

**FIRST 5 VENTURA COUNTY  
COMMISSION MEETING  
MINUTES**

**March 17, 2016**

Commissioners Present: Bruce Stenslie, Stan Mantooth, Kathy Long, Dr. Michael Gollub, Barry Zimmerman, Dr. Cesar Morales, Barbara Marquez-O'Neill, Dr. Robert Levin

Excused Absence: Dr. Carola Matera

Staff Present: Claudia Harrison, Deanna Handel, Jennifer Johnson, John Anderson, Sam McCoy, Heather Hanna, Nani Oesterle, Alicia Wagner

Public Present: Tanya Kellam, Cindy Reed

**OPENING**

**1. Welcome**

Chair Stenslie opened the meeting at 1:07 p.m.

**2. Approval of Minutes from January 21, 2016**

**A motion was made by Commissioner Mantooth, seconded by Commissioner Marquez-O'Neill, to approve the minutes from the January 21, 2016 Commission meeting. The motion passed unanimously.**

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

Claudia Harrison provided an overview of the supplemental packet.

**A motion was made by Commissioner Marquez-O'Neill, seconded by Commissioner Levin, to approve the agenda. The motion passed unanimously.**

**4. Public Comments/Correspondence**

There were no comments from the public.

**5. Presentation: 2-1-1 Program's New Guided Search Format and 2015 Annual Report**

Claudia Harrison introduced Tanya Kellam, Director of the 2-1-1 program administered by Interface Children & Family Services, to present 2-1-1's new online guided search function and highlights from their 2015 annual report. Claudia recognized Interface as a strong partner of First 5 Ventura County and thanked the organization for their collaboration on specialized 2-1-1 projects through the years.

Tanya cited 2-1-1's mission to connect people in our community with services that meet their needs through a resource database focusing on government and community services throughout the county. She explained that the primary source of contact with the public has been via phone,

offering free 24/7 assistance in 150 languages, and assisting over 20,000 callers each year. She added that although there has been a self-help online option for several years it was not user-friendly, prompting the creation of a new guided search function to better steer users through the resource delivery system. She demonstrated the guided search, showing how a user would choose a basic service grouping category and could then drill down to specific services by geography, agency or program name.

Tanya shared highlights from 2015, including the fact that 98% of callers would recommend 2-1-1 to a friend or family member. She shared specific caller experiences that also appear in their annual report. She concluded her presentation by inviting members of the Commission to visit [www.211ventura.org](http://www.211ventura.org), and welcomed any feedback they might have.

Chair Stenslie asked Tanya whether they had done projections regarding the expected distribution between phone and online accessors using the new online platform. Tanya responded that while they had not done projections, they are continuing to track how individuals are accessing 2-1-1 services. She reported that other 2-1-1s with similar sites found that phone calls did not decrease when adding web access as long as callers weren't experiencing significant wait times. However, web access seems to serve a second set of users who may not have otherwise sought out the service.

There was discussion about the need for additional infrastructure investments to connect families without internet access to the web through potential telecom users. Commissioner Levin queried whether the site was in Spanish, to which Tanya replied that all areas of the site, with the exception of name fields, are available in Spanish. Commissioner Morales inquired as to the possibility of a 2-1-1 app. Tanya indicated that while an app was initially considered, stakeholders felt that it was more important to have mobile access. She stated that they would be testing users' experiences in this format, and perhaps an app would be revisited at a later date. Commissioner Morales asked whether it was okay to share a link to 2-1-1 on online community pages. Tanya encouraged links, adding that 2-1-1 is currently developing a small graphic with a click-or-call message for that very purpose.

Commissioner Marquez-O'Neill thanked Tanya for the great report as well as 2-1-1's progressive service through the years. She commented on the low number of callers in areas such as Piru and Oak Park, and asked what they did for outreach in areas where 2-1-1 isn't being utilized as much. Tanya said that strategies vary by area, and that the guided search portal will assist with outreach.

