

**FIRST 5 VENTURA COUNTY
COMMISSION MEETING
MINUTES**

May 22, 2014

Commissioners Present: Reyna Dominguez, Michael Gollub, Stan Mantooh, Robert Levin, Ida Hatfield, Kathy Long, Barbara Marquez-O'Neill

Commissioners Absent: Meloney Roy, Bruce Stenslie

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

Public Present: Linda Bays, Cindy Reed, Patricia Cervantes

1. Welcome

Chair Dominguez opened the meeting at 1:06 p.m.

2. Recognition and Appreciation of George Tillquist for his Fifteen Years of Service as a Member of First 5 Ventura County's Administration and Finance Committee

Claudia Harrison spoke about George Tillquist's service as a founding member of the Finance Committee, which later merged to become the Administration and Finance Committee. She commented on his active participation as a committee member over the past 15 years. Claudia presented him with a plaque in recognition of his years of volunteer service and contribution to children and families of Ventura County. George commended the work of staff and particularly Jennifer Johnson for her exemplary work for the Administration and Finance Committee and the Commission overall.

3. Approval of Minutes from March 20, 2014

A motion was made by Commissioner Mantooh, seconded by Commissioner Hatfield, to approve the minutes from the March 20, 2014 Commission meeting. The motion carried unanimously.

4. 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 Hatfield, to approve the agenda. The motion passed unanimously.

5. Public Comments/Correspondence

There were no comments from the public.

6. Presentation: Highlights of Santa Clara Valley Neighborhood for Learning (NfL) Programming

Claudia Harrison introduced Patricia Cervantes, Director of the Santa Clara Valley Neighborhood for Learning (NfL), to present programming highlights. Claudia the challenges the NfL has continuously faced due to the high needs in the area and the geographic size of the Santa Clara Valley. Patricia’s presentation mapped the NfL programming to the Five Protective Factors. She highlighted preschool programs and the nationally recognized Abriendo Puertas (Opening Doors) program for Latino families which is based on the culture of Latino storytelling. She discussed “Motherread/Fatherread” and how the NfL provides concrete support in times of need through partnerships with FoodShare, CalFresh, and the United Way of Los Angeles for utility assistance.

Commissioner Levin asked about the need for preschool slots in the area. Patricia stated that approximately 78% of state preschool-eligible children do not have a preschool to attend and that the lack of facilities is a major issue in the area. Commissioner Hatfield asked which area of the 5 Protective Factors is the weakest. Patricia stated that they need support for the *Parents are Resilient* component. Commissioner Marquez-O’Neill thanked the NfL staff for the cultural relevancy in the curriculum.

CONSENT AGENDA

- 7. Receive and File the First 5 Ventura County Financial Reports as of March 31, 2014**
- 8. Recommendation to Amend Conflict of Interest Code for the Children and Families First Commission of Ventura County for Designated Positions and Disclosure Categories**
- 9. Recommendation to Grant Authority to the Executive Director to Enter into a Contract with Persimmony for a Program Management and Evaluation Software System**

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

REGULAR AGENDA

10. Report of Committees

a. Administration and Finance Committee

- (1.) Recommendation to adopt proposed budget for Fiscal Year 2014-15

Commissioner Mantoath provided an overview of the Administration and Finance Committee meeting. He stated that since there was not a quorum of membership, the information presented today reflects a consensus of the members present. He introduced Jennifer Johnson to present the recommendation.

Jennifer Johnson provided an overview of the proposed budget of \$13.4 million for the operating fund with the Community Investment Loan Fund at \$1.06 million. She explained that the proposed revenues include projected Prop 10 tax distributions of \$7.1 million, with

\$2.25 million in state and federal leveraged funds for preschool quality and workforce development, and just under \$26,000 leveraged for obesity prevention efforts. She added that it is anticipated that \$4.2 million of funds set aside from prior year distributions will be used in FY 2014-15 to fund activities. She reminded the Commission that this is the first year that the Commission will tap into the Sustainability Fund. She noted the Prop 10 tax distribution is based on an estimated 4% decrease to the FY 2013-14 forecast. She discussed the budget for the Community Investment Loan Fund and stated that the budget includes loan disbursements of \$1.035 million for FY 2014-15.

Jennifer noted the projected administrative rate for the overall FY 2014-15 budget is 4.7%. She 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. In terms of the Administration budget, the overall change is just 1% (\$7,000) higher from the prior year budget.

