

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

March 7, 2014

Present: Commissioner Mantooth, George Tillquist, Joe Richards, Kelly Shirk

Staff Present: Claudia Harrison, Jennifer Johnson, Kathy Rangel

I. Call to Order/Welcome/Introductions

Commissioner Mantooth began the meeting at 9:30 a.m. Since there was not a quorum, information was reviewed, but action was not taken on any items.

II. Approval of Minutes from February 7, 2014

The minutes will be carried forward to the next meeting for approval.

III. Approval of Agenda

The agenda was approved by consensus.

IV. Public Comments

There were no comments from the public.

V. Review of Financial Reports as of December 31, 2013

Jennifer Johnson provided an overview of the process for the Committee's review of financial reports. Jennifer Johnson presented the Quarter 2 financial statements and the expenditure reports as of December 31, 2013 and January 31, 2014. Jennifer noted that the January expenditure report largely reflects activity as of Quarter 1, as a majority of contractors are on a quarterly invoicing payment method. She pointed out that spending levels are similar compared to last year. Jennifer referred to the expenditure report and highlighted the areas of the report providing explanations as to variances. There was discussion among Committee members on the timing of expenditures for funded programs and when those are reflected in the financial reports.

VI. Recommendation to Approve CPA Firm to Perform Auditing Services

Jennifer Johnson stated that a Request for Proposals (RfP) auditing services was released in December 2013 requesting proposals for a five year period, beginning with FY13/14. Jennifer noted that the last bid process was completed in October 2008, at which time Fanning and Karrh, CPAs, the Commission's current auditors, were selected for a three year term with a subsequent two year extension. Jennifer reported that seven (7) CPA firms submitted proposals, which were due in February. Jennifer reviewed the procurement procedures for selecting vendors. Jennifer stated that four (4) proposals were deemed viable for consideration based on score and completeness of the proposal. Jennifer provided a summary of the proposals and the different approaches. She reviewed the findings of the review committee. She stated that the review committee felt there was tremendous strength in maintaining continuity with Fanning & Karrh as the firm submitted the highest scoring proposal, their fees are among the lowest and there would be no benefit to changing audit firms. The Committee members present concurred with the recommendation to engage Fanning & Karrh as the auditors for the next three years and the Administration/Finance Committee will re-evaluate for a two year extension. The recommendation will be carried forward to the next Commission meeting.

VII. Review of Commission's Annual Evaluation Report

Petra Puls presented an overview of the 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. 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. Claudia commented on the value added by collecting the independent data internally and noting the significant cost savings by producing the report internally.

VIII. Update on Commission Activities

Claudia Harrison referred to the copy of the Executive Director's report and highlighted areas of the report. She informed the Committee of the approved recommendations for the updated Employee Handbook and the revised salary schedule. She reported on the County Clinic's implementation of the electronic medical record systems that has reminders for oral health screenings during well-child visits. She highlighted the Health Champion Award given to First 5 Ventura County by the Ventura County Board of Supervisors and the launch of a new pilot program for parent leadership.

IX. New Business/ Miscellaneous

There was no new business to report.

X. Closure

Commissioner Mantooth ended the meeting at 10:36 a.m.

XI. Next Meeting

Next Meeting: Friday, May 2, 2014, 9:30 am – 11:30 a.m. at First 5 Ventura County.