### **CONSENT AGENDA**

- 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 Program Management and Evaluation Software System**

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

## REGULAR AGENDA

### 8. Ratification of Committees

**A motion was made by Commissioner Zimmerman, seconded by Commissioner Levin, to approve the ratification of committees. The motion passed unanimously.**

### 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

Commissioner Mantooth reviewed the proposed revisions to the Fixed Asset/Infrastructure Investment Policy and related contract language, which clarifies parameters for classifying projects as fixed assets/infrastructure projects, specifies that fixed assets cannot be returned, allows direct payment to suppliers from funded partners and specifies conditions for relocation of space, if necessary, in the case of modular buildings.

**A motion was made by Commissioner Mantooth, seconded by Commissioner Morales, to approve the proposed updates to the Fixed Asset and Infrastructure Investment Policy which further define the parameters for classifying projects as fixed assets/infrastructure projects and clarifies the provision related to the return of an asset, with revisions to the corresponding contract provisions to allow for direct payment and to specify the conditions for relocation of space. The motion passed unanimously.**

- 2) Recommendation to revise contract boilerplate for funded programs

Commissioner Mantooth stated that the standard boilerplate contract for funded programs is reviewed on an annual basis for any updates to insurance requirements, identification of any new provisions that may need to be added due to any issues encountered in the prior year, and opportunities to clarify language and streamline the contracting process. The committee proposes several revisions, including: a) an update to the timeline requirements for submission of subcontractor service provisions and budgets to align with a multi-year contract; b) clarification that a security deposit shall be returned at the end of the contract term; and, c) clarification of the provision for the purchase of fixed assets to include “infrastructure projects”. Commissioner Mantooth outlined the proposal for a multi-year contract with service provisions and budgets for all three years issued to most funded partners for FY 2016-19, with provision for funded partners to amend budgets and service provisions from year to year, if needed. He indicated that this recommendation would allow funded programs to utilize unspent funds based upon Commission-developed and approved criteria to accommodate any one-time opportunities that would assist

in positioning programs for their transition to years four and five. He concluded by stating that legal counsel has approved the proposed changes to the contract boilerplate.

**A motion was made by Commissioner Levin, seconded by Commissioner Gollub, to revise provisions in the contract boilerplate to amend language to accommodate multi-year contracting and the use of unspent funds, refine the fixed asset provision to include infrastructure investments and clarify the treatment of security deposits. The motion passed unanimously.**

- 3) Recommendation to update Commission's policy and procedures on internal controls

Commissioner Mantooth stated the Committee recommends that the current policies and procedures on budget management be integrated into the Commission's internal controls, in an effort to further consolidate and streamline policies and procedures. The Committee proposes internal controls incorporate: a) a policy statement on internal controls; b) a procedure for the receipt and tracking of donations; c) budget management policy provisions as well as an expansion of the financial reporting section; and, d) a broadened job title for administrative duties to accommodate recent changes in position titles.

**A motion was made by Commissioner Morales, seconded by Commissioner Long, to make updates and integrate policies and procedures for budget management into the Commission's internal controls. The motion passed unanimously.**

#### **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 stated that this recommendation, along with the next one, propose revised FY 2016-17 allocations for two programs, as a result of First 5 CA IMPACT funding. Claudia commented that original allocation amounts for these programs were approved at the December Commission meeting, but the State IMPACT dollars enables the Commission to increase the level of funding. Claudia provided an overview of the QRIS program and stated that Phase One funds have already been approved by First 5 California, with approval for Phase Two funds anticipated in the coming weeks. This recommendation would be subject to receipt of that final approval.