Jennifer presented the budgets for: Program Management; Equipment; Result-Based Accountability (RBA); and, Communications, Education and Development. She noted that the Program Management budget amount is \$30,000 less than last year. She indicated that in the Equipment budget area, staff is proposing a budget of \$8,500 for computers and printers along with some additional resources budgeted for furniture and office equipment. She highlighted that the proposed budget for RBA is \$35,000 less than last year due to the new vendor for the data evaluation system, with a total RBA proposed budget of \$295,000. She reviewed the Communications, Education and Development budget, explaining that this reflects the allocations for Community Outreach & Education, Resource Development, and First 5's Obesity Prevention efforts. She stated that the budget also reflects the use of approximately \$25,000 in leveraged dollars for Obesity Prevention efforts.

She concluded her review and stated that the Commission is required to present the proposed budget for review and input to the County Board of Supervisors and the Community Commission of Ventura County and would be brought back to the Commission for final approval at the June meeting.

Commissioner Mantooth commented that the proposed budget is conservative, sound and spends money with vision and mission in mind.

A motion was made by Commissioner Mantooth, seconded by Commissioner Hatfield, to approve the budgets for Fiscal Year 2014-15. The motion passed unanimously.

- (2.) Recommendation to maintain targeted administrative cap at 5.5% of total operating budget for FY 2014-15

Jennifer Johnson explained 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 mentioned that the Commission has always had a

targeted cap on administrative expenditures which is set on an annual basis. She stated that the recommendation for FY 2014-15 is to maintain the targeted administrative cap at 5.5% of the total operating budget which is inclusive of the Operating Fund and the Community Investment Loan Fund.

Commissioner Mantooth commented that administrative expenses have been consistently below 5.5%.

A motion was made by Commissioner Gollub, seconded by Commissioner Hatfield, to maintain the targeted administrative cap at 5.5% of the total operating budget for Fiscal Year 2014-15. The motion passed unanimously.

- (3.) Recommendation to approve updated financial plan for FY 2011-16, in compliance with Health and Safety Code Section 130151

Jennifer Johnson updated the Commission on the revised figures based on the FY 2013-14 forecast, with expenditures projected to come in at 93% of budget. She stated that the plan forecast for FY 2013-14 Prop 10 revenues is a 6.5% reduction, slightly lower than budgeted, due to a decrease in Ventura's proportional share of statewide births. Prop 10 distributions for FY 2014-15 and beyond use an estimated 4% rate of decline per year. She highlighted that under the current 5 year plan, \$6.3 million dollars are estimated to be leveraged from external funders. She reported that the proposed plan reduces total funding dollars over 5 years from the \$62.6 million target to \$61.8 million, with projected unspent funds from FY 2013-14 reserved for the next funding cycle. She noted that the plan begins to draw off the Sustainability Fund in FY 2014-15 to sustain program funding levels, as previously planned, and maintains 6 months of operating dollars in the operating fund balance. She indicated the plan maintains a Community Investment Loan Fund at \$1,300,000 for revolving loans. She ended her overview stating that the plan also includes reserves of up to \$10,000 for infrastructure types of investments.

A motion was made by Commission Hatfield, seconded by Commissioner Mantooth, to approve the updated financial plan for FY 2011-16, in compliance with Health and Safety Code Section 130151. The motion passed unanimously.

b. Health Committee – Commissioner Gollub and Commissioner Dominguez

- (1.) Progress Report

Commissioner Gollub provided an overview of the Health Committee meeting in March. He reported that the Committee reviewed specific breastfeeding language to incorporate in the NfL Nutrition and Physical Activity guidelines and related materials. They recommended language that balanced an emphasis on the importance of breastfeeding with respect for a mother's choice, while also ensuring alliance with American Academy of Pediatrics (AAP) and World Health Organization (WHO) recommendations. He highlighted a presentation on Ventura County Public Health's strategic approach to nutrition education at NfL sites, to help the Committee gain a better understanding of existing nutrition education in order to utilize limited resources effectively in the targeted gap areas. He highlighted discussions on the

importance of prenatal outreach and reviewed a recommendation by the Committee to increase collaboration and expand First 5's reach to expectant families.

11. Recommendation to Approve Revised FY 2014-15 Funding Allocation for Ventura County Office of Education (VCOE) for Quality Rating and Improvement System (QRIS)

Petra Puls stated that in December 2013, the Commission approved a FY 2014-15 program funding allocation for VCOE of \$1,580,000. Since then, the Commission has received up to \$798,350 in supplemental RTT ELC funds to support an additional 36 licensed early learning program sites and to mentor other non-RTT ELC counties. She added that up to \$648,350 of the supplemental funds will be utilized between July 1, 2014 and December 31, 2015 to support the increased number of QRIS sites and the remaining \$150,000 in RTT ELC supplemental funds are proposed to support the development of the Help Me Grow model.

