

**FIRST 5 VENTURA COUNTY
COMMISSION MEETING
MINUTES**

January 19, 2017

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

Staff Present: Jennifer Johnson, Heather Hanna, Sam McCoy, John Anderson, Deanna Handel, Nani Oesterle, Leah Moore

Public Present: Linda Bays, Cathy Puccetti, Sheila Wenzel, Laura Delarose.

OPENING

1. Welcome

Chair Stenslie opened the meeting at 1:03 p.m.

2. Seating of the New Chair and Vice Chair

Commissioner Mantooth was seated as the new Chair and Commissioner Marquez-O'Neill as the new Vice Chair of the Commission. Commissioner Mantooth thanked Commissioner Stenslie for his leadership as Chair of the Commission for the past two years.

3. Welcome Supervisor Kelly Long, District 3, as the New Commissioner Appointed by the Ventura County Board of Supervisors.

Chair Mantooth introduced Supervisor Kelly Long, appointee of the Board of Supervisors to the Commission. Supervisor Long thanked the Commission for the warm welcome and provided an overview of her professional and personal background.

4. Approval of Minutes from December 15, 2016 Commission Meeting

A motion was made by Commissioner Gollub, seconded by Commissioner Levin, to approve the minutes from the December 15, 2016 Commission meeting. The motion passed unanimously.

5. Agenda Approval and Review of Commission Packets

Petra Puls provided an overview of the supplemental packet.

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

6. Public Comments/Correspondence

There were no comments from the public.

7. Presentation: Ventura Neighborhood for Learning – Parent and Child Together Parent Mural Project – Cathy Puccetti, Director,

Petra Puls introduced Cathy Puccetti, Director of the First 5 Ventura Neighborhood for Learning (VNFL) to present the Parent and Child Together Parent Mural Project. Cathy thanked the Commission for their time and introduced her staff, Sheila Wenzel and Laura Delarosa, who are staff at the Mid-Town Family Resource Center. Cathy gave a brief history of the Parent and Child Together Classes (PACT), noting that the Ventura Neighborhood for Learning (VNfL) embraced the concept of PACT in FY 2003-04. She stated that by FY 2005-2006 VNfL served 80 parents and children. Cathy noted that this year, 11 years later, VNfL has served 434 parents and children, with 5400 class contacts by the end of December 2016. Cathy then introduced Sheila Wenzel to explain the PACT Mural Project.

Sheila advised that the idea of the project came from brainstorming ideas to promote StoryFest by involving more parents. Sheila explained that the photos show parents and children interacting and quotes are provided in their home language. Sheila and Laura shared several parent anecdotes and how the program impacts individual families. Sheila then told the Commission how proud she is to be a part of the organization.

Chair Mantooth thanked Cathy and her staff for helping to prepare children to be ready for school and bringing the photographs. Commissioner Gollub thanked them for the presentation and asked how VNfL or First 5 will deal with parents' concerns regarding immigration. Cathy noted that the trust between parents and staff enables them to help parents when needed. Commissioner Gollub asked if there was need for an official policy, to which Chair Mantooth responded that school districts plan to respond as more information becomes available. Commissioner Matera thanked Cathy and her staff and commented how truly beautiful the mural is, and how it gives the Commission a real sense of who they serve. Commissioner Long thanked them for the help they give to families. Commissioner Morales noted that this kind of high level personalization goes a long way to make people feel valued and safe. He also noted that some school districts have declared themselves as safe havens, which would extend to NfL's onsite.

CONSENT AGENDA

8. Receive and File the First 5 Ventura County Financial Reports as of November 30, 2016.

A motion was made by Commissioner Zimmerman, seconded by Commissioner Morales, to approve the consent agenda. The motion passed unanimously.

REGULAR AGENDA

9. Report of Committees

a. Administration and Finance Committee

1) Recommendation to adopt policy for use of unspent funds

Chair Mantooth stated that the Administration and Finance Committee met on January 13, 2017 and reviewed the proposed recommendation. He then introduced Jennifer Johnson to give an overview. Jennifer advised that with the approval of three-year allocations (FY 2016-19), the Commission's approved boilerplate contract established that funded partners may be allowed to utilize unspent funds within that three-year period. She noted that the policy outlines the parameters for the use of unspent funds. Jennifer noted that staff developed procedures for funded partners to request unspent fund, which were vetted at the Committee level. She stated that funded partners also provided input on the policies and procedures. Jennifer noted that available funding must be used by June 30, 2019 and is subject to the minimum match requirement. She also noted that requests for funding for services already funded by other First 5 resources and for ongoing operating expenses for new infant/toddler/preschool spaces will not be considered. She advised that the Executive Director would approve any requests under \$50,000.00, requests over \$50,000.00 shall be approved by the Commission.

