

**FIRST 5 VENTURA COUNTY  
COMMISSION MEETING  
MINUTES**

**January 21, 2016**

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

Excused Absence: Dr. Robert Levin

Staff Present: Claudia Harrison, Kathy Rangel, Deanna Handel, Jennifer Johnson, John Anderson, Sam McCoy

Public Present: Patty Chan, Colleen Schultze, Laura Crisostomo, Pauline Preciado, Anne Marie Aguilar, Cathy Puccetti, Evy Criswell

**OPENING**

**1. Welcome**

Chair Stenslie opened the meeting at 1:05 p.m.

**2. Seating of the New Chair and Vice Chair**

The Commission Chair and Vice Chair for calendar year 2016 were seated, with both Commissioner Stenslie and Commissioner Mantooth serving for a second term.

**3. Approval of Minutes from December 17, 2015 Commission Meeting**

**A motion was made by Commissioner Long, seconded by Commissioner Mantooth, to approve the minutes from the December 17, 2015 Commission meeting. The motion passed unanimously.**

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

Claudia Harrison provided an overview of the supplemental packet.

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

**5. Public Comments/Correspondence**

There were no comments from the public.

**6. Presentation: Oral Health Prevention: Parent Education and Engagement of Medical Providers**

Claudia Harrison introduced Pauline Preciado, Supervising Public Health Nurse at Ventura County Public Health (VCPH), to present highlights of the Childhood Oral Health Education Program for parent education and medical engagement. Claudia took a moment to recognize Evy Criswell, Deputy Director of the Child Health and Disability Prevention Program (CHDP) at VCPH, and thanked her for being a true oral health champion. Pauline reviewed the array of services offered to medical providers for young children. She added that the program also provides preventive oral health education to parents and children. She stated that through the structure of VCPH, public health educators have provided cost-effective services, trainings and fluoride varnish applications to over 60 clinics in the program. She explained how utilization of leveraged funds has helped expand program services. She discussed the effectiveness of public health nurses and how they have served as an advisor to many community organizations such as Child Development Resources, Inc., to help identify gaps in services.

Pauline reviewed outcomes for preventive services utilization rates in Ventura County along with additional data collected from Denti-Cal providers and private medical providers. She reported that by the end of this fiscal year, close to 10,000 fluoride varnish applications will have been completed and she explained that this service also includes a dental assessment by a qualified physician. She discussed how successful the partnership with First 5 has been and how it has made a positive change in children's lives, with a proven impact at the state level through recommended revisions to medical clinical mandates for children's oral health. She commented on how the program and staff have had recognition and acknowledgement of their successes by fellow stakeholders. Pauline thanked the staff and Commission for their continued support to serve children and families in Ventura County.

Chair Stenslie commended Pauline and staff for the leveraging of funds, concentration of outcomes, and the continuous program improvement. Commissioner Long commented on how this program will continue to resonate as there are more countywide efforts to leverage funds for dental care for children through the Affordable Care Act. Commissioner Mantooth thanked Pauline and staff for reinforcing the nexus of children's oral health and their success in school.

**CONSENT AGENDA**

**7. Receive and File the First 5 Ventura County Financial Reports as of November 30, 2015**

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

**REGULAR AGENDA**

**8. Report of Committees**

**a. Administration and Finance Committee**

1) Recommendation to Amend Commission Bylaws

Chair Stenslie commented that the Commission's bylaws needed to be updated to incorporate provisions for notice requirements for unscheduled vacancies. He added that staff also conducted a comprehensive review of the bylaws. He provided an overview of the proposed changes that included: incorporation of new policies mandated by amendments to the Health & Safety Code; notice requirements for unscheduled vacancies; elimination of a section on Advisory Groups; clarification on the process for approval of Committee meeting schedules; and, updates to the "Notice and Agenda" provision for Commission meetings in accordance with the Brown Act and to allow for electronic delivery of the agenda/materials.

Commissioner Mantooth thanked staff for their hard work in this area.

**A motion was made by Commissioner Mantooth, seconded by Commissioner Long, to amend the Commission bylaws including establishing notice requirements for unscheduled vacancies, and updating language regarding Commission committees and advisory groups. The motion passed unanimously.**

2) Recommendation to Approve Policy for Delegated Authority to Executive Director

Chair Stenslie stated that the Commission has adopted certain individual policies that delegate particular responsibilities to the Executive Director, e.g., check signature policy. When authority has not been explicitly delegated through policy, items have been carried forth to the Commission for formal action. He commented that the proposed policy includes additional specified activities to increase efficiencies and improve work flows by delegating authority to the Executive Director. He added that the document also incorporates those current responsibilities which have previously been delegated.

**A motion was made by Commissioner Mantooth, seconded by Commissioner Matera, to approve the policy for delegating authority to the Executive Director for specific activities. The motion passed unanimously.**

**9. Recommendation to approve selected contractor to provide early learning PACT and family support services to the Ocean View Neighborhood for Learning geographical area**

Claudia Harrison stated that two applications were received in response to the Request for Qualifications (RfQ) released in December. She reported that the applications were read and scored by five independent readers without a conflict of interest, and that only one of the two applications met the minimum score requirement to be considered for funding. She reported that a review committee, comprised of members of the Program Committee and community members with expertise in early childhood, met to discuss the application, develop funding recommendations, and discuss considerations. She stated that the review committee members directed staff to obtain more details on the proposed costs and the associated services, and to incorporate that information into contract negotiations. Additionally, the committee members also asked staff to explore the applicant's plans for integrating these new services with existing Ocean View programming. She commented that committee members recognized the high need

of families within the Ocean View geographic area and appreciated specific efforts to reach underserved Mixteco families.

