

**FIRST 5 VENTURA COUNTY
ADMINISTRATION/FINANCE COMMITTEE
MINUTES**

October 13, 2017

Present: Commissioner Mantooth, Pamela Grothe, Kara Ralston, Joseph Richards

Staff Present: Petra Puls, Jennifer Johnson, Lauren Arzu

Guest Speaker: Cindy Fanning, Fanning & Karrh, CPAs

I. Call to Order/Welcome/Introductions

Commissioner Mantooth began the meeting at 9:35 a.m.

II. Approval of Minutes from May 5, 2017 and August 4, 2017

A motion was made by Kara Ralston, seconded by Pamela Grothe, to approve the minutes from the May 5, 2017 and August 4, 2017 meetings. The motion carried unanimously.

III. Approval of Agenda

A motion was made by Pamela Grothe, seconded by Joe Richards, to approve the agenda. The motion carried unanimously.

IV. Public Comments

There were no public comments.

V. Presentation and Review of FY 2016/17 Audit

Cindy Fanning, an auditor from the firm conducting the FY 2016/17 audit for the Commission was welcomed to the meeting. Jennifer Johnson began the presentation with an overview of significant events in FY 2016/17 and provided context for the financial statements. Jennifer reviewed the financial statements, providing highlights and explanations for variances from the prior year. Jennifer provided highlights from the Notes to the Financial Statements. Jennifer also reviewed variances on the budget to actuals.

Cindy provided an overview of the audit and stated that the opinion was unmodified, commonly referred to as a clean opinion. Cindy noted that there were no unadjusted errors. Cindy referred to the Report on Internal Controls and noted there were no control deficiencies or material weaknesses. Cindy reported on the expanded audit report, which is required for local First 5 Commissions relative to compliance with state laws and regulations, noting compliance in all areas.

Cindy stated that in accordance with the Statement on Auditing Standards, she is required to go over certain items with the Committee and will follow-up with a letter to the Committee. She stated that the auditors' responsibility under the generally accepted auditing standards is to perform an audit to obtain reasonable but not absolute assurance. She explained that the accrual numbers are based on estimates and changed when the final invoices and/or expense reports are received. Cindy stated there were no disagreements with management during the audit, there were no consultations with other independent accountants that she

was aware of, and there were no difficulties.

Cindy stated that the audit went smoothly and staff was acknowledged for their work on the audit. There were no items that required a separate discussion without staff present.

A motion was made by Commissioner Mantooth, seconded by Joseph Richards, to receive and file the draft audit as presented. The motion carried.

VI. Review of Funded Program Spending Levels as of June 30, 2017

Jennifer Johnson provided a report on program spending levels as of June 30, 2017. Jennifer reported that programs continue to achieve higher levels of spending and that most programs are spending or nearly spending their full allocation. Jennifer reviewed the report and provided explanations as to the variances.

VII. Recommendation to Approve New Advocacy Policy

Petra Puls reviewed the current advocacy policy and provided the background on the need to update the policy, which was discussed at the last Committee meeting. Following the direction from the Committee and the Commission, she stated that the draft policy recognizes the often time-sensitive nature of legislative issues and that authority should be delegated to the Executive Director given his/her expertise and knowledge of political concerns, in order to take timely, appropriate action. If a policy/legislative issue were to present a potential concern or conflict for Commissioners, the Executive Director would seek advice before taking action, either from the Chair/Co-Chair of the Commission or the Commission as a whole. The Committee agreed that when signing letters/providing written comments, ideally (when time allows) both the Executive Director and the Commission Chair would sign the document. Petra reviewed the proposed policy including the criteria for engaging in policy and advocacy activities, process for acting on policy matters, and the authority that would be delegated to the Executive Director. Petra noted that subsequent to the approval of this proposed policy, a Policy Platform will be developed for Commission approval. Lauren Arzu reviewed a potential framework for the development of the Policy Platform and noted that the proposed platform will come back to the Committee for review and approval. Petra stated that the recommended action will also update the Commission's policy for Authority Delegated to Executive Director accordingly.

A motion was made by Kara Ralston, seconded by Pamela Grothe, to approve the Policy for Advocacy Activities as discussed. The motion carried.

VIII. Update on Commission Activities

Petra Puls began her report with an update on staffing. Petra discussed the status of resource development efforts and noted that a new policy for donations and the expenditure of those resources and would be an upcoming item for the Committee to address. She updated the Committee on the planning process that will occur through January 2018 to determine the implementation model and a funding plan for years four and five of the new strategic plan (FY 2019-20 and FY 2020-21). She reported on work that is underway to increase public awareness of First 5 Ventura County and efforts to better communicate who we are and what we do. She reported that staff is currently exploring a potential policy on that would allow for some form of telecommuting on a case-by-case basis. After

considerations are researched and sample policies are collected, staff would return to the Committee with a recommendation.

IX. New Business/ Miscellaneous

There was no new business.

X. Closure

Petra Puls ended the meeting at 10:50 a.m.

XI. Next Meeting

Friday, November 3, 2017 9:30 am – 11:30 a.m. at First 5 Ventura County
(This meeting was subsequently cancelled)