

**FIRST 5 VENTURA COUNTY  
COMMISSION MEETING  
MINUTES**

**October 17, 2013**

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

Excused Absence: Meloney Roy, Kathy Long

Staff Present: Claudia Harrison, Kathy Rangel, Jennifer Johnson, John Anderson, Deanna Handel, Petra Puls, Heather Hanna, Diana Arellano, Charlotte Torres

Public Present: Noemi Valdez, Marylinn Daehlin

**1. Welcome**

Chair Dominguez opened the meeting at 1:15 p.m.

**2. Approval of Minutes from September 19, 2013**

**A motion was made by Commissioner Levin, seconded by Commissioner Hatfield, to approve the minutes from the September 19, 2013 Commission meeting. The motion carried unanimously.**

**3. Agenda Approval and Review of Commission Packets**

**A motion was made by Commissioner Mantooth, seconded by Commissioner Gollub, to approve the agenda. The motion passed unanimously.**

**4. Public Comments/Correspondence**

There was no public comment.

**5. Public Hearing on Annual Audit and Year-End Report to the First 5 State Commission for FY 2012-13, in compliance with Section 130150 of the Health and Safety Code**

Claudia Harrison briefed the Commission on the statutory requirements for the Annual Audit and Year-End Report and thanked staff and funded partners for all of their hard work and collaboration. Claudia introduced Jennifer Johnson to present the results of the audit. Jennifer noted that the Commission completed implementation of the second funding year of the new five year strategic plan. She reported that most programs expended or nearly expended their annual allocation. She indicated that overall, program allocations had decreased with the implementation of the new strategic plan and the Commission's expenses for FY 2012-13 were about 10% lower than the prior year. Jennifer highlighted the new opportunities for leveraging funds which were realized in FY 2012-13 with the Commission's countywide preschool quality efforts significantly enhanced by external funding sources. She reported that through blending local funding with Federal Race to the Top - Early Learning Challenge grant dollars and First 5 California's Child Signature Program and

CARES matching funds, it is estimated that the Commission will receive over \$4.8 million in federal and state grant revenue for preschool quality efforts over a 4 year period. She also commented on receiving enhanced funding to expand obesity prevention strategies, for the Commission's multi-faceted obesity prevention project through partnerships focused on promoting nutrition and physical activity and increasing breastfeeding rates.

She reviewed the Commission's update to the financial plan for FY 2012-13 that increased the allocation for the Neighborhood for Learning initiative, stabilized funding for regional health professionals, restored preschool expansion funding at \$300,000 annually, and retained a Community Investment Loan Fund of \$1.3 million. She reported that there was one active loan that was issued in the prior year for \$175,000 for facility improvements and equipment to expand child care slots in the City of Fillmore noting the loan is in good standing with payments received as scheduled. Jennifer reported that the Commission received \$7.9 in tobacco tax revenues, a decrease of \$262,000, or 3% compared to the prior fiscal year. She explained the decrease is offset for Ventura County by a slightly higher percent distribution of statewide births contributing to somewhat higher Proposition 10 revenues for FY 2012-13 than budgeted. She noted that administrative expense was 4.6% of the operating expenses, well under the established target of 5.5% of operating costs.

Jennifer reported that the auditors issued an unqualified opinion, commonly referred to as a "clean" opinion, on the General Audit of the Financial Statements and the report on Internal Controls. The auditors also issued a clean opinion on the Expanded Audit. She reviewed the comments from the auditor on the duties and the challenges of having a small organization.

Commissioner Stenslie noted that the auditors praised staff's work during the conversation held with the Auditors and the Administration and Finance Committee when staff is not present.

Petra Puls provided an overview of the Annual Report to the State and walked the Commission through the report components along with highlights from each section. She reviewed the demographic worksheets which summarize the participants served for each of the outcome areas. She highlighted several areas with significant gains such as Resource & Referrals, Health Access (HOPE), Oral Health, and the 4 P's Plus program.

Petra highlighted the most compelling outcomes, mentioning that in the Kit for New Parents program, several new partnerships have been forged and that our obesity prevention/breastfeeding programs also distribute the kit in the hospital alongside our new breastfeeding support bags. She reviewed the work on the 5 Protective Factors integration with local NFLs. She commented on the local quality efforts for preschool, various strategies in preventing childhood obesity and oral health. She discussed multi-faceted approaches in the area of breastfeeding and comprehensive developmental screening efforts in various settings. Petra concluded her overview with a narrative summary of the evaluation approach, data collection methods, and evaluation frameworks.

