She added that this includes employees classified as either "temporary" or regular part-time working less than 20 hours per week. Jennifer stated that the majority of the Commission's employees currently receive paid time-off benefits. She indicated that the proposed changes have been reviewed by the Commission's legal counsel.

A motion was made by Commissioner Mantooth, seconded Commissioner Long, to approve the update to the Employee Handbook to comply with the Healthy Workplaces, Healthy Families Act of 2014. The motion passed unanimously.

- 2) Recommendation to update Commission policy for the amount spent on program evaluation

Commissioner Stenslie noted that the Commission is required by statute to have a policy on evaluation costs. Jennifer Johnson discussed the Commission's current policy on the amount spent on program evaluation. She stated that the Commission approves an annual allocation and budget for program evaluation, in the Results Based Accountability & Quality Assurance budget area. She noted that the proposed revision to the policy clarifies that the annual amount for program evaluation is set in the budget for each fiscal year.

A motion was made by Commissioner Marquez-O'Neill, seconded by Commissioner Long, to approve the update to the Commission policy for the amount spent on program evaluation. The motion passed unanimously.

8. Recommendation to Adopt Final Budget for Fiscal Year 2015-16

Claudia Harrison briefed the Commission on the budget presentations to the Board of Supervisors and the Community Commission for Ventura County. She noted that the budget was received by both entities with great support for the work of First 5 and without any recommended modifications.

Commissioner Long commended Claudia for a great presentation at the Board of Supervisors meeting.

A motion was made by Commissioner Long, seconded by Commissioner Mantooth, to adopt the budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016. The motion passed unanimously.

9. Recommendation to Adopt New Strategic Plan for Fiscal Years 2015-2020

Claudia Harrison provided an update on the presentations of the draft strategic plan to the Ventura County Board of Supervisors and the Community Commission for Ventura County (CCVC) for their review and input prior to final adoption. She reviewed the questions and comments received, which related to the use of the sustainability fund, maintaining First 5 reserves, and understanding the issues around the need for preschool facilities development. She added that there was an interest in knowing what other counties around the state are doing for strategic planning. She noted that both bodies voted to receive and file the plan without any recommendations for changes.

Claudia provided an overview of four community input sessions held and of overall outreach efforts. She summarized questions and comments from the sessions and stated that several participants asked questions to gain a better understanding about future funding levels. She noted that there were concerns about meeting the needs of low-income families who don't qualify for publicly funded programs or services. She indicated that most of the questions/comments were related to implementation. Claudia said there were also requests to have information in Spanish. Staff recommends that the development of the implementation plan include a community input process with particular outreach to Spanish speaking parents.

A motion was made by Commissioner Mantooth, seconded by Commissioner Marquez-O'Neill, to adopt the new Strategic Plan for Fiscal Years 2015-2020. The motion carried unanimously.

6. Presentation: Implementation of the Early Head Start – Child Care Partnership Grant

Chair Stenslie announced that Commissioner Dominguez is relocating and that this will be her last meeting. He commented that Commissioner Dominguez has been a member of the Commission since 2009. He recognized her work as Chair of the Commission in 2013 and 2014, and as Vice Chair for the previous two years. He said that Reyna also has served as Co-Chair of the Commission's Health Committee and Administration and Finance Committee. He commented on Commissioner Dominguez' advocacy for young children and her consistent recognition and support for the diverse cultural richness of the county. Each Commissioner shared moments of working with Commissioner Dominguez and wished her success.

Commissioner Dominguez thanked the Commission and Supervisor Zaragoza for the opportunity to serve on the Commission these past years.

Commissioner Reyna Dominguez presented an overview of the Early Head Start-Child Care Partnership (EHS-CCP) Grant awarded to Child Development Resources, Inc. (CDR), where she is a Program Administrator. She discussed how this new project is a signature program between the family child care and Head Start fields to increase Early Head Start services to 62 infants and

toddlers in Ventura County; 54 of the 62 children will receive services in a family child care setting. Reyna reported that the grant combines state and federal funds to improve the quality of early childhood education services for children receiving subsidized care along with supports and resources for family child care providers. She reviewed the benefits for providers, noting enhancements to programs, training and technical assistance, and incentives toward professional growth.

Reyna introduced Margot Palacio, Early Head Start Manager at Child Development Resources, Inc. Margot and Reyna discussed the competitive federal application process in which CDR was awarded federal funds for an 18-month ramp-up period and an additional 3 years of funding for Early Head Start program expansion. Reyna highlighted the benefits to children and families which include a quality learning environment in a home or center-based setting. Margot added that the grant will help bring in family child care providers who speak dual languages. She reviewed the added benefits to families for full-day, year-round child care services at no cost with the assurance that providers are licensed and experienced.

Commissioner Mantooth commented that the program is capturing the children at the earliest time, which is the most beneficial.

10. Report from Executive Director

Claudia Harrison referred to her written report and provided an update on administrative operations. She reported that 22 out of 24 programmatic contracts have been finalized and issued for signature. She noted that fixed asset contracting procedures have been modified to clarify the \$5,000 threshold amount for assets purchased singularly and in aggregate. She provided an update on Commission initiatives, reporting on the Triple P – Level 2 seminars expansion through Ventura County Behavioral Health. She reported on the developmental screening toolkit developed by our local Help Me Grow collaborative and also indicated that Ventura County Public Health (VCPH) has conducted over 750 screenings through the third quarter. She added that VCPH staff has piloted innovative approaches to expand the reach of developmental screenings in NFL communities, provide services in new locations, and build capacity among other organizations to conduct screenings.

In the area of Results Based Accountability, Claudia stated that the point-in-time parent surveys have been distributed by funded partners to families who received First 5 services in FY 2014-15; close to 2,800 surveys have been received, indicating a 42% response rate. She reported on trainings for the Persimmony data collection software system to support year-end report completion and use of program improvement survey data. She highlighted ongoing activities and successful partnerships at the Neighborhoods for Learning. She reported on the upcoming Parent Leadership - Leaders for Change Training-of-Trainers.

Claudia continued with an overview of County, Regional and National updates. She reviewed the State Budget agreement that builds on the progress made last year and takes the next step in delivering on the promise of increasing access to preschool with a \$265 million commitment, adding 7,000 additional preschool slots and 6,800 child care slots. She provided a legislative update on the Board of Equalization, reporting that both Assembly and Senate Budget committees have considered recommendations from the Legislative Analyst's Office in regards to Cigarette

Tax and Licensing programs, and have requested a report on reducing program costs. She concluded her report with upcoming events and highlights from provider anecdotes.

11. Commission Member Comments

Commissioner Long commented on the marvelous work made evident by the provider anecdotes and the importance of sharing these anecdotes with the community, mayors and city councils via email blasts or newsletters.

Commissioner Dominguez thanked the Commissioners, staff, and funded partners for all of their hard work and added her hopes for a continued, successful partnership between First 5 and Child Development Resources, Inc.

12. Next Meeting:

The next meeting will be held on Thursday, July 16, 2015, at the Ventura County Office of Education, on 5100 Adolfo Dr., in Camarillo, at 1:00 p.m. *(This meeting was subsequently cancelled.)*

The meeting was adjourned at 2:15 p.m.