

**FIRST 5 VENTURA COUNTY
COMMISSION MEETING
MINUTES**

May 21, 2015

Commissioners Present: Bruce Stenslie, Reyna Dominguez, Stan Mantooth, Robert Levin, Ida Hatfield, Kathy Long, Barbara Marquez-O'Neill, Meloney Roy

Excused Absence: Michael Gollub

Staff Present: Claudia Harrison, Kathy Rangel, Jennifer Johnson, Petra Puls, Robin Godfrey, Heather Hanna

Public Present: Evy Criswell, Patty Chan, Linda Bays, Rafaela Frausto, Patricia Cervantes, Cathy Puccetti, Mary Linn Daehlin, Cindy Reed

1. Welcome

Chair Stenslie opened the meeting at 1:11 p.m.

2. Approval of Minutes from March 19, 2015 Regular Commission and Special Commission Meetings

A motion was made by Commissioner Hatfield, seconded by Commissioner Levin, to approve the minutes from the March 19, 2015 Regular Commission meeting. The motion passed with Commissioner Roy abstaining.

A motion was made by Commissioner Hatfield, seconded by Commissioner Levin, to approve the minutes from the March 19, 2015 Special Commission meeting. The motion passed with Commissioner Dominguez and Commissioner Roy abstaining.

3. Agenda Approval and Review of Commission Packets

Claudia Harrison provided an overview of the supplemental packet.

A motion was made by Commissioner Long, seconded by Commissioner Marquez-O'Neill, to approve the agenda. The motion passed unanimously.

4. Public Comments/Correspondence

There were no comments from the public.

CONSENT AGENDA

5. Receive and File the First 5 Ventura County Financial Reports as of March 31, 2015

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

REGULAR AGENDA

6. Report of Committees

a. Administration and Finance Committee

(1.) Recommendation to adopt proposed budget for Fiscal Year 2015-16

Chair Stenslie noted that the Administration and Finance Committee met earlier in the month to review the proposed budget. He introduced Jennifer Johnson to present the recommendation.

Jennifer Johnson provided an overview of the proposed budget, noting that FY 2015-16 represents the fifth and final year of the current strategic plan. She reported that 6.8 million is projected in Prop 10 tax distributions, based on an estimated 4% decline from the current year. She indicated the proposed budget includes \$1.2 million in state and federal leveraged funds for preschool quality and workforce development. She noted that \$4.4 million from the Commission's Sustainability Fund is anticipated to be used in FY 2015-16 to maintain program services. She reported on proposed expenditures of \$12,485,000 million, which includes the previously approved funded partner allocations and anticipated federal RTT grant funding carryover. She discussed the budget for the Community Investment Loan Fund, stating that the budget includes loan disbursements of \$700,000 for FY 2015-16. Jennifer pointed out that the overall budget is about \$1 million less than the prior year due to lower state and federal grant funding for preschool efforts. Based on the overall operating budget, Jennifer reported that the projected administrative rate is 5.37%.

Jennifer reviewed the proposed Administration budget and highlighted changes to the budget assumptions. She noted that both the Administrative and Program Management budgets reflect updates for services and supplies based on rate increases, historical usage, and anticipated need. She indicated that the assumptions also reflect a decrease in FTEs in the Program Management area from releasing a .45 FTE vacancy. She explained the budget assumptions also propose expanding the allocation of certain office type expenses to all internal cost centers. She reported that the proposed Administration budget reflects an overall change of just 5% due to the budgeted merit pool and increases in health care coverage. Jennifer presented proposed budgets for Program Management, Equipment, Result-Based Accountability (RBA), and Communications, Education and Development.

Jennifer noted that the Commission is also required to present the proposed budget for review and input to the County Board of Supervisors and the Community Commission of Ventura County. Subsequent to these presentations, the budget will be brought back to the Commission in June for final approval.

Chair Stenslie asked about the reduction of FTEs over time. Staff responded that due to attrition, certain positions have not been filled, temporary staff is hired for specific projects when needed, resulting in slight fluctuations in staffing.

A motion was made by Commissioner Roy, seconded by Commissioner Dominguez, to approve the budgets for Fiscal Year 2015-16. The motion passed unanimously.

- (2.) Recommendation to maintain targeted administrative cap at 5.5% of total operating budget for FY 2015-16

Jennifer Johnson noted that county commissions are required to adopt a policy establishing a limit on the percentage of the commission's operating budget that may be spent on administrative functions. She stated that the recommendation from the Administration and Finance Committee is to maintain the targeted administrative cap at 5.5% of total operating budget for FY 2015-16. In addition, a few modifications to the policy are proposed in order to align with recent updates to the First 5 Financial Management guide and to address allocation methodologies.

