

**FIRST 5 VENTURA COUNTY
COMMISSION MEETING
MINUTES**

September 18, 2014

Commissioners Present: Reyna Dominguez, Stan Mantooth, Michael Gollub, Kathy Long, Barbara Marquez-O'Neill, Ida Hatfield, Bruce Stenslie

Commissioners Absent: Robert Levin, Meloney Roy

Staff Present: Claudia Harrison, Kathy Rangel, Deanna Handel, Nani Oesterle, Sam McCoy, Heather Hanna, Diana Arellano

Public Signatures: Kim Gregorchuk, Rafaela Frausto, Cathy Puccetti

1. Welcome

Chair Dominguez opened the meeting at 1:40 p.m.

2. Approval of Minutes from July 17, 2014

A motion was made by Commissioner Gollub, seconded by Commissioner Hatfield, to approve the minutes from the July 17, 2014 Commission meeting. The motion passed unanimously.

3. Agenda Approval and Review of Commission Packets

Chair Dominugez stated that the agenda will be reordered to hear Items #8 and #9 prior to the presentations.

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

4. Public Comments/Correspondence

There was no public comment.

8. Recommendation to approve revised funding allocation for, and to delegate authority to the Executive Director to contract with, Ventura County Office of Education (VCOE) for the Quality Rating and Improvement System (QRIS) Program

Claudia Harrison provided a brief overview of the quality rating and improvement system (QRIS) program which utilizes local First 5, First 5 California Child Signature Program, and federal Race to the Top Early Learning Challenge grant funding streams. She commented that in FY 2013-14, participating programs did not fully utilize all budgeted quality improvement incentives which resulted in unspent state and federal funds. She added that savings were also realized due to First 5 Ventura County budgeted expenditures for a QRIS data system and for strategies to accelerate AA/BA degree attainment being deferred to next year. She indicated that in order to allow already

participating programs to fully access their quality improvement incentives, and to accommodate additional sites, up to \$282,197 of prior year unspent federal and state grant funds would be needed in the FY 2014-15 QRIS contract with VCOE. She added that the funding would also support operating expenses related to more sites being added, along with training and technical assistance. She added that the California Department of Education has recently announced an opportunity to roll-over unused RTT funds in a no-cost extension through June 2016 and more details will be announced as they come forward. Claudia commented that staff looks forward to working with the VCOE to see how to best maximize this opportunity.

A motion was made by Commissioner Hatfield, seconded by Commissioner Long, to approve a revised FY 2014-15 allocation for VCOE for implementing the QRIS Program and to authorize the Executive Director to enter into an amended contract with VCOE, from July 1, 2014 through June 30, 2015, in an amount not to exceed \$2,128,594.00, subject to final approval from state and federal funders. No new allocation of funds would be required as the increase is supported by prior year unspent federal and state grant funds. The motion carried with Commissioner Dominguez and Commissioner Mantoath abstaining.

9. Recommendation to reallocate a portion of the FY 2014-15 Oral Health Funding and to delegate authority to the Executive Director to contract with the United Way of Ventura County to support the Ventura County Children’s Oral Health Collaborative

Claudia Harrison stated that in December 2013, the Commission approved a \$100,000 allocation for FY 2014-15 for Clinicas del Camino Real to provide oral health treatment to children 0-5, but due to increasing challenges in utilizing the allocation, Clinicas and First 5 staff mutually agreed to reduce the FY 2014-15 contract to \$80,000, which leaves \$20,000 that can be re-allocated to support oral health prevention and treatment. She discussed how Ventura County Children’s Oral Health Collaborative (VCCOH) has been organized and supported through the voluntary efforts of its members. She stated that during this past year, the work of the collaborative has expanded significantly enough to drive the need for a part-time project manager position to support the work of the Oral Health Collaborative, and to assist in managing Collaborative projects in education and messaging, coordination and referral and evaluation.

