

**FIRST 5 VENTURA COUNTY
COMMISSION MEETING
MINUTES**

February 20, 2014

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

Excused Absence: Stan Mantooh, Meloney Roy

Staff Present: Claudia Harrison, Kathy Rangel, Deanna Handel, Jennifer Johnson, Petra Puls, Robin Godfrey, John Anderson

Public Present: Linda Bays, Noemi Valdes

OPENING

1. Welcome

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

2. Seating of the New Chair and Vice Chair

Chair Dominguez stated that she and Commissioner Stenslie are both serving for a second term as Chair and Vice-Chair, for calendar year 2014. Chair Dominguez also reported that Committee appointments for the calendar year will be the same as last year, with the addition of Commissioner Marquez-O'Neill's appointment to the Program Committee.

3. Approval of Minutes from December 17, 2013

A motion was made by Commissioner Hatfield, seconded by Commissioner Gollub, to approve the minutes from the December 17, 2013 Commission meeting. The motion passed unanimously.

4. Agenda Approval and Review of Commission Packets

Claudia Harrison provided an overview of the supplemental packet.

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

5. Public Comments/Correspondence

There were no comments from the public.

CONSENT AGENDA

6. **Receive and File the First 5 Ventura County Financial Reports as of December 31, 2013**
7. **Ratification of Committee Members**

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

REGULAR AGENDA

8. Report of Committees

a) Administration and Finance Committee

- 1) Recommendation to approve updated Employee Handbook

Jennifer Johnson reported that the Committee conducted a comprehensive overview of the employee handbook with additional input from legal counsel. She noted that the updates largely represent opportunities to clarify language and streamline the handbook. She walked the Commission through the revisions and noted sections of clarifying language and updates to policies, such as Personal Leave, and out-of-area business travel and meal reimbursement rates.

A motion was made by Commissioner Stenslie, seconded by Commissioner Hatfield, to adopt the revisions to the employee handbook. The motion carried unanimously.

- 2) Recommendation to approve adjustment to Commission salary schedules

Jennifer Johnson stated that the Commission's current salary ranges were established in May 2012 and, since then, Commissioners had requested that the established ranges go back to the Administration and Finance Committee for further review. She reported that salary range information was collected from First 5 Commissions of similar size and geography, from community agencies in Ventura County and from published surveys. She walked the Commission through the schedules, noting that the proposed ranges are based on the review of salary data and, for the most part, using the median for both the beginning of the range and the top of the range.

Jennifer reported that the Committee also researched salary range practices for Executive Directors in order to consider whether or not a range should be established. She noted that currently, the compensation for the Executive Director is set by the Commission annually, apart from the salary schedule. She said that ranges appear to be generally established for non-executive staff positions whereby the Executive Director has been delegated authority to hire staffing under the authorized ranges. She stated that there was very little data found to indicate setting a range is standard practice for the position that reports directly to a board. She reported that the First 5 Association recently conducted a salary survey of First 5 Executive Directors where actual salary data was collected as well as range data and only 12 out of 51 Commissions surveyed reported a range. She stated that the Committee recommends the Commission continue its current practice of reviewing current market

salaries annually in order to set compensation and to not establish a range for the Executive Director.

Commission Hatfield asked if the ranges are direct salaries only or are incumbent of the overall compensation and benefits package. Jennifer answered that the ranges were researched as salary only. Commissioner Hatfield suggested that perhaps the Commission could review the compensation and benefits packages in the future. Commissioner Stenslie commended staff on their due diligence with the salaries.

A motion was made by Commissioner Stenslie, seconded by Commissioner Hatfield, to adopt the salary ranges. The motion carried unanimously.

3) Progress Report

Jennifer reported that the contract boilerplate was reviewed for any needed changes and that there are no substantive changes needed. She discussed multi-year contracting and noted that for FY 2014-15, staff will issue just an amendment with updated information for the Exhibits. She reported that the Committee did their annual review of the Investment Plan. After reviewing current market rates, they determined funds should remain in the County pool for FY 2014-15. She reported on the Commission's successful implementation of Internal Audit Procedures for funded programs and noted that the procedure was updated to be non-date specific.

9. Review of Key Recommendations and Findings from the First 5 Ventura County Annual Evaluation Report, Fiscal Year 2012-13

Claudia Harrison thanked all the funded partners and staff for their efforts and commitment to results based accountability. She introduced Petra Puls to present the FY 2012-13 Annual Evaluation report. Petra commented that the evaluation frameworks focus on key areas of best investments and define evaluation questions and data elements that reflect the Commission's strategic priorities and desired outcomes. She indicated that the presented report was produced by staff working with Mosaic and EMT to gather the data. She stated that the process has produced a very rich and informative report. Petra highlighted that 5,687 children and 4,496 parents/caregivers had received intensive services in the last fiscal year. She reported on the very large percentage of families served who speak a language other than English in the home, and the increase in percentages of Mixteco speakers, which shows how effective the outreach efforts are for this targeted population. She noted there is still a large percentage of children without health insurance or a regular dentist at intake as well as a large number of parents who are considered low income and have not completed high school, which can place children at a greater risk for later educational disparities.

