



COMMISSION MEETING

**June 18, 2015
1:00 p.m. – 3:00 p.m.**

**Ventura County Office of Education
5100 Adolfo Dr.
Camarillo**

- 1. Welcome and Introductions –Chair Stenslie**
- 2. Approval of Minutes from May 21, 2015**
- 3. Agenda Approval and Review of Commission Packets**
- 4. Public Comments/Correspondence**
(Speaker request forms should be completed and submitted within 15 minutes after opening call to order. Public correspondence will be received.)
- 5. Presentation: Implementation of the Early Head Start – Child Care Partnership Grant –**
Alicia Ramirez, Director of Early Care & Education Programs and Reyna Dominguez, Program Administrator, Child Development Resources, Inc.

The following items will be reviewed and discussed by the Commissioners for appropriate action.

CONSENT AGENDA

Consent Agenda Items 6: Review and approve unless an item is pulled for separate action by the Commission and moved to the Regular Agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.

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

REGULAR AGENDA

7. Report of Committees

a. Administration and Finance Committee – Commissioner Stenslie, Commissioner Mantooth and Commissioner Dominguez

- (1.) Recommendation to update Employee Handbook to comply with Healthy Workplaces, Healthy Families Act of 2014
(The Commission will consider updates to the Employee Handbook for paid time off benefits for temporary and regular part-time employees, in accordance with new labor law taking effect July 1, 2015.)
- (2.) Recommendation to update Commission policy for the amount spent on program evaluation
(The Commission will consider a revision to the policy required under Health and Safety Code section 130151(b)(7), clarifying that the annual amount for program evaluation is set in the budget for each fiscal year.)

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

(The Commission will review and consider any input received from the Board of Supervisors and the Community Commission for Ventura County on the proposed budget and will subsequently adopt a final budget for FY 2015-16.)

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

(Commission will receive a report on feedback received through the community input process and will consider adoption of new five-year strategic plan outlining outcomes for children, evaluation measures, key initiatives and allocation of resources for FY 2015-2020, impacting funding years FY 2016-21.)

10. Report from Executive Director – Claudia Harrison

- (a) Report on Administrative Operations
- (b) Update on Commission Initiatives
- (c) Update on Statewide First 5 Activities

11. Commission Member Comments

(Government Code Section 54954.2(a) states: “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.”)

12. Next Meeting:

Thursday, July 16, 2015, County Office of Education, 5100 Adolfo Dr., Camarillo

13. Future Meetings

Thursday, August 20, 2015, County Office of Education, 5100 Adolfo Dr., Camarillo

**Thursday, September 17, 2015, Ventura County Community Foundation, 4001 Mission Oaks Blvd., Ste. A, Camarillo (*This meeting will start at 1:30pm*)

Thursday, October 15, 2015, County Office of Education, 5100 Adolfo Dr., Camarillo

Thursday, November 19, 2015, County Office of Education, 5100 Adolfo Dr., Camarillo

Thursday, December 17, 2015, County Office of Education, 5100 Adolfo Dr., Camarillo

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Kathy Rangel at 648-9990 or via the California Relay Service. Reasonable advance notification of the need for accommodation prior to the meeting (48 hours advance notice is preferable) will enable us to make reasonable arrangements to ensure accessibility to this meeting.

**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.

**First 5 Ventura County
Expenditure Report
April 2015**

Roll-Up Report

Account Title	FY14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended
Administration	675,000	66,287	509,217	165,783	75%
Equipment	8,500	0	0	8,500	0%
Communications, Education & Development	380,047	32,297	253,410	126,637	67%
Results Based Accountability	314,197	35,522	158,143	156,054	50%
Program Management	430,000	30,989	278,252	151,748	65%
Countywide Specialized Strategies	1,692,500	200,931	910,320	782,180	54%
Countywide Preschool Efforts	3,117,004	478,517	1,467,416	1,649,588	47%
Neighborhoods for Learning	6,780,305	102,019	4,343,768	2,436,537	64%
Community Investment Loan Fund	26,140	7,645	20,665	5,475	79%
	13,423,693	954,207	7,941,191	5,482,502	59%

Account Title	FY14-15 Budget	April 2015 Disbursements	YTD Disbursements	Amount Available	% Loans Disbursed
EDC-VC - Loan Disbursements (Accounts Receivable)	1,035,632	0	342,500	693,132	33%
TOTAL BUDGET	14,459,325				

