

**FIRST 5 VENTURA COUNTY
COMMISSION MEETING
MINUTES**

December 17, 2015

Commissioners Present: Bruce Stenslie, Dr. Michael Gollub, Stan Mantooth, Kathy Long, Dr. Bob Levin, Barbara Marquez-O'Neill, Barry Zimmerman

Commissioners Absent: Dr. Carola Matera, Dr. Cesar Morales

Staff present: Claudia Harrison, Kathy Rangel, Jennifer Johnson, Robin Godfrey, Deanna Handel, Petra Puls, Heather Hanna, Sam McCoy, John Anderson, Nani Oesterle

Public Present: Noemi Valdes, Cindy Reed, Mary Linn Daehlin, Rafaela Frausto, Linda Bays, Patty Chan

OPENING

1. Welcome

Chair Stenslie opened the meeting at 1:05 p.m.

2. Approval of Minutes from November 19, 2015 Commission Meeting

A motion was made by Commissioner Mantooth, seconded by Commissioner Long, to approve the minutes from the November 19, 2015 Commission meeting. The motion carried with Commissioner Zimmerman abstaining.

3. Agenda Approval and Review of Commission Packets

Chair Stenslie stated that agenda item #10 will be for discussion only and no action will be taken.

Claudia Harrison provided an overview of the supplemental packet.

A motion was made by Commissioner Gollub, seconded by Commissioner Long, 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 October 31, 2015**
- 6. Recommendation to adopt a resolution per Government Code 54954(a) to establish a time and place for holding regular Commission meetings for Calendar Year 2016**

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

REGULAR AGENDA

- 7. Report of Committees**
 - a) Administration and Finance Committee**

Jennifer Johnson reported that the Administration and Finance Committee was unable to convene this month. She stated the recommendations were sent to all members to review by email and no further input was received.

- (1.) Recommendation to approve Inter-Fund Transfer Policy

Jennifer Johnson stated that the proposed policy formalizes the assumptions from the financial plan related to transferring funds to the Operating Fund to sustain program funding levels. She reported that the proposed policy maintains a minimum fund balance and authorizes the Executive Director to make transfers in accordance with the policy.

A motion was made by Commissioner Marquez-O’Neill, seconded by Commissioner Gollub, to approve the proposed policy for the transfer of funds between the Commission’s Operating Fund, Sustainability Fund and Community Investment Loan Fund. The motion carried unanimously.

- (2.) Recommendation to approve restatement of Commission’s Flexible Spending Plan (FSA)

Jennifer Johnson provided a brief overview of the Commission’s Flexible Spending Arrangement (FSA). She updated the Commission on the proposed changes needed to incorporate new laws and regulations pertaining to health care reform and IRS Section 125. She noted that the IRS annual maximum allowable amount for health care expenses has increased to \$2,550. As the Commission’s FSA plan has always aligned maximum allowable amounts with those allowed under IRS regulations, this action also includes subsequent adjustments when changes to maximum allowable amounts occur in IRS regulations and/or in the Affordable Care Act (ACA).

Commissioner Mantooh asked if carry-over of remaining FSA funds is a universal option in all FSA plans or just individualized to First 5. Jennifer answered that there has always been a grace period for spending prior year amounts but the option of carry-over of funds was recently introduced by the IRS and that employers can choose one or the other.

A motion was made by Commissioner Long, seconded by Commissioner Mantooth, to approve the proposed restatement of the Commission’s Flexible Spending Plan and to approve subsequent adjustments to maximum allowable amounts as changes occur in IRS regulations and for ACA. The motion passed unanimously.

b) Joint Committee

(1.) Progress Report

Commissioner Marquez-O’Neill reported that staff provided an overview of the FY 2014-15 Accountability Report and FY 2014-15 Evaluation Report with highlights of key findings. She noted that Committee members appreciated staff perspectives and identified areas for further consideration. She stated that staff also presented implementation strategies for the Commission’s Strategic Plan and highlighted Committee member comments, which were supportive of the overall direction.

