



## COMMISSION MEETING

March 17, 2016  
1:00 p.m. – 3:00 p.m.

Oxnard City Council Chambers  
305 W. Third Street  
Oxnard

### OPENING

1. **Welcome and Introductions – Chair Stenslie**
2. **Approval of Minutes from January 21, 2016**
3. **Agenda Approval and Review of Commission Packets**
4. **Public Comments/Correspondence**  
*(Speaker request forms should be completed and submitted within 15 minutes after opening call to order. Public correspondence will be received.)*
5. **Presentation: 2-1-1 Program's New Guided Search Format and 2015 Annual Report - Tanya Kellam, 2-1-1 Director, Interface Children & Family Services**

**The following items will be reviewed and discussed by the Commissioners for appropriate action.**

### CONSENT AGENDA

Consent Agenda Items 6 and 7: Review and approve unless an item is pulled for separate action by the Commission and moved to the Regular Agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.

6. **Receive and File the First 5 Ventura County Financial Reports as of January 31, 2016**
7. **Recommendation to Grant Authority to the Executive Director to Enter into a Contract with Persimmony for a Program Management and Evaluation Software System**  
*(The recommended action would grant authority to the Executive Director to enter into a contract with Persimmony International, Inc. for FY 2016-17 for an amount not to exceed \$95,000, for the Commission's program management and evaluation software system.)*

**Documents on file with the Executive Director**  
**Executive Director recommends approval as proposed**

**REGULAR AGENDA**

**8. Ratification of Committees**

*(In accordance with the Commission by-laws, all committee appointments are made by the Chair of each Committee, subject to ratification by the Commission.)*

**9. Report of Committees**

**a. Administration and Finance – Commissioner Stenslie and Commissioner Mantooth**

- (1.) Recommendation to update policy for granting of First 5 funding for the purchase of fixed assets and infrastructure investments  
*(Recommended action would update the existing fixed asset and infrastructure investment policy to further define the parameters for classifying projects as fixed assets/infrastructure projects and to clarify the provision related to the return of an asset. The recommended action will also update contract provisions.)*
- (2.) Recommendation to revise contract boilerplate for funded programs  
*(Recommended action will revise provisions in the contract boilerplate to include language for multi-year contracting and refine the fixed asset provision to include infrastructure investments.)*
- (3.) Recommendation to update Commission's policy and procedures on internal controls  
*(Recommended action is to integrate policies and procedures for budget management into the Commission's internal controls.)*

**10. Recommendation to Approve Revised FY 2016-17 Funding Allocation for Ventura County Office of Education for Quality Rating and Improvement System (QRIS) – Claudia Harrison**

*(Recommended action would approve a revised FY 2016-17 allocation for the Ventura County Office of Education for implementing the QRIS Program and authorizes the Executive Director to enter into a contract with the Ventura County Office of Education, from July 1, 2016 through June 30, 2017, in an amount not to exceed \$793,140. No new allocation of funds would be required.)*

**11. Recommendation to Approve Revised FY 2016-19 Funding Allocation for Landon Pediatric Foundation for Help Me Grow (HMG) – Claudia Harrison**

*(Recommended action would approve a revised FY 2016-19 allocation for the Landon Pediatric Foundation for implementing the Help Me Grow program, from July 1, 2016 through June 30, 2019, in an amount not to exceed \$300,000. No new allocation of funds would be required.)*

**12. Report from Executive Director – Claudia Harrison**

- (a) Administrative Operations
- (b) Commission Initiatives
- (c) County, Regional and National Updates

**13. Commission Member Comments**

*(Government Code Section 54954.2(a) states: "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.")*

**14. Next Meeting:**

Thursday, April 21, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo

**15. Future Meetings**

Thursday, May 26, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo  
Thursday, June 16, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo  
Thursday, July 21, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo  
Thursday, August 18, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo  
Thursday, September 22, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo  
Thursday, October 20, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo  
Thursday, November 17, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo  
Thursday, December 15, 2016, County Office of Education, 5100 Adolfo Dr., Camarillo

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact 805-648-9990 or via the California Relay Service. Reasonable advance notification of the need for accommodation prior to the meeting (48 hours advance notice is preferable) will enable us to make reasonable arrangements to ensure accessibility to this meeting.**