**First 5 Ventura County
Expenditure Report
April 2015**

100 - Administration

Account Title	FY 14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended
Salaries	388,000	44,167	313,883	74,117	81%
Overtime	4,000	0	0	4,000	0%
Supplemental Payments	4,520	519	3,704	816	82%
Retirement Contribution	14,580	1,608	11,446	3,134	79%
FICA	23,300	2,764	17,397	5,903	75%
Medicare	6,000	647	4,599	1,401	77%
Health Insurance	88,200	7,090	73,469	14,731	83%
State Unemployment / ETT	2,800	67	1,129	1,671	40%
Workers Comp Insurance	3,600	245	2,458	1,142	68%
Accounting & Audit Services	24,000	360	16,563	7,437	69%
Attorney Services	9,500	799	3,043	6,457	32%
Professional & Special Services	36,000	3,721	17,684	18,316	49%
Building Leases & Rentals	27,500	1,095	22,000	5,500	80%
Telephone	2,500	35	998	1,502	40%
Liability Insurance	6,500	495	4,945	1,555	76%
Memberships & Dues	6,600	0	6,268	332	95%
Supplies	7,900	27	1,353	6,548	17%
Printing & Copying	2,300	0	538	1,762	23%
Meeting Costs	4,500	103	2,306	2,194	51%
Travel	6,500	2,546	4,665	1,835	72%
Education & Training	6,200	0	769	5,431	12%
Total 100 - Administration	675,000	66,287	509,217	165,783	75%

**First 5 Ventura County
Expenditure Report
April 2015**

105 - Equipment

Account Title	FY 14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended
Minor Equipment	8,500	0	0	8,500	0%
Total 105 - Equipment	8,500	0	0	8,500	0%

**First 5 Ventura County
Expenditure Report
April 2015**

115 - Communications, Education & Development

Account Title	FY14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended
Staffing	277,000	27,506	211,970	65,030	77%
Operating Expenses	51,000	2,906	30,938	20,062	61%
Education Campaigns	42,047	885	4,502	37,545	11%
Partnership Support	10,000	1,000	6,000	4,000	60%
Total 115 - Communications, Education & Development	380,047	32,297	253,410	126,637	67%

**First 5 Ventura County
Expenditure Report
April 2015**

120 - Results Based Accountability

Account Title	FY14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended
Staffing	58,000	5,844	44,404	13,596	77%
Operating Expenses	16,000	302	4,738	11,262	30%
Persimmony Data System	103,197	21,005	71,182	32,015	69%
Evaluation Services	71,000	1,039	18,566	52,435	26%
Capacity Building Activities	66,000	7,333	19,253	46,747	29%
Total 120 - Results Based Accountability	314,197	35,522	158,143	156,054	50%

**First 5 Ventura County
Expenditure Report
April 2015**

130 - Program Management

Account Title	FY 14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended
Salaries	229,600	20,365	159,153	70,447	69%
Overtime	400	0	0	400	0%
Retirement Contribution	6,200	611	4,748	1,452	77%
FICA	14,500	1,261	9,801	4,699	68%
Medicare	3,400	295	2,292	1,108	67%
Health Insurance	61,000	3,862	38,105	22,895	62%
State Unemployment / ETT	3,000	0	768	2,232	26%
Workers Comp Insurance	2,200	114	1,248	952	57%
Accounting & Audit Services	21,000	307	14,109	6,891	67%
Attorney Services	8,500	681	2,592	5,908	30%
Professional & Special Services	16,000	287	2,455	13,545	15%
Building Leases & Rentals	23,200	927	18,619	4,581	80%
Telephone	2,100	30	850	1,250	40%
Liability Insurance	6,000	421	4,213	1,788	70%
Memberships & Dues	5,600	0	5,140	460	92%
Supplies	6,400	23	1,017	5,383	16%
Printing & Copying	2,100	0	459	1,641	22%
Meeting Costs	3,800	0	787	3,013	21%
Travel	11,000	1,671	10,194	806	93%
Education & Training	4,000	135	1,704	2,297	43%
Total 130 - Program Management	430,000	30,989	278,252	151,748	65%