Commissioner Mantooth commented that the report is helpful to reflect back on all the great milestones we as a Commission have achieved. Commissioner Gollub reminded staff to continuously put an emphasis towards conceptualizing *prenatal* to 5 instead of referring back to 0-5. Commissioner Stenslie commented that representation of Native Americans in the demographic reports are still incredibly low. Staff responded that they will look into the data and representation of Native Americans.

Chair Dominguez opened up the meeting for public comments.

There were no comments from the public.

Chair Dominguez closed the public hearing.

**A motion was made by Commissioner Hatfield, seconded by Commissioner Mantooth, to receive and file the Annual Audit and the Year-End Report to the First 5 State Commission for FY 2012-13, in compliance with Section 130150 of the Health and Safety Code. The motion passed unanimously.**

### **CONSENT AGENDA**

#### **6. Receive and File the First 5 Ventura County Financial Reports as of August 31, 2013**

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

### **REGULAR AGENDA**

#### **7. Report of Committees**

##### **a. Administration and Finance Committee**

##### **(1.) Progress Report**

Commissioner Stenslie reported on the program spending level analysis reviewed by the Administration and Finance Committee. He noted that most programs had spending levels over 95% and several are at 100%. He added that there are only a few programs lower than 95%, due to ramp-up of new program strategies & staff vacancies. He reported that approximately \$500,000 of unspent program funds from FY 2012-13 were carried forward to FY 2013-14 to complete certain programs/activities and that any remaining unspent funds have been released into the Commission's Operating Fund for services in the current funding cycle. He concluded his report with an update of recruitment efforts for new committee members.

#### **8. Election of new officers to be seated in January**

Chair Dominguez opened up the meeting for nominations.

Commissioner Hatfield nominated Commissioner Dominguez, seconded by Commissioner Mantooth, for Chair of the Commission.

Commissioner Dominguez nominated Commissioner Stenslie, seconded by Commissioner Levin, for Vice Chair of the Commission.

Chair Dominguez closed the nominations.

**A motion was made by Commissioner Hatfield, seconded by Commissioner Mantooth, to accept the presented nominations for Chair and Vice Chair for calendar year 2014. The motion passed unanimously.**

## **9. Report from Executive Director**

Claudia Harrison referred to the written report and provided an update on Administrative Operations. She informed the Commission that a proposed meeting schedule for 2014 is currently in development for adoption at the December Commission meeting. She reported on the First 5 Ventura County website redesign underway to improve alignment with social media and partner websites, scheduled to be unveiled in early 2014. She highlighted multiple events for the fall Early Literacy campaign to promote reading to children. She provided updates on the Parent Navigation Support program, indicating that Ventura County Public Health (VCPH) health educators received over 240 referrals in FY 2012-13 for parent support related to concerns with their child's development. She highlighted obesity prevention efforts through the Good for Kids Restaurant Program. She provided an update on GEMS user counties' release of an RfQ to identify a software vendor to implement a common data system for multiple First 5 counties.

She continued her report on County, Regional and National updates, reporting on the Public Forum held on local Quality Rating and Improvement (QRIS) efforts, hosted by the Local Planning Council in October. She highlighted First 5's leadership role in the Partnership for Healthy Ventura County with Robin Godfrey, F5VC's Director of Communications, Education and Development, having been selected as the incoming co-chair. She reported that Ventura County has been designated as an official Help Me Grow affiliate and provided updates on the Ventura County Children's Oral Health Collaborative. She noted that Ventura County is eligible for a RTT-ELC supplemental grant award of up to \$798,350 for the time period of July 1, 2013 through December 31, 2015. She highlighted the 15<sup>th</sup> Anniversary of Proposition 10 and noted media and events scheduled to bring focus to the event. She provided a legislative update on AB 290, Foundations for Healthy Nutrition in Child Care, which was signed into law. She ended her report with a review of upcoming events.

## **10. Commission Member Comments**

There were no comments from the Commissioners.

## **11. Next Meeting:**

The next meeting is scheduled to be held on Thursday, November 14, 2013, at the Ventura County Office of Education, at 5100 Adolfo Dr., in Camarillo. (Note: The scheduled November meeting was subsequently cancelled.)

The meeting was adjourned at 2:27 p.m.