A motion was made by Commissioner Long, seconded by Commissioner Dominguez, to approve the updated policy and to maintain the targeted administrative cap at 5.5% of total operating budget for Fiscal Year 2015-16. The motion passed unanimously.

- (3.) Recommendation to approve updated financial plan for FY 2014-21, in compliance with Health and Safety Code Section 130151

Commissioner Stenslie reported on the Administration and Finance Committee's review of the updated financial plan. He stated that the funding levels for the new strategic plan are proposed at \$11 million in local funding for years one through three with a drop to \$6 million for years four and five, essentially aligning spending with revenues as the Sustainability Fund will be depleted. He turned it over to Jennifer Johnson to present the plan.

Jennifer Johnson presented the updated figures based on the FY 2013-14 audited actuals and forecasted expenditures for FY 2014-15 which are projected to come in at 95% of budget. She stated that the plan forecasts Prop 10 revenues at a 4% rate of decline per year. She noted the plan assumes approval of First 5 California Child Signature Program (CSP) 1 bridge funding of \$311,875 for FY 2015-16. She indicated that the plan proposes \$45.0 million in total local funding dollars available over five years (FY 2016-17 through FY 2020-21) through Prop 10 revenues and the remaining Sustainability Fund. She reported that the plan projects an \$11 million spending level per year for the first three years of the new plan and then projects a \$6 million spending level annually for years four and five with a shift in strategic investments towards capacity building efforts. She indicated that the plan maintains a Community Investment Loan Fund at \$1,300,000 for revolving loans. She ended her overview stating that the plan transfers sustainability funds to the Operating Fund, to sustain program funding levels through the end of FY 2018-19, when it is essentially depleted.

A motion was made by Commissioner Hatfield, seconded by Commissioner Marquez-O'Neill, to approve the updated financial plan for FY 2014-21, in compliance with Health and Safety Code Section 130151. The motion passed unanimously.

(4.) Recommendation to update procurement policies and procedures

Commissioner Stenslie stated that based on the Single Audit report presented at the last Commission meeting, the Commission's procurement policy has been updated. He turned it over to Jennifer Johnson to present the proposed changes.

Jennifer highlighted a new proposed provision for awarding contracts that receive federal funding. The proposed provision addresses determination at the time of contracting as to whether the contractor is considered a "vendor" or "subrecipient" per the definitions of OMB Circular A-133, and incorporates language to state that applicable federal regulations will be followed for the procurement of goods and services with federal funds.

A motion was made by Commissioner Roy, seconded by Commissioner Dominguez, to approve the updated Procurement Policy and Procedures as presented. The motion carried unanimously.

(5.) Progress Report

Commissioner Stenslie reported on the Committee's review of internal payroll procedures that are used for employees who are funded through a federal award, stating that this new procedure for tracking time is a result of the Single Audit. He noted that with the additions of this procedure and the revised procurement policy, all areas raised in the Single Audit have been addressed. He reported that the Committee will be bringing forward an update to the Commission's Flexible Spending Plan (FSA) plan to include "young adult children" (up to the age of 26) as dependents, which will align with the Commission's coverage of health insurance premiums for dependents as required by the Affordable Care Act.

7. Recommendation to receive up to \$311,875 in First 5 California CSP 1 Extension funding

Petra Puls explained that First 5 CA's Child Signature Program (CSP) is currently scheduled to sunset on June 30, 2015. She indicated the State Commission is providing a one-year extension of CSP 1 for up to fifty percent of a county's current annual allocation to allow additional time for counties to align services with the Quality Rating and Improvement System (QRIS), transition eligible CSP 1 classrooms into the new California State Preschool Program (CSPP) QRIS Block Grant and also apply for CSPP Expansion funds. Petra reported that First 5 Ventura County prepared and submitted an Action Plan to First 5 CA, describing the transition and ramp-down of CSP, and alignment to our local QRIS. She reported that more information about First 5 CA's new 5-year, \$190 million statewide IMPACT Initiative is expected within the next few months.

A motion was made by Commissioner Hatfield, seconded by Commissioner Long, to grant authority to the Executive Director to enter into a contract with First 5 California, to receive up to \$311,875 in Child Signature Program (CSP) 1 Extension funds for a one year period, from July 1, 2015 through June 30, 2016, to support First 5 Ventura County Quality Rating and Improvement System (QRIS) efforts. The motion passed with Commissioner Dominguez abstaining.