**First 5 Ventura County
Expenditure Report
April 2015**

165 - Countywide Specialized Strategies

Account Title	Payment Method	FY14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended	Services Billed/Adv Through
VCPH - Regional Health Educators	Q	575,000	114,076	317,847	257,153	55%	Mar.
VCBH - Triple P/Parent Support	Q	497,500	0	229,303	268,197	46%	Dec.
Clinicas - Oral Health	ADV	60,000	0	50,000	10,000	83%	Apr.
SB/VC - Mobile Dental Disease Clinic	Q	140,000	35,286	91,414	48,586	65%	Mar.
SB/VC - Fluoride Varnish - Dental Providers	Q	60,000	14,710	44,733	15,267	75%	Mar.
VCPH - Fluoride Varnish - Medical Providers	Q	70,000	16,512	43,273	26,727	62%	Mar.
Landon Pediatric - Help Me Grow	Q	100,000	15,348	44,956	55,044	45%	Mar.
MICOP - Puentes Program	Q	80,000	0	33,793	46,207	42%	Dec.
Interface-2-1-1 Ventura County	Q	100,000	0	50,000	50,000	50%	Dec.
United Way - Oral Health (Dec 1, 2014 - Jun 30, 2015)	Q	10,000	5,000	5,000	5,000	50%	
Total 165 - Countywide Specialized Strategies		1,692,500	200,931	910,320	782,180	54%	

Payment Method: Q=Quarterly, M=Monthly invoicing, ADV=Monthly Advance, F=Fixed Asset, D=Deliverables, I=Internal Program

**First 5 Ventura County
Expenditure Report
April 2015**

195 - Countywide Preschool Efforts

Account Title	Payment Method	FY14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended	Services Billed/Adv Through
VCOE Quality Rating and Improvement System (QRIS)	Q	2,106,375	415,891	1,064,708	1,041,667	51%	Mar.
F5VC - QRIS	I	154,600	4,337	37,753	116,847	24%	Apr.
VCOE - CARES Plus	Q	475,791	56,446	165,398	310,393	35%	Mar.
F5VC - CARES Plus Coordination	I	17,500	1,843	14,282	3,218	82%	Apr.
VUSD - Preschool Expansion	Q	89,000	0	36,138	52,862	41%	Dec.
CDI - Preschool Expansion	Q	184,614	0	80,869	103,745	44%	Dec.
El Centrito - Preschool Expansion	ADV	89,124	0	68,268	20,856	77%	Apr.
Total 195 - Countywide Preschool Efforts		3,117,004	478,517	1,467,416	1,649,588	47%	

Payment Method: Q=Quarterly, M=Monthly invoicing, ADV=Monthly Advance, F=Fixed Asset, D=Deliverables, I=Internal Program

**First 5 Ventura County
Expenditure Report
April 2015**

250 - Neighborhoods for Learning

Account Title	Payment Method	FY14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended	Services Billed/Adv Through
Conejo Valley NfL	Q	664,255	0	316,549	347,706	48%	Dec.
Hueneme/ South Oxnard NfL	ADV	745,985	0	509,138	236,847	68%	Apr.
Moorpark/Simi Valley NfL	ADV	1,045,385	0	871,146	174,239	83%	Apr.
Oak Park NfL	Q	65,096	0	37,385	27,711	57%	Dec.
Ocean View NfL	ADV	311,440	0	233,490	77,950	75%	Apr.
Ojai Valley NfL	ADV	200,365	0	149,161	51,204	74%	Apr.
Oxnard NfL	ADV	1,467,855	0	1,003,831	464,024	68%	Apr.
Pleasant Valley NfL	Q	431,220	102,019	302,798	128,422	70%	Mar.
Rio NfL	Q	438,990	0	50,085	388,905	11%	Sep.
Santa Clara Valley NfL	ADV	599,540	0	499,620	99,920	83%	Apr.
Ventura NfL	Q	810,174	0	370,566	439,608	46%	Dec.
Total 250 - Neighborhoods for Learning		6,780,305	102,019	4,343,768	2,436,537	64%	

Payment Method: Q=Quarterly, M=Monthly invoicing, ADV=Monthly Advance, F=Fixed Asset, D=Deliverables, I=Internal Program

**First 5 Ventura County
Expenditure Report
April 2015**

280 - Community Investment Loan Fund

Account Title	Payment Method	FY14-15 Budget	April 2015 Expenditures	YTD Actual	Amount Available	% Budget Expended	Services Billed/Adv Through
EDC-VC - Community Investment Loan Fund - Implementation	Q	26,140	7,645	20,665	5,475	79%	Mar.
Total 280 - Community Investment Loan Fund		26,140	7,645	20,665	5,475	79%	

Account Title	FY14-15 Budget	April 2015 Disbursements	YTD Disbursements	Amount Available	% Loans Disbursed	
EDC-VC - Loan Disbursements (Accounts Receivable)	1,035,632	0	342,500	693,132	33%	See Note

Note: To date, 4 loans have been issued: 1) Loan in Fillmore for \$175,000 (issued in FY12/13) 2) Moorpark for \$89,368 (issued in FY13/14), and 2 new loans that were issued in August 2014. Total loan fund is \$1.3 million, leaving a remaining balance of \$693,132 available for loans in FY14/15.

