

**FIRST 5 VENTURA COUNTY
COMMISSION MEETING
MINUTES**

November 17, 2016

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

Excused Absence: Dr. Carola Matera, Barry Zimmerman

Staff Present: Jennifer Johnson, Amy Schroeder, Petra Puls, Deanna Handel, John Anderson, Leah Moore, Heather Hanna

Public Present: Tanya McMahan, Noemi Valdez, Cindy Reed, Alicia McFarland, Sharon Elmendorf, Rafaela Frausto, Linda Bays, MaryLinn Daehlin

OPENING

1. Welcome

Chair Stenslie opened the meeting at 1:04 p.m. with a moment of silence in memory of Claudia Harrison. Commissioner Levin requested that the meeting be convened in honor of Claudia Harrison.

2. Approval of Minutes from October 20, 2016.

A motion was made by Commissioner Mantooth, seconded by Commissioner Long, to approve the minutes from the October 20, 2016 Commission meeting. The motion passed unanimously.

3. Agenda Approval and Review of Commission Packets

Petra Puls provided an overview of the supplemental packet.

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

4. Public Comments/Correspondence

Tanya McMahan from Child Development Resources of Ventura County (CDR) addressed the Commission on behalf of Don Henniger, CEO of CDR, and expressed their condolences to the First 5 Commissioners and staff on Claudia's passing. Chair Stenslie thanked Tanya, Don and CDR staff for their heartfelt sympathy.

5. Presentation: Prenatal Portal Website – Deanna Handel

Petra Puls introduced Deanna Handel, Program Manager at First 5 Ventura County, to present the prenatal portal website, a project of the Prenatal Workgroup in partnership with the Ventura County Public Health Department. This workgroup came out of a convening of 60 practitioners and professionals looking at the current state of services and how to better serve pregnant mothers and their families 2 years ago. Petra recognized Claudia Harrison for her vision to develop a seamless continuum of care for mothers, infants and young children. Petra thanked Dr. Gollub and former Commissioner Dominquez for their participation in the prenatal workgroup since its inception in 2014.

Deanna stated that the prenatal workgroup's main idea was to design a simple website that would take content from trusted high quality resources, like the Centers for Disease Control and Prevention (CDC) and March of Dimes, and combine them with local resources through the 2-1-1 online database. Deanna reported that IDEA Engineering was contracted by First 5 to build the website. She stated that the prenatal workgroup, public health nursing and a local obstetrician provided valuable input on design and content. Deanna noted that Ventura County Public Health co-hosts and provides ongoing maintenance for the website.

Deanna showed the Commission the different areas of the website and gave a brief overview of the content in each section. Deanna also spoke about strategies for promoting the website, including the Best Baby brochure and a social media campaign.

Dr. Gollub inquired whether the website included information on the effects of drugs, alcohol and tobacco use. Deanna reviewed information currently on the website and stated that she will pursue further expansion of this section. Supervisor Long commented on the user friendliness of the site and asked about outreach to non-county agencies and medical providers to distribute this information. Deanna confirmed that outreach will be expanded to non-county agencies. Commissioner Marquez-O'Neill thanked Deanna and commented that the website is beautiful, comprehensive, and needed in this county. Chair Stenslie commented on the great layout and resources.

CONSENT AGENDA

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

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

REGULAR AGENDA

7. Delegation of Authority to the Commission Chair to Approve Compensation Changes for the Director of Operations and the Director of Program & Evaluation – Chair Stenslie

Jennifer Johnson stated that performance reviews for Commission staff are conducted annually, within 90 days of the conclusion of the fiscal year. She stated that the new salary schedule

approved by the Commission to align with current market rates went into effect on July 1, 2016. Jennifer advised that due to the medical leave and the passing of Claudia Harrison, annual reviews and compensation changes for the Director of Operations and the Director of Program and Evaluation have not yet been issued. She stated that in order to ensure compliance with the new salary ranges and personnel policies, it is recommended that the Commission delegate authority to the Chair to approve salary adjustments for the Director of Operations and Director of Programs and Evaluation. Under this authority, adjustments would be made to comply with the new salary schedule and to provide merit increases for the fiscal year 2015-16 performance evaluations in accordance with the Commission's procedures and approved budgets.