8. Recommendation to approve funding allocations for FY 2016-19

Claudia Harrison reported that in December of each year, the Commission approves funding allocations for the next fiscal year in order to provide funded partners with sufficient notice of any changes in funding. She stated that the Commission previously reviewed and approved an initiative allocation plan for the first three years of the new strategic plan. She noted that the proposed FY 2016-19 allocations take into account these previously approved recommendations. Claudia reported that while the proposed FY 2016-19 funding levels remain stable, strategies may be adjusted to capitalize on leveraging opportunities, for building system capacity, and to better position funded partners for reduced Year 4 and 5 funding. She added that the proposed allocations represent anticipated maximum allocations, which would be subject to modifications based on changes in current needs and funding availability. Claudia indicated that staff will be bringing back a recommendation for multi-year contracts.

A motion was made by Commissioner Gollub, seconded by Commissioner Zimmerman, to approve FY 2016-19 allocations for the following Neighborhoods for Learning (NfL): \$1,992, 765 to the Conejo Valley Unified School District for the Conejo Valley NfL; \$2,237,955 to the Hueneme School District for the Hueneme/South Oxnard NfL; \$3,136,155 to the Boys and Girls Club of Simi Valley for the Moorpark/Simi Valley NfL; \$195,288 to the Oak Park Unified School District for the Oak Park NfL; \$934,320 to the Ocean View School District for the Ocean View NfL; \$601,095 to the Ojai Valley Unified School District for the Ojai Valley NfL; \$4,403,565 to the Oxnard School District for the Oxnard NfL; \$1,293,660 to the Pleasant Valley School District for the Pleasant Valley NfL; \$1,316,970 to the Rio School District for the Rio NfL; \$1,798,620 to the Fillmore Unified School District for the Santa Clara Valley NfL; and, \$2,430,522 to the Ventura Unified School District for the Ventura NfL. The motion carried unanimously.

A motion was made by Commissioner Long, seconded by Commissioner Gollub, to approve the allocation for FY 2016-19 in the amount of \$1,056,264 to the Ventura County Office of Education for the Preschool Quality Improvement Rating System (QRIS). The motion passed with Commissioner Mantooth abstaining.

A motion was made by Commissioner Mantooth, seconded by Commissioner Long, to approve the allocation for FY 2016-19 in the amount of \$1,167,021 to Continuing Development, Inc. for Preschool Expansion; \$288,750 to the Ventura Unified School District for Preschool Expansion; \$481,245 to the MSRN, Inc. (Little Explorers), for Preschool Expansion; and, \$288,750 to El Centrito Family Learning Centers for Preschool Expansion. The motion carried unanimously.

A motion was made by Commissioner Marquez-O’Neill, seconded by Commissioner Mantooth, to approve the allocation for FY 2016-19 in the amount of \$1,492,500 to Ventura County Behavioral Health for the Triple P Program. The motion passed with Commissioner Long abstaining.

A motion was made by Commissioner Gollub, seconded by Commissioner Marquez-O’Neill, to approve the allocation for FY 2016-19 in the amount of \$1,779,900 to Ventura County Public Health for Regional Health Educators, and \$180,000 for Fluoride Varnish-Medical Providers. The motion passed with Commissioner Levin and Commissioner Long abstaining.

A motion was made by Commissioner Mantooth, seconded by Commissioner Marquez-O’Neill, to approve the allocation for FY 2016-19 in the amount of \$150,000 to the Landon Pediatric Foundation for Help Me Grow. The motion carried with Commissioner Long and Commissioner Levin abstaining.

A motion was made by Commissioner Long, seconded by Commissioner Levin, to approve the allocation for FY 2016-19 for the following programs: \$240,000 to Mixteco/Indigena Community Organizing Project for the Puentes Program serving Mixtec Children and Families; \$300,000 to Interface Children & Family Services for 2-1-1; \$180,000 to the Santa Barbara-Ventura Counties Dental Care Foundation for Fluoride Varnish-Dental Providers; \$390,000 to the Santa Barbara-Ventura Counties Dental Care Foundation for the Mobile Dental Clinic; and, \$180,000 to Clinicas del Camino Real for Oral Health Treatment Services. The motion carried unanimously.