Payment Method: Q=Quarterly, M=Monthly invoicing, ADV=Monthly Advance, F=Fixed Asset, D=Deliverables, I=Internal Program



Memo

To: Commissioners, First 5 Ventura County

From: Jennifer Johnson, Director of Operations (On behalf of the Administration/Finance Committee)

Date: June 18, 2015

Re: Recommendation to update Employee Handbook to comply with Healthy Workplaces, Healthy Families Act of 2014

Background

An update is proposed to First 5's Employee Handbook in order to comply with the new California "Healthy Workplaces, Healthy Families Act of 2014" labor law which takes effect July 1, 2015. (The proposed language is attached.)

This new law entitles an employee who works in California for 30 days or more within a year to paid sick leave. Paid sick leave must accrue at the rate of one hour per every 30 hours worked. Accrued paid sick leave must carry over to the following year of employment and may be capped at a maximum accrual of 48 hours. Beginning on the 90th day of employment, the employee may use accrued paid sick days for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care. The law also allows sick leave to be used for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. The employer may also limit the use of paid sick leave to 24 hours per year.

Discussion of Proposed Update

For the Commission, this new law only affects employee classifications that currently do not receive any time off benefits, which includes employees classified as either "temporary" or regular part time working less than 20 hours per week. The majority of the Commission's employees currently receive paid time off benefits.

While employers may choose to limit the amount taken each year to 24 hours, the proposed update does not include this limitation to be consistent with First 5's current sick leave policy which does not impose any type of annual limit.

During the process of making the necessary changes to sick leave benefits, staff identified that "grandchild" should be included under bereavement leave to be consistent with all policies.

The proposed changes have been reviewed by the Commission's legal counsel.

Recommendation

The recommendation is to update the Employee Handbook to comply with Healthy Workplaces, Healthy Families Act of 2014, as attached.

Excerpt from First 5 Ventura County Employee Handbook

New language is reflected in underlined font and language that was moved for better flow is shown with a double underline.

Sick Leave (from page 16 of the Employee Handbook)

Regular full time employees accrue 3.692 hours of sick leave per pay period worked to provide protection against loss of income in the event of illness or injury, or time off from work for necessary or routine health care. Regular part time employees who work between 40 and 79 hours per pay period accrue pro-rated sick leave based on their regularly scheduled work hours. The accrual rate for sick leave is adjusted upon any change of employment status. ~~The accrual rate for sick leave is adjusted upon any change of employment status.~~ A maximum of 192 hours may be accrued at any one time for regular full time employees and this maximum shall be pro-rated for regular part time employees who work 40 to 79 hours per pay period, based on their regularly scheduled work hours. Upon reaching the maximum, no further sick time will be accrued until some of the accrued time has been used. The accrual rate for sick leave is adjusted upon any change of employment status. The accrual rate for sick leave is adjusted upon any change of employment status.

In accordance with the California Healthy Workplaces, Healthy Families Act of 2014, F5VC employees classified as either temporary or regular part time (that work less than 40 hours per pay period) and who have worked in CA for at least 30 days in the preceding year shall begin accruing sick leave at the rate of one (1) hour per every 30 hours worked. Such employees shall be eligible to use this sick leave beginning on the 90th day of employment with First 5 Ventura County. A maximum of 48 hours may be accrued at any one time. Upon reaching the maximum, no further sick time will be accrued until some of the accrued time has been used.

Sick leave may be used for personal illness, to care for an immediate family member who is ill or to attend doctor's appointments. The term "immediate family" includes the following: husband, wife, domestic partner, son, stepson, daughter, stepdaughter, mother, stepmother, father, stepfather, sister, stepsister, brother, stepbrother, grandfather, grandmother, grandchild and any individual who resides with the employee as a member of his or her family. Special consideration may also be given to any other person whose relationship with the employee is similar to any of the above. Sick leave may also be used for specified purposes if the employee is a victim of domestic violence, sexual assault or stalking.