8. Recommendation to Approve Revised FY 2015-16 Funding Allocation for Ventura County Office of Education (VCOE) for Quality Rating and Improvement System (QRIS)

Petra Puls reported that the Commission approved an allocation for FY 2015-16 of \$1,100,166 in December 2014, for the Quality Rating and Improvement System (QRIS) administered by the Ventura County Office of Education. This amount contemplated a one year extension of all First 5 California Child Signature program components at a 50% reduction, but since that time, First 5 California has provided actual funding levels. She indicated that First 5 Ventura County is eligible to receive up to 50% of CSP 1 program funding; First 5 California is not extending funding for CSP 1 Coordination or CSP 2. As a result, the allocation available to support QRIS efforts is lower than the allocation approved in December 2014.

A motion was made by Commissioner Hatfield, seconded by Commissioner Levin, to approve a revised FY 2015-16 allocation for the Ventura County Office of Education for implementing the QRIS Program and authorizes the Executive Director to enter into a contract with the Ventura County Office of Education, from July 1, 2015 through June 30, 2016, in an amount not to exceed \$973,144. No new allocation of funds would be required. The motion carried with Commissioner Dominguez abstaining.

Commissioner Mantooth joined the meeting at 1:40 p.m.

9. Recommendation to grant authority to Executive Director to enter into a fixed asset contract with the Hueneme School District for a preschool facility

Petra Puls stated that the Hueneme/South Oxnard NfL has been working on expanding preschool opportunities since its inception. She reported that during FY 2014-15, new funding was released for California State Preschool Programs (CSPP) and the Hueneme/South Oxnard NfL successfully partnered with one of its current preschool implementation partners, Child Development Inc. (CDI), on securing new CSPP funding. Petra discussed the realized NfL savings of \$96,800 through converting 46 spaces funded by First 5 to CSPP spaces. In FY 2015-16, the same number of CSPP spaces will be maintained resulting in an additional \$175,973 in NfL savings for this upcoming fiscal year, a total of \$272,773 in savings. She stated that redirecting savings would allow the NfL to fund the construction of a portable facility for preschool programming.

Commissioner Levin asked how many actual new spaces will be created. Petra clarified that with the new facility, the NfL will be able to support 72 new spaces.

A motion was made by Commissioner Long, seconded by Commissioner Levin, to grant authority to the Executive Director to enter into a fixed asset contract with the Hueneme

School District to purchase and install a portable building at Bard Elementary school for preschool classrooms, for an amount not to exceed \$272,773. No new allocations would be required as the recommended action would redirect funding from the current FY 2014-15 and FY 2015-16 Hueneme/South Oxnard Neighborhood for Learning contracts. The motion carried unanimously.

10. Recommendation to grant authority to Executive Director to Continue Contract with Economic Development Collaborative - Ventura County to Manage and Implement the Community Investment Loan Fund

Chair Stenslie recused himself from the meeting. He passed the duties of the Chair to Commissioner Hatfield and left the room.

Petra Puls stated that following a bid process in 2009, the Commission selected the Economic Development Collaborative of Ventura County (EDC-VC) as the implementation partner for the Community Investment Loan Fund (CILF). She reported on loan activity through the fund. Petra stated that the administrative costs associated with managing and implementing the Community Investment Loan Fund for FY 2015-16 are projected to be \$27,326, and anticipated interest earnings from the CILF are projected to offset these administrative costs. She stated that staff is anticipating that there will be additional loans approved in FY 2015-16. She noted that if any new loans are issued prior to June 30, 2015, the total amount available for loans for FY 2015-16 would be reduced accordingly.

A motion was made by Commissioner Roy, seconded by Commissioner Marquez-O’Neill to grant authority to the Executive Director to continue to contract with the Economic Development Collaborative - Ventura County (EDC-VC) to administer and implement the Community Investment Loan Fund for FY 2015-16, not to exceed \$727,326. The contract amount would provide funds for EDC-VC to issue up to \$700,000 in loans to eligible Community Investment Loan Fund applicants under the previously approved loan guidelines. The motion carried with Commissioner Long and Commissioner Stenslie abstaining.

11. Recommendation to Release Draft Strategic Plan for Public Input

Claudia Harrison revisited the planning process to date and walked the Commission through the draft strategic plan. She thanked staff, Commissioners, and funded partners for all their participation in the process. She revisited a point of discussion raised by the Commissioners on the terminology of “dual” vs. “English” language learners. The Commissioners discussed the issue and there was overall agreement to use “dual language learners”. She highlighted the previously discussed changes to the vision and mission, and noted changes to the guiding principles to incorporate the Commission’s feedback. She reviewed the strategic priorities of health, early learning, parent knowledge and resources, and the new strategic priority for engaged communities. Claudia reviewed the proposed goals and the Commission’s five year vision of success. She discussed the proposed hybrid plan, maintaining strategies for the first three years of the plan and a shift in investments for years four and five toward capacity building. She provided

an overview of the current evaluation framework. Claudia noted that staff will return with an implementation plan after the adoption of the Strategic Plan.