These actions also grant authority to the Executive Director to enter into contracts for FY 2016-19 with the designated contract agencies.

9. Recommendation to increase contract amount and extend terms of FY 2015-16 contract with United Way of Ventura County for the Ventura County Children’s Oral Health Collaborative

Commissioner Stenslie and Commissioner Mantooth recused themselves from the discussion.

Sam McCoy reported that in FY 2014-15, the Commission approved a recommendation to contract with the United Way of Ventura County to fund a part-time position to support the work of the Ventura County Children’s Oral Health Collaborative through December 31, 2015. He indicated that funding this part-time position through United Way has enabled the collaborative to dedicate staff time to focus on outcomes for Access to Oral Health Care, Prevention and Education, and Advocacy, Outreach and Coordination. He noted that by extending the terms of the current contact with the United Way through June 30, 2016, the collaborative can continue receiving administrative support and leadership to pursue its objectives.

A motion was made by Commissioner Gollub, seconded by Commissioner Marquez-O’Neill, to extend the current contract with the United Way of Ventura County to June 30, 2016, and increase the current contract amount by \$10,000, to support the work of the Ventura County Children’s Oral Health Collaborative. The total contract amount would not exceed \$30,000 for the eighteen month period of January 1, 2015 through June 30, 2016. No new allocation of funds would be required as the increase is supported by funds previously allocated for oral health. The motion carried with Commissioner Stenslie and Commissioner Mantooth abstaining.

10. Recommendation to grant authority to Executive Director to contract with California State University – Channel Islands (CSU CI)/CSU CI Foundation to facilitate AA/BA degree attainment

Petra Puls stated that only one entity, California State University – Channel Islands (CSU CI)/CSU CI Foundation, submitted a letter expressing interest in implementing the scope of work in response to the Request for Letters of Interest. She reported that CSU CI, in collaboration with Moorpark College and Oxnard College, has proposed to integrate research-based, high-impact practices in the design, development and coordination of strategies (e.g. math course development and alignment, student cohorts, educational pathways) that will result in a successful system approach for Ventura County’s Early Childhood Education (ECE) students. Petra clarified that staff will be having further discussions with CSU CI to finalize a scope of work which will be brought back to the Commission.

There was discussion about other possible options of allocating funds directly for students to provide incentives for educational institutions to develop programs to address the systemic problems in degree attainment.

11. Recommendation to release Request for Qualifications for providing early learning PACT and family support services to the Ocean View Neighborhood for Learning geographical area

Petra Puls reported that two letters of interest were received from the Request for Letters of Interest, necessitating the release of a formal Request for Qualifications. She presented an overview of the Request for Qualifications for providing early learning PACT (Parent and Child Together) and family support services to the Ocean View Neighborhood for Learning (NfL) area. She walked the Commission through the RfQ and reviewed the key points and important timelines. She noted that there is no request for matching funds for this short term contract, but this requirement may be revisited if the contract is extended at a later date. Petra indicated that staff hopes to bring forth a recommendation for the selected contractor in January.

A motion was made by Commissioner Long, seconded by Commissioner Levin, to release a Request for Qualifications for providing early learning PACT (Parent and Child Together) and family support services to families with young children, prenatal – 5, living in the geographical area of the Ocean View NfL. The total amount available for services is \$78,000 through June 30, 2016. No new allocation of funds would be required as the funds are currently included in the overall allocation for the Ocean View NfL. The motion passed unanimously.

12. Review and discussion of Accountability Frameworks

Petra Puls provided an overview of the accountability frameworks and targets for FY 2015-16. She briefed the Commission on the proposed targets in preschool, oral health, developmental screenings, and parent education, highlighting the significant increases or decreases from the prior fiscal year.