An employee absent for more than five consecutive days, or after six separate occasions of any length of time in any 12 month period, may not be entitled to sick leave for any day after the five consecutive days unless and until the employee provides a certificate signed by a physician verifying that the employee was ill on each day of the absence. An employee who misses five consecutive scheduled workdays may be required to provide a doctor's statement releasing him or her to work before returning to work. If the employee requests an extension of the sick leave, the supervisor may require an additional statement by the doctor indicating the anticipated length of sick leave. All medical information, including the doctor's statement, medical releases and the supervisor's written approval shall be kept in a separate medical file.

Sick leave is not accrued during leaves of absence without pay and is not a reimbursable benefit upon termination.

Staff members who are ill or injured and anticipate being away from work for more than one week should speak with their health care provider or the Director of Operations for information about State Disability Income benefits.

Bereavement Leave (from page 19 of the Employee Handbook)

One (1) to five (5) days of paid leave, at the discretion of the Executive Director, may be allowed for a death in the immediate family of a Regular employee. Criteria for the amount of time off allowed include a variety of factors, including, but not limited to, the need for out-of-town travel and responsibility for handling funeral arrangements. The term "immediate family" includes the following: husband, wife, domestic partner, son, stepson, daughter, stepdaughter, mother, stepmother, father, stepfather, sister, stepsister, brother,

Excerpt from First 5 Ventura County Employee Handbook

stepbrother, grandfather, grandmother, grandchild and any individual who resides with the employee as a member of his or her family. Special consideration will also be given to any other person whose relationship with the employee was similar to any of the above.

Up to two (2) days of paid leave, at the discretion of the Executive Director, may be allowed for a death of specific other family members. This includes the following: daughter-in-law, son-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandfather-in-law, grandmother-in-law, aunt and uncle. Special consideration will also be given to any other person whose relationship with the employee was similar to any of the above.

In the event of the death of some other, close personal friend or relative not named in the family list, the employee may request immediate use of available sick leave, personal leave or vacation leave time of up to five (5) days. At the discretion of the supervisor, the Executive Director and the Executive Director's office, such leave may be allowed.

If more time off is required, employees may request any available sick leave, personal leave or vacation leave.



Memo

To: Commissioners, First 5 Ventura County

From: Jennifer Johnson, Director of Operations (On behalf of the Administration/Finance Committee)

Date: June 18, 2015

Re: Recommendation to update Commission policy for the amount spent on program evaluation

Background

As required by the statute under Health and Safety Code section 130151(b)(7), the Commission has a policy on the amount spent on program evaluation.

The Commission approves an annual allocation and budget for program evaluation, identified as Results Based Accountability & Quality Assurance, at the time of budgeting. The proposed revision to the policy clarifies that the annual amount for program evaluation is set in the budget for each fiscal year.

Recommendation

The recommendation is to update Commission policy for the amount spent on program evaluation, as attached.



POLICY RELATED TO AMOUNT SPENT ON PROGRAM EVALUATION¹

First 5 Ventura County ("The Commission") will allocate an amount for program evaluation ~~annually in the in its strategic plan and will approve a~~ budget for each fiscal year. The Commission will track expenditures for evaluation and maintain records with respect to the results of the evaluation.

Procedures:

- ~~1. In its strategic plan, the Commission will identify the amount to be allocated to program evaluation.~~
- ~~2.1.~~ _____ Prior to the beginning of each fiscal year, the Commission will approve an annual budget for program evaluation.
- ~~3.2.~~ _____ Expenditures for program evaluation may include maintenance of the evaluation software system, the annual evaluation report, training activities around results accountability and quality assurance, and technical assistance and support.
- ~~4.3.~~ _____ Expenditures related to program evaluation will tracked in the Commission's accounting software system. Expenditures and the variance to budget will be reported on monthly.
- ~~5.4.~~ _____ The amount spent by the Commission on evaluation will be in the notes to the financial statements and noted in the management's discussion and analysis (MD&A).
- ~~6.5.~~ _____ The Commission will conduct an annual evaluation on its overall funding strategies and on its funded programs. Findings and recommendations from the report will be used to guide future funding and strategic planning decisions.