A motion was made by Commissioner Hatfield, seconded by Commissioner Gollub, to approve a revised FY 2014-15 allocation for the Ventura County Office of Education for implementing the QRIS Program. The recommended action would also grant authority to the Executive Director to enter into a contract with the Ventura County Office of Education, from July 1, 2014 through June 30, 2015, in an amount not to exceed \$1,846,397. No new allocation of funds would be required as the increase is supported by Race to the Top Early Learning Challenge Grant supplemental funds. The motion carried with Commissioner Mantooth and Commissioner Dominguez abstaining.

12. 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

Petra Puls stated that in July 2009, the Commission selected the Economic Development Collaborative of Ventura County (EDC-VC) as the implementation partner for the Community Investment Loan Fund (CILF). The Commission also approved loan terms and guidelines, including short-term planning and construction loans, and longer-term amortizing loans. She reported that the administrative costs associated with managing and implementing the Community Investment Loan Fund for FY 2014-15 are projected to be \$26,140, anticipated interest earnings from the CILF projected to offset these administrative costs. She stated that staff expects that two loans totaling approximately \$400,000 to be issued within the next few months, pending CILF loan board approval. She concluded her overview, noting that if any new loans are issued prior to June 30, 2014, the total amount available for loans for FY 2014-15 would be reduced accordingly.

A motion was made by Commissioner Levin, seconded by Commissioner Mantooth, 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 2014-15, in an amount not to exceed \$1,061,772. The contract amount would provide funds for EDC-VC to issue up to \$1,035,632 in loans to eligible Community Investment Loan Fund applicants under the previously approved loan guidelines and no new allocations would be required. The motion carried with Commissioner Long abstaining.

13. Recommendation to Release Request for Qualifications for Supporting the Development of Help Me Grow

Petra Puls remarked that the Commission has long made past investments to advance developmental screenings in numerous settings and to assure appropriate follow-up for children. She noted that the developmental screening collaborative in Ventura County was recently recognized as a national Help Me Grow site. She stated that as a Race to the Top – Early Learning Challenge grant (RTT-ELC) county, First 5 Ventura County has been working with its partners to implement developmental screenings in early care and education settings (ECE). Supplemental funding from the RTT-ELC grant has provided an opportunity to further build a system for screenings in the early care and education community using the Help Me Grow model. She stated that the RfQ would identify an implementation partner to build upon the current efforts and put systems in place to achieve sustainability beyond the Race to the Top funding. She walked the Commission through the RfQ and reviewed the key points. She reviewed the timelines, indicating that staff hopes to bring forth a recommendation in June.

Commissioner Mantooth asked how staff plans to communicate the release of the RfQ. Petra stated that along with the legal notice in the local newspaper, staff will reach out to funded partners, the developmental screening collaborative, and will utilize our website and various social media. Commissioner Gollub commented that most developmental issues result from fetal insults during the prenatal stage which is why the Health Committee is focusing their efforts towards prenatal screenings and follow-up.

A motion was made by Commissioner Hatfield, seconded by Commissioner Marquez-O'Neill, to grant authority to the Executive Director to release a Request for Qualifications for supporting the Help Me Grow model by building systems, communications, and infrastructure necessary to advance developmental screenings and follow-up. The total funds available to implement Help Me Grow is \$150,000 for July 1, 2014 through December 31, 2015. No new allocation of funds would be required as the increase is supported by Race to the Top Early Learning Challenge Grant supplemental funds. The motion passed unanimously.

14. Strategic Planning Discussion

Claudia Harrison reviewed the elements of the current strategic plan and the information used in the past to inform the process. Claudia noted that generally the Commission's new strategic plan has been adopted one year prior to the completion of the current funding cycle in order for programs to have some notice if funding is discontinued in the next plan. She stated that the timelines also need to include time for a public input process and presentations to the Board of Supervisors and the Community Commission of Ventura County prior to final adoption.

Claudia reviewed several considerations for the current process, including current successes and challenges, as evaluation of new best practices, changing current needs and sustainability. Claudia reviewed past information sources, such as: literature reviews, subject matter experts, focus groups, web based surveys along with annual evaluation reports, annual reports to the State and

financial data. She discussed the role of staff and considerations for an outside facilitator. She finished her discussion and asked for input from the Commission.