She highlighted major findings by best investment area, reporting on key findings and follow-up action items. She stated that funded partners have been extremely successful in penetrating high need communities and service populations. She noted that early education programs showed continued success in reaching a significant number of children and parents/caregivers countywide and serving as a strong vehicle for engaging high need populations. She discussed how First 5

Ventura County collaboratively maintained services and high-quality preschool spaces despite declining revenues. She reported on the success of more leveraged resources, noting that the Commission will bring in more than \$6 million in leveraged funds over 4 years. She added that the number of parents reading to their children has continued to increase and local hospitals are collaborating on best practices for promoting breastfeeding. She discussed how staff will continue to look at the distribution of countywide resources as well as addressing oral health treatment as resources are at a decline. She referred to the work staff is involved in as part of a multi-county collaborative effort to select a new data system that will improve functionality as well as reduce costs for data collection. She added that staff is continuing to look at what data is being collected and how the data is utilized to further streamline efforts. Petra thanked all funded partners for their work in collecting and analyzing data and appreciated their due diligence.

Commissioner Gollub commented on the need to improve prenatal education and intervention in order to reduce health and developmental disorders in children. He suggested increasing outreach to pregnant mothers with adequate educators and getting more specific answers about the benefits participants found in education programs, noting the importance of looking at the quality of education being provided. Petra discussed staff's work on program design, parent surveys, and program improvements to achieve more specifics on quality and the benefits of services. She added that staff is looking forward to working with the new evaluation consultants to improve upon measuring the collective impact of outcomes. Claudia commented on implementing program surveys for providing feedback to providers.

Commissioner Marquez-O'Neill commented on the need to tap into the parents who are already participating in First 5 programs and develop their leadership skills in hopes of spreading the message of First 5 to other parents within their community. Commissioner Long commented on using non-traditional groups to broaden the message about First 5's work. Commissioner Stenslie was encouraged to see that we are reaching high risk populations and asked if the Affordable Care Act (ACA) has helped or impeded health insurance enrollment. Petra commented that due to the ACA, First 5 is slowly scaling back enrollment efforts and focusing on building program capacity for referrals to services. Commissioner Marquez-O'Neill commented that the 4Ps Plus program was a great tool to help families and she hopes there is continued success, although First 5 is no longer a funder. Petra reported that the intent of the investment in the 4Ps Plus program was capacity building and that the program will continue through Ventura County Public Health when First 5 funding ends this fiscal year. She added that unfortunately, many women identified at the time of service are not following through with the intervention. Commission Levin commented on the diminished funding for Ventura County Public Health but he sees greater success in bringing efforts into the local clinics. Commissioner Gollub pleaded for continued education and outreach in the prenatal area to help connect with those who were identified with substance abuse and alcohol issues.

Commissioner Hatfield appreciated the summary and commented on parent engagement as being the key in supporting all sub-populations within the county. Claudia commented on the successful partnership with MICOP and the Promotoras within the Mixtec community. Commissioner Levin talked about the language barriers across cultures that create difficulties within hard-to-reach populations. Chair Dominguez thanked staff and funded partners for all of their collaborative work.

A motion was made by Commissioner Long, seconded by Commissioner Stenslie, to receive and file the First 5 Ventura County Annual Evaluation Report for Fiscal Year 2012-13. The motion passed unanimously.

10. Review and Discussion of Evaluation Frameworks for FY 2013-14

Claudia Harrison provided an overview of the revised higher level evaluation frameworks for FY 2013-14 that reflects the input from evaluators. She noted that staff will be using the model presented to move forward with a release for proposal (RfP) to select an evaluator to assist with the FY 2013-14 evaluation design. She highlighted the inclusion of outcomes, indicators and tools for measurement. She reviewed the steps to select an evaluator to develop an implementation plan and asked for input or suggestions from the Commission. The Commissioners were in agreement with the proposed changes.

11. Report from Executive Director

Claudia Harrison referred to her written report and began with an update on Administrative Operations, mentioning the April 1, 2013 deadline for filing the Form 700 Annual Statement of Economic Interest. She announced that 7 proposals were received in response to the RfP to conduct the annual financial and compliance audit and a contract is scheduled to be awarded in March. She updated the Commission on continued progress with Neighborhoods for Learning and highlighted service site expansion at the Ventura NfL with a new part-time family resource center at Elmhurst Elementary. She highlighted Countywide Strategies, reporting on the County Clinic's implementation of the electronic medical record systems that has reminders for oral health screenings during well-child visits. She mentioned the 9th anniversary of 2-1-1. In the area of obesity prevention, she commented on the Good for Kids Restaurant week in Ojai and on the current partnerships with the Healthy Children's Center for Breastfeeding to bring a certified lactation counselor training to the county.

Claudia continued her report with County, Regional and National Updates. She announced that First 5 Ventura County is the recipient of the 2014 "Health Champion Award" from the Partnership for a Healthy Ventura. She reported on the parent engagement training which will be piloted in the Oxnard area in partnership with several local agencies. She updated the Commission on EDC-VC's 17th Annual Meeting which focused on the benefits of investing in preschool, with philanthropist Paul Orfalea as the keynote speaker. She reviewed the federal bipartisan spending bill signed by President Obama, which restores deep cuts to Head Start and child care and also invests more than \$1 billion toward early learning and care. She updated the Commission on the latest developments with SB 837, the Kindergarten Readiness Act, which would provide all four year olds with voluntary transitional kindergarten. She provided an update on the Persimmony data software system reporting that six out of the eight Southern CA First 5 Commissions will be on the same software platform in FY 2014-15. She concluded her report with an update on upcoming events and provider anecdotes.

12. Commission Member Comments

There were no comments from the Commissioners.

13. Next Meeting:

The next meeting will be held on Thursday, March 20, 2014, at the County Office of Education, on 5100 Adolfo Dr., in Camarillo.

The meeting was adjourned at 2:51 p.m.