¹ In accordance with Health and Safety Code Section 1350151(b)(7)



**OPERATING BUDGET
FY 2015-16**

REVENUES	Operating Fund	Community Investment Loan Fund
Proposition 10 Distribution	\$6,803,700	
First 5 California - Child Signature Program (CSP)	311,875	
First 5 California - CARES Plus	148,390	
CA Dept of Ed - Race to the Top	767,582	
Ventura County Public Health - Kaiser HEAL Zone grant	7,650	
Scripps Howard Foundation Grant	2,297	
Interest Earnings	20,801	47,220
Loan Origination Fees		14,000
Loan Repayments		98,735
Allocation from Loan Fund		\$601,265
Transfer from Sustainability Fund	4,388,810	
Transfer of Interest Earnings Loan Fund	33,895	-33,895
TOTAL PROJECTED REVENUES	\$12,485,000	\$727,325
 EXPENDITURES		
Program Budget	11,767,000	
Neighborhoods for Learning (NfLs)	6,780,305	
Countywide Specialized Program Strategies	1,717,500	
Countywide Preschool Efforts	2,209,648	
Communications, Education & Development	364,547	
Results Based Accountability & Quality Assurance	295,000	
Program Management	400,000	
 Community Investment Loan Fund Budget		
Loan Administration		27,325
Loan Disbursements (balance based on a loan fund of \$1.3 million)		700,000
 *Administration Budget	710,000	
 Equipment Budget	8,000	
TOTAL PROJECTED EXPENDITURES	\$12,485,000	\$727,325

*Projected Administrative Percent 5.37% **

** would decrease as opportunities for new leveraged funds are realized.



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Report from Executive Director
June 18, 2015

I. Update on Administrative Operations

- Contract Renewal for FY 2015-16
 - 22 (out of 24) programmatic contracts have been finalized and issued for signature.
- Fixed Asset Contracting Procedures Modified
 - Modified procedures to clarify \$5,000 threshold amount for determining whether or not a funded partner project qualifies as a fixed asset.
 - Projects will be considered fixed assets when the individual unit cost is \$5,000 or more, and when similar items purchased together to be used as one system total \$5,000 or more in the aggregate.

II. Update on Commission Initiatives

- Countywide Strategies
 - Triple P – Level 2 Seminars (Ventura County Behavioral Health)
 - School counselors in Hueneme Elementary School District have begun offering Triple P Level 2 classes in 7 elementary schools for 0-12 population.
 - In the third quarter, approximately 150 parents of children ages 0-5 (307 parents overall) participated in the Level 2 Seminar series.
 - Outreach to Santa Paula School District counselors is underway with the hopes of expanding the series in the Santa Clara Valley.
 - Oral Health
 - Clinicas Del Camino Real
 - In addition to providing services at NfL sites, Clinicas' mobile unit visits Clinicas sites without dental services, which includes South Oxnard/Port Hueneme area, North Oxnard, Santa Paula and Ojai.
 - Expanded marketing efforts in East Ventura County promote First 5 funded dental services at two newest health centers and additional site that will open by the summer of 2015.
 - Outreach team focusing on farmworker and Mixteco populations, including on-going radio events in both Spanish and Mixtec.
 - Fluoride Varnish-Medical Providers (Ventura County Public Health)
 - Outreach continues to expand beyond CHDP providers.
 - Outreach to Medical Therapy Program emphasizes oral health and prevention to children with special needs.
 - Recent educational presentations included the Women, Infant, and Child Nutrition Program (WIC), the Adolescent Family Life Program (AFLP), State Preschool/Head Start Programs and the NfLs.

- Developmental Screenings
 - Help Me Grow (Landon Pediatric Foundation)
 - Help Me Grow staff is finalizing a Developmental Screening Toolkit, with information on the screening process, communications with parents, referrals and related resources, and data collection.
 - Developed with RTT/QRIS funds, toolkit is designed to provide user friendly information to early learning providers for implementing developmental screenings in the early learning setting.
 - Toolkit developed through a highly collaborative process with local stakeholder groups and experts.
 - Help Me Grow staff are developing a training and dissemination plan to ensure wide distribution and use of the toolkit, with resources for follow-up support to sites as needed.
 - Regional Health Educators – Ventura County Public Health (VCPH)
 - Over 750 screenings have taken place through the third quarter, a 26% increase over projected target for the year.
 - VCPH staff have been piloting innovative approaches to expand the reach of screenings in NfL communities, provide services in new locations, and build capacity among other organizations to conduct screenings.
 - Group screening project was piloted in March at Rio NfL PACT class for 2-3 year old children.
 - Group screening reduces total time needed by an estimated 30%.
 - As part of effort to expand services to new venues, screenings and parent workshops have also taken place in locations such as: Westview Housing Complex of San Buenaventura Housing Authority; Villa Naranjal apartment complex in Piru; Westminster Presbyterian Church in Hueneme; Oxnard and South Oxnard Public Libraries; Apollo High School Teen Parent Program; and, Nan Tolbert Nurturing Center in Oak View.
- Results Based Accountability
 - Point-In-Time Parent Survey
 - Point-in time parent surveys were distributed by funded partners to families who received First 5 services in FY 2014-15.
 - Nearly 2,800 surveys received, representing a 42% response rate.
 - Four proposals were received in response to competitive bid for an evaluation contractor to analyze survey results and prepare an evaluation report for September 2015.
 - Persimmony Training
 - Training provided for funded partners on report generation.
 - Training supported year-end report completion and use of program improvement survey data.
 - Additional trainings planned for the fall.
 - Content will be integrated into user’s manual and monthly tips will be provided in the funded partner newsletter.