Commissioner Zimmerman asked about the scope of services provided. Claudia explained that there will be 4 different PACT classes, Triple P seminars, and case management along with resource and referral. She said many of the services will be provided through MICOP, to help reach the large Mixteco population in the area.

**A motion was made by Commissioner Morales, seconded by Commissioner Matera, to approve Hueneme Elementary School District as the contractor to provide early learning PACT (Parent and Child Together) and family support services to families with young children, prenatal – 5, living in the geographical area of the Ocean View NfL. The action would also grant authority to the Executive Director to enter into a contract with the Hueneme Elementary School District, up to a maximum of \$78,000 for February 1, 2016 through June 30, 2016. No new allocations would be required as funds are currently included in the overall allocation for the Ocean View NfL. The motion passed unanimously.**

**10. Recommendation to grant authority to Executive Director to contract with California State University – Channel Islands (CSU CI)/CSU CI Foundation to facilitate AA/BA degree attainment**

Commissioner Matera recused herself from the discussion and left the room.

Claudia Harrison reported that only one entity, California State University – Channel Islands (CSU CI)/CSU CI Foundation, had submitted a letter expressing interest in implementing the scope of work described in the Request for Letters of Interest. She added that the experiences and qualifications were in alignment with the required experience and qualifications outlined in the Request for Letters of Interest. She discussed that CSU CI has proposed to integrate research-based, high-impact practices in the design, development and coordination of strategies that will result in a successful system approach for Ventura County’s Early Childhood Education (ECE) students. Claudia provided an overview of the specific activities that are included in the scope of work. She clarified that since only one known agency expressed an interest, meets the required qualifications and can provide the service as described, the conditions for a sole source contract are met.

**A motion was made by Commissioner Mantooh, seconded by Commissioner Gollub, to grant authority to the Executive Director to contract with California State University – Channel Islands (CSU CI)/CSU CI Foundation to implement strategies that facilitate AA and BA degree attainment in early childhood education (ECE) or a related field. The total contract would be for an amount not to exceed \$75,000 for January 1, 2016 through June 30, 2017. No new allocations would be required as funds were previously budgeted in allocations for countywide strategies. The motion carried with Commissioner Matera abstaining.**

Commissioner Mantooh commented on the teacher shortage and commended staff for utilizing every strategy to increase teachers, including bilingual teachers. He encouraged staff to take an opportunity to highlight this work at a future P-20 Council meeting.

## **11. Recommendation to Revise Committee Structure for First 5 Ventura County**

Claudia Harrison reviewed the Commission's current committee structure, stating that the Commission has always valued a strong committee structure to support and encourage community input into the Commission's decision-making. She noted that the Commission regularly reviews the committee structure following the adoption of a new strategic plan to assure the structure is in full alignment with current Commission needs. She highlighted how countywide groups have provided opportunities for the collective understanding of issues facing children and families and Commission staff have actively participated in these groups in the role of convener, champion/leader and active participant. She added that the proposed changes recognize these growing collaborations to advance the work of the Commission. She discussed the role of Committees and how they are advisory in nature. In addition to the established Administration and Finance Committee, the Commission convene one standing Program Committee to focus on early learning, health, and family support. She reviewed the scope of work for the Program Committee and added that the previously convened Best Practice committees would be discontinued.

**A motion was made by Commissioner Long, seconded by Commissioner Marquez-O'Neill, to approve the revised committee structure. The motion passed unanimously.**

Commissioner Gollub suggested that a letter of appreciation be sent to all committee members to inform them of the newly adopted structure.

## **12. Report from Executive Director**

Claudia Harrison provided highlights from her written report, reporting on the online launch of the contractor's manual for funded partners via the First 5 website. She noted that First 5 CA has created IMPACT hubs and that Ventura County is in a hub with Santa Barbara and San Luis Obispo counties, a region which is expected to receive approximately \$210,704 annually from 2015 through 2020. She highlighted accomplishments from the annual performance report for RTT-ELC funds. She reported on a training taking place in March on social and emotional development and the Learning Community for NfL Family Support Workers. She reviewed activities at local Neighborhoods for Learning (NfL) and provided an update on Countywide Strategies. She announced that February is Oral Health month and that the Ventura County Board of Supervisors will recognize the Oral Health Collaborative at a future meeting. She provided an overview of countywide early literacy events and announced that a Request for Consultant/Contractor has been released by First 5 for a resource development feasibility study and one-and five-year resource development plans.

Claudia continued with county, regional and national updates. She reported that the Prenatal Workgroup has prioritized the need for an online portal and that a Request for Consultant/Contractor has been released to integrate high-quality information resources on preconception, prenatal, and postpartum/inter-conception healthcare with local services and resources listed in the Ventura County 2-1-1 database. She reported that staff has been actively participating in a small workgroup of the Community Commission of Ventura County to direct attention on the growing number of children in poverty in Ventura County, with leadership from the Human Services Agency, Public Health, United Way, Interface and EDC-VC. She

announced that First 5 staff have been asked to facilitate a discussion on quality childcare at the Local Economic Justice Conference in February.

She discussed the FY 2016-17 Budget released by Governor Brown, which proposes \$3.6 billion for early care and learning and includes a significant policy proposal for the creation of a \$1.65 billion Early Education Block Grant. She referred to the 2016 Children's Report Card released by Children Now, commenting that California ranks 38<sup>th</sup> out of 50 states in children's well-being; 49<sup>th</sup> in children's economic well-being. She concluded her report with reference to provider anecdotes and upcoming events.

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

There were no comments from Commissioners.

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

The next meeting will be held on Thursday, February 18, 2016, at the County Office of Education, at 5100 Adolfo Dr., in Camarillo. *(This meeting was subsequently cancelled.)*

The meeting was adjourned at 2:08 p.m.