Commissioner Gollub suggested that staff research whether we are focusing enough on prevention versus future treatment and whether our parents are being educated with the most current information. Commissioner Mantooth asked about the process to adjust a plan and build in flexibility. Claudia stated that the philosophy has always been that the plan is a work in progress and noted the statutory requirement to review annually, which provides an opportunity to regularly revisit the plan.

Commissioner Levin asked staff to look at the growing trend of non-immunizations and suggested setting a goal of 100% immunizations in Ventura County. Commissioner Hatfield commented on taking some time to reflect on current practices including what would we do differently for our funded partners. Commissioner Mantooth asked to identify areas of highest priority if a time arises when funds greatly diminish. Commissioner Long suggested conducting a type of 360 degree feedback with the funded partners and that we should also give some consideration to an outside facilitator. Commissioner Levin commented on exploring ideas to increase preschool slots in the county.

Chair Dominguez commented that the literature review conducted during the last planning process was very thorough and should only be updated if found necessary. Commissioner Marquez-O'Neill commented that she would like to see the Commission take a lead in trauma-informed care and looking at levers for change. Commissioner Hatfield suggested we view the process through the lens of the 5 Protective Factors. Chair Dominguez commented on looking at the type of bilingual curriculums, teacher-child ratios, and income thresholds in preschool programs. Commissioner Marquez-O'Neill stated that she would like a look at language justice and to make sure that we incorporate sign language. There was discussion amongst the Commissioners regarding the use of outside facilitators. Claudia suggested that staff can look at a hybrid model with a facilitator being used for certain parts of the process.

15. Report from Executive Director

Claudia Harrison referred to her written report and provided a staffing update, introducing Sam McCoy as a new program manager and Nani Oesterle, promoted to a part-time program manager position. She reported that John Anderson has transitioned into a new position as Operations Manager. She highlighted activities at local Neighborhoods for Learning and provided an overview of Countywide Strategies. She highlighted progress with the Preschool Quality Rating and Improvement System (QRIS), reporting that nearly 140 teachers have completed intensive training and coaching sessions over the past two years and an additional 8 individuals in Ventura County will complete the requirements for becoming certified Teaching Pyramid trainers and coaches. In the area of Obesity Prevention, Claudia reported on the Certified Lactation Counselor (CLC) trainings, the Hospital Breastfeeding Consortium convenings, Ventura Avenue HEAL Zone Grant, and the kick-off of the Good for Kids Restaurant Week in Oxnard. Claudia commented on the 5th Born Learning Trail to be installed in June in Santa Paula. She highlighted the success of the parent leadership training sessions, with twenty-five parents gathering on Saturday for the final session and graduation of the “Parents Inspiring Parents” training. She

reported that 31 young children and parents joined seniors from the Among Friends Adult Daycare for the second session of the inter-generational Abuela Storytime. She updated the Commission on the transition to the Persimmony Data Collection Software System and stated that the initial data transfer has been completed, with funded partner trainings scheduled throughout the county in June. She stated that following a bid process, EVALCORP was selected as the evaluation consultant to assist in refining an evaluation plan for the Commission.

Claudia continued her overview with County, Regional and National Updates. She reported that First 5 co-hosted the Strengthening Families Leadership Summit in April with over 160 in attendance. She reported that the Business and Community Leaders Alliance (BCLA) Workgroup has been focusing on strategies for expanding early education. She stated that First 5 Ventura County was selected to join an advisory team for the national Early Childhood – LINC project (Learning and Innovation Network for Communities) and staff will be attending a convening in July. She reviewed the May Revision of the Governor’s State Budget and discussed the lack of restoration of funding to CalWORKS, childcare, preschool and other programs for low income working families. She reviewed several early childcare and education bills under discussion in the Legislature. She concluded her report with highlights of provider anecdotes.

12 Commissioner Comments

Commissioner Gollub commented on the success of the Strengthening Families Leadership Summit and how study has begun to show that toxic stress can be genetically transmittable to future generations. He also commented on the importance of routine evaluation of outcomes as it applies to strategic planning. There was a comment about whether hospital leaders could underwrite future breastfeeding consortium meetings due to the loss of the Kaiser Grant.

Commissioner Marquez-O’Neill commended staff on the success of the Strengthening Leadership Summit and commented on how the Summit showed the importance of community collaboration and collective impact.

13 Next Meeting:

The next meeting will be held on Thursday, June 19, 2014, at the Ventura County Office of Education, at 1:00 p.m.

The meeting was adjourned at 3:03 p.m.