- Neighborhoods for Learning (NfL)
 - Rio NfL
 - NfL successfully completed pilot project to assign unique student identifiers to preschoolers.
 - Pilot was championed by the Ventura County Office of Education in partnership with Rio School District, F5VC, CDR and CDI.
 - Collaboration has resulted in a streamlined process for collecting and entering preschool enrollment data into the student information database.
 - Process developed in Rio will be used to pilot a similar system in the Pleasant Valley School District.
 - Preschool expansion will be realized in Rio through collaboration with the NfL, Rio School District and Child Development, Inc. (CDI)
 - New preschool at the Rio Real School will be housed in two existing portables and a new fenced outdoor area, resulting in one full-day classroom (30 slots) and one part-day classroom with AM and PM sessions (48 slots).
 - NfL will provide funding for classroom set-up costs, with operating costs provided by state preschool dollars managed by CDI.
 - NfL staff and community volunteers hosted 6 community-wide food distributions in third quarter, providing food to 1,203 families (representing 5,514 individuals).
 - Santa Clara Valley NfL
 - NfL Director Patricia Cervantes has been invited to be part of a panel to observe the Sobrato Early Academic Language model (SEAL); model, currently piloted in Redwood City, focuses on the alignment of preschool and K-3 systems for intensive language and literacy development in school and at home.
 - Fillmore School District is in its third year of Program Improvement Status with the Department of Education and is researching models to support English Language Learner students who are falling behind academically and lack interventions to support their challenges.
 - Oxnard NfL
 - Oxnard FRC Family Liaisons collaborated with NfL Parent Advisory committees, community partners/agencies and promotoras to offer relevant workshops for families.
 - 12 workshops offered in the third quarter included sessions on Self-Esteem, Communication between Parents and Children, Head Start Services, My Body Belongs to Me, Domestic Violence-Impact on Children, Children's Temperament, and Lead Poisoning Prevention.
 - Moorpark/ Simi Valley NfL
 - Simi Valley Unified will be providing NfL with 6 rooms at the Justin Elementary School campus, following conversion of that site into an Early Childhood Center.
 - All special education preschool classes, Simi Valley Adult School preschool classes, NfL Ready, Set Grow! preschool program, PACT classes and FRC services will move to the campus in August.
 - Monthly evening class offered by NfL
 - Structured like PACT classes, evening time allows working parents to participate as a whole family and provides greater access for fathers.

- Communications, Education and Development
 - Parent Leadership - Leaders for Change Training-of-Trainers
 - Training-of-Trainers (TOT) will bring together staff and parent leaders who have participated in one of the prior parent leadership trainings, and share a commitment to parent/family leadership and supporting strong families through the Five Protective Factors.
 - TOT will focus on the Leaders for Change curriculum content with significant time spent developing capacities as trainers - improving facilitation skills, deepening understanding of how adults learn, and incorporating essential process elements of family support practice into the work.
 - The TOT will take place on June 25 – 26, 2015 at the Westminster Church in Port Hueneme.
 - Outreach events
 - Summerfest (Ventura Unified School District) - 350 “Lee the Bee Turn Off That TV” books were distributed.
 - Family Care and Volunteer Resource Fair (Government Center) - 150 “Choose My Plate First 5 Ventura placemats” were distributed.
 - Gold Coast Health Plan Community Resource Fair – “200 Potter the Otter” books and “100 Choose My Plate First 5 Ventura placemats” were distributed.

III. County, Regional and National Updates

- State Budget
 - Budget agreement builds on the progress made last year and takes the next step in delivering on the promise of increasing access to preschool.
 - \$265 million commitment adds 7,000 additional preschool slots and 6,800 child care slots. (please see attached summary from Early Edge California).
- Legislative Updates
 - Board of Equalization – both Assembly and Senate Budget committees considered LAO recommendations regarding Cigarette Tax and Licensing Programs, and have requested a report on reducing program costs.