Commissioner Hatfield expressed her appreciation for capturing Commissioner Gollub's concerns around toxic stress and child abuse and Commissioner Levin's community engagement pieces for the plan. She asked to incorporate the idea of "physical development" into the strategic priority area of school readiness and for the plan to reflect the respect for diversity and culture of the families. Commissioner Dominguez asked about addressing dual language learners under the workforce investment section of the sample strategic investments. There was a request by the Commissioners to have a definition page to reflect that "parents" refers to parents, families, caregivers and guardians. Commissioner Marquez-O'Neill suggested adding postpartum depression to the sample strategic investments and goals. Commissioner Roy expressed her support for the plan, especially the community piece, as she sees this as a key element. Commissioner Marquez-O'Neill and Commissioner Long thanked staff for so thoroughly capturing all of the Commissioner's additions and requests. Commissioner Marquez-O'Neill commented on how the "*How are the children?*" campaign could be incorporated as a sample strategic investment for the "community are engaged in supporting and prioritizing children" strategic priority area.

Claudia Harrison briefed the Commission on the communications plan for receiving input on the draft plan. She indicated there would be two community forums (east and west counties), presentations to NfLs, and access on the website. She stated the public will have the ability to submit comments via the internet or phone and she discussed outreach and media efforts. Commissioner Hatfield suggested that staff partner with the Local Planning Council for assistance with outreach. Claudia said she will incorporate the comments from today's meeting into the draft that is released to the public.

A motion was made by Commissioner Levin, seconded by Commissioner Mantooth, to approve the draft strategic plan. The motion carried unanimously.

12. Report from Executive Director

Claudia Harrison provided an update on contract renewal, reporting that the vast majority of funded partners have submitted completed service provisions and contracts are scheduled to be released by the end of May, with full execution by June 30, 2015. She highlighted increased efficiency and improved turnaround times for invoice processing through the Persimmony software system. She reported that certification of the expanded audit for FY 2013-14 was received from the State Controller's Office and the annual audit conformed to reporting standards. She provided an overview of the launch of the *Point-In-Time Parent Survey* and *Program Improvement Surveys* in April and the training provided by First 5 staff for funded partners. She highlighted on-going activities and successful partnerships at the Neighborhoods for Learning. In the area of Communications, Education and Development, Claudia reported that 16 parents completed the "Leaders for Change: Protective Factors in Action" Parent Leadership series and that an additional local Training of Trainers session will take place in June. She highlighted obesity prevention efforts through the work of hospitals seeking Baby Friendly designations, the workplace and Breastfeeding Friendly (BFF) Campaign, and the Certified Lactation Counselor

(CLC) Training. She reported that the County of Ventura was one of 12 award recipients of the California Mother-Baby Friendly Workplace Award, recognizing the County's lactation accommodation policy changes. She provided an update on oral health activities.

Claudia continued with an overview of County, Regional and National updates. She reported on First 5's leadership role in countywide convenings such as the Ventura County Children's Oral Health Collaborative and the Strengthening Families Workgroup. She informed the Commission that First 5 will be sponsoring an upcoming preschool facilities convening to explore facility barriers to preschool expansion and to identify collective solutions and strategies.

She distributed copies of the Ventura County Civic Alliance 2015 State of the Region Report, commenting that childhood growth and disparities are highlighted in the report, based on the "misery index" work done by Dr. Damooei for First 5. She provided a State Budget and Legislative update, noting the California State Assembly Committee on Education voted in favor of AB 47 (McCarty), the Preschool for All Act of 2015. She concluded her report with reference to the First 5 Association's Infographic on developmental screening and the Oral Health Fact Sheet along with highlights of the provider anecdote.

12 Commissioner Comments

Commissioner Hatfield commented on how the provider anecdote encompasses the spirit of the First 5 strategic plan.

Commissioner Long announced she will not be running again for County Supervisor after the end of this term.

Commissioner Hatfield commented that she would be retiring in the fall and on the Local Planning Council's selection of Dr. Carola Matera as their next representative to the Commission.

13 Next Meeting:

The next meeting will be held on Thursday, June 18, 2015, at the Ventura County Office of Education, at 1:00 p.m.

The meeting was adjourned at 3:00 p.m.