

**FIRST 5 VENTURA COUNTY  
ADMINISTRATION/FINANCE COMMITTEE  
MINUTES**

**February 7, 2014**

Present: Commissioner Stenslie, Commissioner Dominguez, Pamela Grothe, Kelly Shirk, George Tillquist, Kara Ralston, Joseph Richards

Staff Present: Claudia Harrison, Jennifer Johnson, Kathy Rangel

**I. Call to Order/Welcome/Introductions**

Commissioner Stenslie called the meeting to order at 9:33 a.m. Commissioner Stenslie welcomed Joe Richards to the Committee.

**II. Approval of Minutes from January 10, 2014**

A motion was made by George Tillquist, seconded by Kelly Shirk, to approve the minutes from the January 10, 2014 meeting.

**III. Approval of Agenda**

A motion was made by Kara Ralston, seconded by Pam Grothe, to approve the agenda. The motion carried.

**IV. Public Comments**

There were no public comments.

**V. Recommendation to Update Personnel Policies**

Jennifer Johnson reviewed updates to the Employee Handbook which incorporated feedback from Committee members gathered at the previous meeting. She reported that staff worked with legal counsel to clarify questions generated last month for certain sections such as criminal background/fingerprinting checks, drug-free workplace policy, and personal leave. There was discussion around general background checks and it was agreed upon to add language to state that they may be conducted. Staff will develop procedures working with legal counsel. The Committee also discussed implications of changing personal leave to draw upon accrued sick leave and agreed with staff's conclusion to maintain the existing policy and to limit its purpose.

A motion was made by Kelly Shirk, seconded by Pam Grothe, to approve the updates to the Employee Handbook.

**VI. Consideration of Establishing Salary Range for Executive Director Position**

Jennifer Johnson reviewed the research on salary range practices for Executive Directors to consider whether or not a range should be established. She stated that currently, compensation for the Executive Director is set by the Commission annually and is not part of the salary schedule. She reported that little data was found to indicate that setting a range is standard practice for a position that reports directly to a board. Of the range data that was found for top officials, it largely represented county agencies or universities who have larger structures and it was not always clear whether those positions directly reported to the board. She added that the First 5 Association recently conducted a salary survey of First 5 Executive Directors and only 12 out of 51 Commissions surveyed reported a range. She stated that most policies established the process for setting annual compensation for the Executive Director and as part of setting compensation annually, best practices are to review current market salaries/ranges, thereby providing the most current data for decision making. This aligns with the Commission's current process. She concluded her review and stated that staff is recommending to continue the current practice to set

compensation for the Executive Director annually and to not establish a range. The Committee concurred with the staff recommendation. Since there is no change to the policy, no action is needed.

#### **VI. Recommendation to Update Boilerplate Contract**

Jennifer Johnson stated that before the beginning of each new fiscal year, staff reviews the standard boilerplate contract for any updates to insurance requirements, opportunities to clarify language/streamline the boilerplate, and identification of any new provisions that may need to be added due to any issues encountered in the prior year. She noted that for many years we have been refining, clarifying, streamlining the boilerplate. After reviewing the boilerplate for any needed updates, Jennifer reported that there are no proposed changes for the new fiscal year. She continued her update with an overview of multi-year contracting noting that is the first year just an amendment will be issued with the new year's services provisions and budget. Staff is looking forward to reporting back to the Committee after a full year cycle has been completed on the efficiencies gained from the new contracting practices that have been implemented.

#### **VII. Recommendation to Update Procedures for Internal Audits of Funded Programs**

Jennifer Johnson provided a report on internal audits. She noted that the Commission has been conducting internal audits on funded programs beginning with FY03/04. She stated that programs are audited periodically as part of the Commission's risk management procedures, given that most of First 5 dollars are contracted out. Jennifer reviewed the procedures and provided a report on the successful implementation of internal audits.

Jennifer reviewed the proposed changes to the written procedure and indicated that the current procedure was specific to a funding cycle and since this procedure is fully institutionalized, it has updated to be non-date specific.

A motion was made by Pamela Grothe, seconded by Kelly Shirk, to approve the recommended changes to the internal audit procedures. The motion carried.

#### **VIII. Update on Commission Activities**

Claudia Harrison provided general updates as the Commission meeting was not held last month. She highlighted the release of a Request for Proposals (RfP) for auditing services and reviewed upcoming agenda items for the February Commission meeting. Claudia provided an update on the Commission's Annual Evaluation Report for FY 2012-13 and the FY 2013-14 Evaluation Frameworks. She reported that Persimmony has been selected as the new evaluation software vendor, and that 6 out of 8 Commissions from the southern region will be using the same system platform. She discussed new pending legislation to bring operating costs to preschool. She concluded her report with an overview of 4<sup>th</sup> Annual Business and Community Leaders Alliance Summit which took place in December and EDC-VC's Annual Meeting.

#### **IX. New Business/ Miscellaneous**

There was no new business to report.

#### **X. Closure**

The meeting ended at 10:28 a.m.

#### **XI. Next Meeting:**

Next Meeting: **Friday, March 7, 2014**, from 9:30 a.m. to 11:30 a.m. at First 5 Ventura County