Chair Stenslie commented that staff has continued to operate and run the organization smoothly over the past months. He noted that performance evaluations and salary adjustments for these two positions need to be completed as they are now overdue. Commissioner Mantooth asked if salary adjustments would be retroactive to July 1, 2016 and Chair Stenslie confirmed that they would be retroactive.

A motion was made by Commissioner Mantooth, seconded by Commissioner Marquez-O'Neill, to delegate authority to the Commission Chair to approve salary adjustments for the Director of Operations and Director of Program & Evaluation to align with newly approved salary schedules and to provide merit increases for FY 2015-16 performance evaluations for those positions in accordance with the Commission's procedures for merit pay raises and approved budgets. The motion passed unanimously.

8. Appointment of Acting Executive Director – Chair Stenslie

Chair Stenslie noted that as a result of the unexpected passing of the Executive Director, Claudia Harrison, an Acting Executive Director needs to be appointed to assure the continued functioning of the Commission. Chair Stenslie stated that during Claudia's medical leave Jennifer Johnson, Director of Operations, has been assigned delegated authority to sign contracts and contract-related items. He stated that Jennifer and Petra co-managed the organization during Claudia's medical leave and thanked them for their perseverance. Chair Stenslie stated the current delegated authority has limitations and there are certain functions that need to be addressed. He referred to the policy on authority delegated to the Executive Director.

Chair Stenslie recommended designating Petra Puls as the Acting Executive Director. He noted that Petra has been with the organization for 13.5 years, is deeply familiar with programs and systems, and the heart of the organization. He added that if Jennifer were to assume the role of Acting Executive Director, there would be an immediate need to hire a Director to oversee fiscal operations. Chair Stenslie recommended that the salary for the Acting Executive Director be 5% higher than the next highest paid direct report and to do so, a salary differential of 21% would be provided to Petra to assume the additional duties as the Acting Executive Director. He noted that even with this differential it would still be within the salary range of her current position and the lowest paid Executive Director position among similar First 5 commissions.

Chair Stenslie encouraged staff and the Commission to mourn and to take time to consider long-term plans.

Commissioner Long expressed her appreciation to the Chair for all his work done during this difficult time. Chair Stenslie noted that he was just supporting staff in continuing the work. Commissioner Mantooth asked Petra Puls if she was willing to accept this role and she replied that she would be honored to do so. Commissioner Gollub and Commissioner Marquez-O'Neill thanked Jennifer and Petra for their work.

A motion was made by Commissioner Mantooth, seconded by Commissioner Long, to appoint Petra Puls as Acting Executive Director in accordance with the duties outlined in the policy “Authority Delegated to Executive Director” and to approve the salary differential of 21% during the period she serves as Acting Executive Director. The motion passed unanimously.

9. Report from Commission Staff – Petra Puls

Petra Puls referred to the written report and provided an update on Administrative Operations, noting two projects for which proposals are being sought. Petra reported on Commission Initiatives highlighting activities of the Neighborhoods for Learning, Triple P, and the Ventura County Children's Oral Health Collaborative. Petra continued her report with an update on county, regional and national events. She provided a brief update on the results of State propositions. She concluded her report with upcoming events and highlighted provider anecdotes. Petra noted the Media and several different articles and letters sent in regards to Claudia's passing and thanked the Commission and community partners for their support.

10. Commission Member Comments

Commissioners Long, Levin, and Morales shared thoughts of Claudia and the impact she had on the community and the legacy she leaves behind. Commissioner Long stated that her last meeting will be in December and that she is working with the Board of Supervisors on her replacement. She reported that the Board of Supervisors will be considering an update to the smoking ordinance to ban smoking on all county owned and operated facilities and campuses and is looking at new issues related to the legalization of marijuana. She also shared that she attended the Pleasant Valley Neighborhood for Learning's BookFest and was presented with a book made by the parents and children. Chair Stenslie concluded Commission member comments by stating that it is hard to move forward in the absence of Claudia, but we have an extraordinary community of committed players who we trust will carry her vision forward. He stated that the children deserve no less, and Claudia expects no less from us.

11. Next Meeting:

The next meeting will be held on Thursday, December 15, 2016 at the County Office of Education, at 5100 Adolfo Dr., in Camarillo.

The meeting was adjourned at 1:51 p.m.