Chair Mantooth asked Jennifer if the \$50,000.00 threshold was chosen to coincide with current procurement standards, to which Jennifer responded yes. Commissioner Levin asked about the \$50,000.00 threshold and what other \$50,000.00 items are being approved. Jennifer explained that the Executive Director can select and approve vendors and contractors up to that threshold, as long as the dollars are budgeted. Commissioner Stenslie commented that the funds have already been approved in the contract, and using the unspent funds would be an adjustment to their work plan.

A motion was made by Commissioner Gollub, seconded by Commissioner Stenslie, to adopt a policy for use of unspent funds by funded partners and authorize Executive Director to approve requests and amend contracts to incorporate approved unspent funds for use by June 30, 2019. The motion passed unanimously.

2) Progress Report

Commissioner Mantooth reported on the Committee's annual review of the Commission's investment plan. The Committee reviewed market rates to determine whether funds beyond one year operating should remain in the County pool, LAIF, or be invested externally for FY 2017-18. After reviewing current market rates, and the Committee determined funds should remain in the County pool for FY 2017-18.

10. Recommendation to approve revised FY 2017-19 funding allocation for Ventura County Office of Education (VCOE) for the Quality Rating and Improvement System (QRIS)

Chair Mantooth and Commissioner Morales recused themselves from this item. Commissioner Marquez-O'Neill assumed the duties of Chair.

Petra Puls gave an overview of the recommendation noting that in December 2015, the Commission approved three-year allocation of local First 5 funds to the Ventura County Office of Education (VCOE). She also noted that a few months later, they increased the allocation to \$793,140.00 for one fiscal year in anticipation of F5CA's approval of Ventura's Impact grant application. Petra noted that this recommendation would extend the increase through the remainder of VCOE's current contract. She gave an overview of First 5 California IMPACT, noting that there are 147 sites being served and these additional dollars help to expand to private providers.

Commissioner Zimmerman asked for a definition of the private sites. Petra explained that First 5 IMPACT builds on Race to the Top efforts, which directed F5VC to prioritize publicly funded programs (Head start, State Preschool). She explained that they are now able to expand to private center based programs and family childcare homes.

A motion was made by Commissioner Matera, seconded by Commissioner Long, to approve to approve revised FY 2017-19 funding allocation of \$793,140 for Ventura County Office of Education (VCOE) for implementing the Quality Rating and Improvement System (QRIS) program from July 1, 2017 through June 30, 2019 for a total amount not to exceed \$1,586,280. The motion passed unanimously.

Commissioner Marquez-O'Neill invited Commissioner Mantooth back to the room and turned the duties of Chair back to Commissioner Mantooth.

11. Resource Development Discussion

Chair Mantooth invited Petra Puls to walk the Commission through the Resource Development Discussion.

Petra noted that in December, the Commission held a special retreat to discuss the findings and recommendations from Netzel-Grigsby on how to address declining revenues. She referred to the document in the Commission Packet and provided a brief overview. Petra then asked the Commission for any additional questions or comments on the retreat.

Chair Mantooth noted that not only is this an organizational shift, but a philosophical one. He agrees with a need for a smaller group to explore this further. Commissioner Stenslie stated that while he is not convinced that the answer is fundraising, a solution to declining revenues needs to be found. Commissioner Long agreed with focusing on outcomes and raising public awareness. Chair Mantooth stated that even individuals who know of F5VC and its purpose are not awareness of the issues regarding declining funding.

Chair Mantooth suggested a Resource Development Taskforce be formed and nominated Commissioner Stenslie to head the Taskforce. Commissioner Stenslie accepted the nomination. Commissioner Morales asked about lobbying efforts being done in Sacramento on the behalf of First 5, and Petra advised that state-level advocacy efforts are occurring. Commissioner Stenslie noted that the Commission should not limit their Resource Development efforts to the suggestions from Netzel-Grigsby, and should explore other resources for funding as well. Commissioner Matera commented that it is important to understand what the needs are and then respond accordingly with the resources available at that time, noting that there are new preschool grants and funding related to ESSA coming soon. Chair Mantooth commented that state funding for additional preschool spots has been put on “Pause” for at least one year. Chair Mantooth then thanked Commissioner Stenslie for volunteering, and asked for any other volunteers, to which Commissioner Levin and Commissioner Zimmerman affirmed. Commissioner Gollub noted that in Thousand Oaks, there is very little knowledge of First 5 programs and suggested to first raise awareness before fundraising efforts commence.