IV. Upcoming Events

- **First 5 Committees**
 - **Administration/Finance Committee**, August 7, 2015, 9:30 – 11:30 a.m., F5VC offices

PROVIDER ANECDOTES

Case Presentation – Ventura NfL Case Manager Sheila Wenzel, FRC Specialist

A young Latino father was referred to F5 Ventura NfL by a member of his church. The Family Resource Center Specialist received the call and made an appointment for the next day. The father had recently gained full custody of 19 month old son due to mom's immediate incarceration. Mom was pregnant, due at the beginning of April. Father was to have 48 hours to pick up daughter after her birth. Father's wages had been garnished for child support; reversal for that expected to take 6-8 months even though father now has full custody.

Family support (child care) is limited to one paternal aunt who receives outpatient medical treatment several afternoons during the week. Father is a new member of his church and is connected to the Pastor and a few members of the congregation. CDR has told dad he makes too much money to qualify.

Child was exhibiting some behaviors of separation anxiety/loss due to mom's incarceration. His method of communication with dad was pointing and taking dad's hand and showing dad what he needs. Days have little structure due to immediate chaos. Visitation for son to see mother is complicated and unpredictable.

Father was excited about the pending arrival of daughter. His name will be on birth certificate and he will raise both children by himself until mom is released in 5 years. He states he is anxious about having a daughter because at age 19 he became a father (different mother) and his daughter died, so he is worried about feelings that might bring up. Mom's location is expected to change and dad doesn't know where or how far she will be. Father is not aware of a case manager or advocate for mother/baby while incarcerated.

Interventions and plans at 1st appointment:

- Gave father 3 ring binder and dividers to keep resources, referrals and appointments.
- Food, Clothing and Shelter – WIC is not an option until baby is born. Given contacts and locations for Catholic Charities, Project Understanding and other food, shelter and clothing resources in community. Church will be able to offer rent assistance for a short time.
- Legal Assistance – Referred to Jewish Family Services to request help in expediting lifting wage garnish and advocating for visitation for son and mother.
- Parent and Child Services:
 - Enrolled father and son in our PACT classes 2 x week. Provide developmentally appropriate play and learning opportunities as well as structure/consistent routine
 - Signed up for Developmental Checkup at Family Resource Center with Public Health Educator
 - Referral for First Steps for Child Care (request sliding scale)
 - Referral to CMH New Parent Center to register for Infant CPR and preparation classes
 - Enrolled father in upcoming Triple P Seminar
 - Referral to "Get on the Bus" visitation program for children of incarcerated adults
- Counseling and grief work – offered resources. Father declined at this time, will utilize pastoral support.

Continued interventions and appointments

- Family Resource Center Interventions:
 - Father and son began attending PACT classes at Family Resource Center
 - Child Development Teacher working with father on developmentally appropriate expectations and eye-level face to face communication. Father excited to see child participating in classroom activities.
 - Father connected with other families specifically another pregnant mom. Made playdate arrangements.
 - Family Resource Center Specialist – Triple P Primary Care Interventions: Balancing Work and Family and Preparing for a New Baby. Ongoing support and discussions on home safety and parenting issues.
 - Completed Developmental Checkup. Referral by Public Health Educator to Tri-Counties Regional Center for Early Start Services for speech. Child qualified and In-home services started.
 - Father connected with Community Memorial Hospital New Parent Center
 - Daughter born, father notified for pick-up 2 days post birth. Healthy baby and adjustments at home are ongoing. Returning to PACT classes when baby is 6 weeks.
 - Offered PHN (public health nurse) referral for in-home support.
 - Family receiving services from Jewish Family Services (for mother regarding court costs)
 - Church involved and supportive spiritually and financially.

Ongoing concerns:

- Garnished wages limits community resource assistance.
- Father was not listed as father on birth certificate which complicates assistance at WIC and Parental Leave for work.
- Child Care for when father returns to work.
- Father's less than positive experiences with the prison system and the lack of support for children of incarcerated adults.
- Maintaining support and connections for father and children to continue family strengthening.

This case is an excellent example of the services a Family Resource Center offers to families in our community. This was a word of mouth referral from someone in the father's church. The Family Resource Center Specialist was able to see this family within 24 hours and was assigned as the Case Manager.

Utilizing resources within our First 5 Ventura Neighborhood for Learning and in the community we were able to address all of the Five Protective Factors. This young family has numerous obstacles but is optimistic and has many advocates in place to create a healthy environment, optimal development and for support.