Commissioner Levin asked about realized savings in preschool funding due to conversions to state preschool spaces, and any potential plans to utilize that savings to create more spaces. Petra answered that with the conversions to state funded spaces that have already occurred, staff has worked with NfL partners to create additional facilities. Commissioner Levin would like to see data on the total number of preschool spaces countywide over the past several years. Claudia Harrison replied that staff is looking forward to the pending release of the Local Child Care Planning Council's needs assessment, and will subsequently seek to obtain any additional data not available through that report.

A motion was made by Commissioner Long, seconded by Commissioner Marquez-O'Neill, to receive and file the accountability frameworks for FY 2015-16. The motion passed unanimously.

13. Review and discussion of key recommendations and findings from the First 5 Ventura County Annual Evaluation Report, Fiscal Year 2014-15

Claudia Harrison highlighted key findings and recommendations from the evaluation report that was presented to the Commission in November. She walked the Commission through the key survey results along with the concerns and questions that had been raised by the evaluators, Commissioners and staff. She reviewed an action plan for each outcome which included further investigation into the data (i.e., further data analysis and conducting focus groups), strengthening of strategies to improve outcomes, and refinement of the survey timing and questions. She asked the Commission for feedback on the plan to give staff direction for moving forward.

Commissioner Levin commented on the startling number of families served with an income level below \$20,000. He also commented that the Commission can focus and make changes for the 30% of children who were not school-ready. Commissioner Gollub commented on the American Academy of Pediatrics' new recommendations for children's access to screen time and how the importance of talking to children should be incorporated into early literacy efforts. He complimented staff on the excellent response to the Commissioners' questions.

Claudia stated that staff will return to the Commission at a future meeting with a follow-up on these actions.

14. Report from Executive Director

Claudia Harrison referred to the written report and provided an update on Commission Initiatives. She noted that the 2-1-1 Information Resource and Referral Hotline is developing a guided search web portal to make its extensive resource/agency database more accessible to general users. She highlighted the Help Me Grow Developmental Screening Collaborative (HMG) and their work with partner agencies to look at parent participation rates in developmental screening across participating sites and to strategize ways to inform and engage parents. Claudia reported that the Ventura County Children's Oral Health

Collaborative's care, coordination and referral system has expanded to include the greater Oxnard Plains area. She reported on the trainings hosted by First 5 on special needs inclusion for early learning PACT teachers and the national Zero to Three Training Institute webcast. She reported on expanding partnerships at Neighborhoods for Learning (NfL). Claudia reported that First 5 Ventura County submitted a proposed IMPACT Action Plan to First 5 California in collaboration with the Ventura County Office of Education and Child Development Resources, Inc., which proposes to seamlessly integrate all available resources, including IMPACT and CSPP Block Grant funds to create one Quality Rating and Improvement System.

Claudia continued her report with an update on county, regional and national events. She updated the Commission on a partnership with the Ventura County Star to make early literacy the social norm in Ventura County. She also mentioned a collaboration with the Ventura County Probation Agency to coordinate services and resources for youth in probation who have children or who are currently expecting, and their extended families. She highlighted the third in a series of Trauma Informed Brown Bag learning forums which focused on resilience. She mentioned the renewal received by Ventura County Medical Center and Santa Paula Hospital of their "baby friendly" status, by the World Health Organization and the United Nations Children's Fund. She referred to a new study released by Professor James Heckman. She concluded her report with upcoming events and highlighted provider anecdotes.

15. Commission Member Comments

Commissioner Long commented that California Dental Association (CDA) Cares is hosting a free two-day dental fair at the Ventura County Fairgrounds on April 16-17, 2016. She will provide more information as the event draws closer.

16. Next Meeting

The next meeting will be held on Thursday, January 21, 2016, at the Ventura County Office of Education, on 5100 Adolfo Dr., in Camarillo.

The meeting adjourned at 2:30 p.m.