A motion was made by Commissioner Long, seconded by Commissioner Marquez-O’Neill, to reallocate \$20,000 of the previously approved FY 2014-15 funding for oral health to the Oral Health Collaborative. The approved recommendation also authorizes the Executive Director to enter into an agreement with United Way of Ventura County, as the lead agency for the collaborative, in an amount not to exceed \$20,000 for FY 2014-15. No new allocation of funds would be required. The motion carried with Commissioner Stenslie and Commissioner Mantoath abstaining.

5. Presentation: Highlights of Oak Park Neighborhood for Learning (NfL) Programming

Claudia Harrison introduced Kim Gregorchuk, Director of the Oak Park Neighborhood for Learning (NfL), to present programming highlights. Kim reviewed language and ethnicity data that make up the small unincorporated, but unique community. She highlighted the wide variety of languages spoken at the preschool level and discussed the different family needs though the

community is more affluent as compared to some others. She discussed increased incidences of child abuse, domestic violence, drug abuse, unemployment, and environmental stress that factor in the need for family crisis intervention. She provided an overview of NfL services ranging from preschool, PACT (Parent and Child Together) classes, scholarships, health services, and parent education classes. She provided background on the school district's philosophy that follows the Reggio Emilia approach, allowing children to express themselves in their own unique way within varied activities. She provided an overview of the preschool programming. She discussed the parent advisory board which leads the fundraising efforts for the NfL. She talked about the parent education classes that are framed around the five protective factors with emphasis on knowledge of child development and parent resilience. She added how she anticipates the parent education component being refocused on the power of play, and teaching parents not to over-schedule their child's free time.

Commissioner Hatfield commended the comprehensive work of the NfL in comparison to the small budget. Commissioner Mantooth commented on the dichotomy of different demographics and income levels yet the needs of families are still very apparent.

6. Presentation: Highlights of Ocean View Neighborhood for Learning (NfL) Programming

Claudia introduced Denise Adams, Director of Early Education at Ocean View School District, to present highlights of the Ocean View Neighborhood for Learning (NfL) programming. Denise reviewed the mission statement which drives decision-making, professional development and parent outreach. She reviewed the program structure and noted that the Ocean View program is strictly a kindergarten readiness program. She reported that there are currently 168 state funded preschool spaces and 100 First 5 funded spaces, of which 60 are English instruction and 40 are Spanish instruction only. Denise noted that the program has been NAEYC accredited since 2006, but she added that the program is gaining even higher quality preschool standards in a strategic way through participating in the QRIS program. She provided an overview of countywide partnerships along with parent education classes and student services. She discussed the "Kindergarten for a Day" program which sends preschool-age children to kindergarten so the child and the family will know what to expect and help ease their transition. She talked about successes in partnerships with First 5, VCOE, and also with the Ocean View School District Governing Board President, who fully embraces the philosophy that the school district is a Transitional Kindergarten through 8th grade district and is fully invested in early education. She concluded her overview stating that having the full support of the school board has attributed to the program's success with the empowerment of accountability, collaboration, and alignment of preschool with K-8. She thanked the Commission for all their support and encouraged everyone to visit the program.

Commissioner Mantooth commented on the amazing collaboration between the school districts and early education. Commissioner Gollub asked if there are disaster plans in place. Denise stated that the program follows school district safety plans and those plans are practiced once a month. Claudia added that First 5 staff is looking into disaster planning at sites not located on school district campuses. Commissioner Hatfield asked if a student's progress is followed from preschool into the K-8 system. Denise commented that there are future plans to follow children's progress in the district, but the plans are in the early stages. Commissioner Mantooth added that

once assigned student ID numbers are implemented for preschoolers, having the ability to track a student's progress throughout the system will be made possible. Chair Dominguez asked how the Spanish instruction classes are structured. Denise walked the Commission through the Spanish instruction curriculum.