A motion was made by Commissioner Morales, seconded by Commissioner Marquez-O’Neill, to establish a Resource Development Taskforce. The motion passed unanimously.

12. Discussion and consideration of changes to Executive Directors Objectives and Performance Goals FY 2016-17

Chair Mantooth gave a brief overview of the item and invited Petra to expand on that overview. Petra advised that historically, the Executive Directors Performance Goals are approved at the time of the Performance Evaluation. This year the Performance Goals were not approved due to Claudia Harrison’s medical leave. She also provided a brief description of the minor revisions reflected in the handout.

A motion was made by Commissioner Zimmerman, seconded by Commissioner Long, to approve the revised Executive Director Objectives and Performance Goals for FY 2016-17. The motion passed unanimously.

13. Recommendation to form an Ad Hoc Recruitment and Selection Task Force

Chair Mantooth introduced the recommendation by noting that when First 5 lost Claudia, the Commission was very fortunate that staff was able to step in to keep things moving. He also noted that it is important to find a permanent replacement for this position and recommended forming a Task Force to discuss the options available for selecting a new Executive Director. He volunteered to Chair the task force and asked for a few other volunteers. Commissioner Morales, Commissioner Matera, and Commissioner Stenslie volunteered to be part of the Task Force.

A motion was made by Commissioner Marquez-O’Neill, seconded by Commissioner Gollub to establish an Ad Hoc Recruitment and Selection Task Force charged with developing a process for identifying a permanent Executive Director. The motion passed unanimously.

14. Report from Executive Director

Petra Puls referred to her written report, and provided an update on Commission initiatives. She reported that the Oxnard NfL and Mixteco Promotoras have provided Service Coordination/Case Management services to over 350 families in Q1 alone. She noted that Help Me Grow has developed a reference guide for referrals. She announced the availability of California Department of Education (CDE) has Certification Grants for First 5 Impact Hub regions, noting that as the lead fiscal agency for First 5 IMPACT Hub Region 7, F5VC will apply. She added that Region 7 is eligible for \$87,681.00.

Petra announced that Kellegrew Research and Consulting was selected to provide training and technical assistance to First 5 funded partners on utilizing data for program decision making and continuous quality improvement. She shared that F5VC was selected for the Federal Pay for Success (PFS) Preschool Feasibility Pilot Grant program that will determine the viability of using the PFS approach to expand high-quality preschool to nearly 50% of children in Ventura County who do not currently have access. She noted that F5VC will receive \$397,000.00 over a 24 month period. She reported that South Oxnard WIC program held their monthly story time in honor of Claudia Harrison by reading “Guess How Much I Love You” to a group of parents and children. She shared that United Way of Ventura County is sponsoring a Born Learning Trail in Claudia’s memory in the Ojai area.

Petra continued with county, regional and national updates. She invited Commissioners to the 2017 Tour de STEM hosted by VC STEM on February 3rd. She provided an overview of the Governors FY2017-18 State Budget. She announced that new funding for California State Preschool Program (CSPP) is available and staff will look at opportunities to convert F5 funded slots. She highlighted a new report UCLA that identifies characteristics at age 2 that predict academic achievement and problem behaviors better than common developmental assessment tools. Petra then gave an overview of upcoming events.

Commissioner Gollub asked if the Developmental Screening referral guide could be sent out to all pediatricians in the county and noted the First 5 Ventura County logo was missing. Petra thanked Commissioner Gollub for noticing the missing logo and that the guide is distributed through Help Me Grow to physicians.

15. Commission Member Comments

Commissioner Gollub welcomed Commissioner Long to the Commission. He noted that he would like to see efforts directed towards encouraging and supporting prenatal mental health. Petra mentioned a film shown at a recent Prenatal Workgroup highlighting the detrimental effects of Maternal Depression and stated the workgroup’s desire to utilize this as a new action item. Commissioner Marquez-O’Neill agreed with Petra.

16. Next Meeting:

The next meeting will be held on Thursday, February 16, 2017, at the Ventura County Community Foundation, 4001 Mission Oaks Blvd, in Camarillo.

The meeting was adjourned at 2:40 p.m.