**A motion was made by Commissioner Long, seconded by Commissioner Levin, to approve a revised FY 2016-17 allocation for the Ventura County Office of Education for implementing the QRIS Program from July 1, 2016 through June 30, 2017, in an amount not to exceed \$793,140, subject to final approval of grant application by First 5 CA. No new allocation of funds would be required. The motion carried, with Commissioners Mantooth and Morales abstaining.**

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

Claudia Harrison stated that additional IMPACT funds enable the Commission to restore funding for the Help Me Grow program (HMG) to prior year levels. As with the previous recommendation, this action would be subject to final approval from First 5 California.

**A motion was made by Commissioner Mantooth, seconded by Commissioner Morales, to 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, subject to final approval of grant application by First 5 CA. No new allocation of funds would be required. The motion carried with Commissioners Long and Levin abstaining.**

**12. Report from Executive Director**

Claudia Harrison referred to the Executive Director's report in the supplemental packet. She reminded the Commission of the April 1, 2016 deadline for filing the Form 700. She discussed staffing updates, including a farewell to Robin Godfrey and Kathy Rangel, who have both left First 5 to pursue careers with the City of Thousand Oaks and the City of Ventura, respectively. She stated that First 5 always reevaluates current needs when there are staff vacancies and reported that a new part-time Office Coordinator position is being created to serve the needs of the entire team, in lieu of an executive assistant. In addition, Heather Hanna will have broader responsibilities as our Strategic Initiatives and Special Projects Manager, overseeing communications, education campaigns and resource development, which First 5 will largely outsource moving forward.

Claudia reported that Netzel Grigsby was selected as the contractor to assist us in developing a resource development plan. They will work with staff on conducting an in-depth assessment of current initiatives to identify new resource development strategies for maintaining services, in light of declining future revenues.

Claudia reviewed recent activities at local Neighborhoods for Learning (NfLs). She provided an update on the launch of the second annual parent survey. Claudia reported on Countywide Strategies and congratulated Cindy Reed (HMG) on her work with Gold Coast Health Plan to implement a Quality Improvement/Maintenance of Certification chart audit to ensure doctors are completing the developmental screening survey in their surveillance, one of only 6 efforts taking place across the country.

Claudia continued with county, regional and national updates. She discussed the upcoming "Take 5!" Celebrity Reader event on May 5, 2016 at 10 am, in partnership with the Ventura County Star. First 5 Ventura County is also inviting major media partners (radio, print, malls and transit providers) in Ventura County to join a six month campaign focused on early literacy. Claudia reported that IDEA Engineering has been selected as the contractor to design an online perinatal portal linking users to local services available through the Ventura County 2-1-1 database. The site is expected to be operational in June 2016.

Claudia continued with a brief summary of the new proposed cigarette tax. If passed, the proposed ballot initiative would increase excise taxes on the distribution of cigarettes and other tobacco products, including e-cigarettes. She stated the revenues would fund existing healthcare programs, as well as include backfill for Prop 10. Claudia also mentioned that First 5 Ventura County has been granted \$60,000 in funding for the EC-LINC Research to Action grant, in collaboration with other EC-LINC partners from Alameda County, Boston and Orange County, to analyze and apply best practices for playgroups for children birth to three. She referred to the provider anecdotes and upcoming events, including the Annual First 5 Funded and Community Partners Appreciation Event on Friday, April 22, 2016.

### **13. Commission Member Comments**

Commissioner Long commented on how impressed she was with the quality of the NfL preschool program she visited in Fillmore. She also reminded Commissioners of the CDA Cares event to be held on April 16-17, 2016. She stated that the event is being put on by the statewide dental association, and that it will be the first time such an event is held in Ventura County. The event will take place at the Ventura fairgrounds, and dental care will be provided free of charge by volunteering dental professionals. She encouraged all who are able to volunteer and spread the word.

### **14. Next Meeting:**

The next meeting will be held on Thursday, April 21, 2016, at the County Office of Education, at 5100 Adolfo Dr., in Camarillo. *(The April 21, 2016 Commission meeting was subsequently cancelled.)*

The meeting was adjourned at 2:02 p.m.