REGULAR AGENDA

7. Report of Committees

a. Administration and Finance Committee

(1.) Recommendation to Adopt Policy for Records Retention and Destruction

Commissioner Stenslie reviewed the proposed policy and procedures for retaining documents and the destruction of documents that are no longer necessary, required or relevant. He stated that the attached retention schedule, which has been reviewed by legal counsel, is broken down into key subject areas with retention periods that reflect a conservative retention period. He noted that certain records are kept permanently, most are maintained for 5 years, and there are a couple of categories that are kept for 2 years or less. He stated that there will be an annual review of records by the Executive Director which will authorize which records may be destroyed.

A motion was made by Commissioner Mantooth, seconded by Commissioner Stenslie, to approve the records retention and document policy. The motion passed unanimously.

(2.) Progress Report

Commissioner Stenslie reported that the Committee met with auditors in September, serving as the Commission's Audit Committee, to review the audit procedures for FY 2013-14 and will review the draft audit at the October Committee meeting. He added that there will be an addition of a Federal Single Audit, as the Commission's federal expenditures exceeded \$500,000 for FY 2013-14.

10. Strategic Planning Discussion

Claudia Harrison referred to the workplan developed for strategic planning and noted that the next phase is information gathering. She stated that staff is proposing to approach the literature review differently this year, by conducting a high-level overview of indicators and data trends impacting children. She presented those indicators to the Commission and asked for additional input. She noted that staff used national and state lists to identify a broad array of relevant indicators to track. She noted that staff is looking forward to working with Dr. Jamshid Damooei, at Cal Lutheran University, to provide the data. She indicated that staff would look at the indicators which stand out through a more in-depth literature review.

Commissioner Gollub commented that prenatal care and education should be added to the health information column. Commissioner Hatfield requested literature/data on parental literacy.

Claudia moved onto the vision, mission and guiding principles document and noted that staff has incorporated the Commission's feedback from the previous meeting. She stated that there is no direct action necessary as the Commission will continue to revisit the document. Commissioner Mantooth asked that the word "quality" be added to the guidelines when referring to early education.

11. Report from Executive Director

Claudia Harrison provided an update on strategic planning, noting that First 5 Ventura County has released a bid for proposals to assess current systems developed by the Commission and to develop recommendations to facilitate long-term sustainable models. She reported that the Commission has received 3 proposals, which are currently under review. She provided an update on Commission initiatives with an overview of NfL activities and countywide strategies. She highlighted the Communications, Education and Development area, noting continued progress with the Workplace Breastfeeding Campaign, as the Oaks Mall and Pacific View Mall are signing up as the first "Breastfeeding Friendly" (BFF) partners. She reviewed the funded partner capacity building training program for FY 2014-15 with plans for a leadership training series.

Claudia continued her overview with County, Regional and National updates. She reported the California Senate unanimously approved Concurrent Resolution No.155 to encourage statewide policies to reduce children's exposure to adverse experiences. She added that through partnerships with the Oxnard Alliance, Ventura County Behavioral Health, Triple P America, City Impact, and the Human Services Agency of Ventura County, First 5 Ventura County has been working to build awareness of this issue. She briefed the Commission on First 5 CA Executive Director Camille Maben's visit as staff, Commissioners, and funded partners had the opportunity to host Camille and showcase First 5's work in Ventura County. She highlighted outreach efforts to business and community leaders with the showing of the Raising of America video at the Ventura County Women's Forum Collaborative. She commented that the video generated multiple requests for future showings to county school board members, the Social Justice Fund and the Conejo Valley Democratic Club. She informed the Commission that First 5 Ventura County and Moorpark College will be interviewed on KVTA's Workforce Wednesday to feature the importance of preschool. She concluded her report with highlights of provider anecdotes and an overview of upcoming events.

12. Commission Member Comments

Commissioner Stenslie commented that Tim Bartik's has published a book, "From Preschool to Prosperity" which is available for purchase online.

Commissioner Hatfield distributed the latest Children's Home Society quarterly newsletter.

13. Next Meeting:

The next meeting will be held on Thursday, October 16, 2014, at the County Office of Education, at 5100 Adolfo Dr., in Camarillo.

The meeting was adjourned at 3:02 p.m.