

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

April 7, 2017

Present: Commissioner Stenslie, Commissioner Mantooth, Kara Ralston

Staff Present: Petra Puls, Jennifer Johnson

I. Call to Order/Welcome/Introductions

Commissioner Mantooth called the meeting to order at 9:35 a.m.

II. Approval of Minutes from January 13, 2017

A motion was made by Commissioner Stenslie, seconded by Kara Ralston, to approve the minutes from the January 13, 2017 meeting. The motion carried unanimously.

III. Approval of Agenda

A motion was made by Kara Ralston, seconded by Commissioner Stenslie, to approve the agenda. The motion carried unanimously.

IV. Public Comments

There were no comments from the public.

V. Review of Financial Reports as of February 28, 2017

Jennifer Johnson presented the Expenditure Report as of February 28, 2017. Jennifer highlighted areas of the report, providing explanations for variances. Jennifer noted that the February Expenditure Report largely reflects activity as of Quarter 2 and she pointed out that spending levels are running similarly to last year.

VI. Review of Assumptions for the FY 2017/18 Budget

Jennifer Johnson provided an overview of the assumptions for the FY 2017/18 Administration and Program Management/Community Initiatives budgets. She stated that the purpose of the discussion is to receive input on the budgetary assumptions. Jennifer reviewed the budget assumptions and the proposed staffing pattern, noting that the overall full time equivalents (FTEs) remain the same as last year. Jennifer stated that the assumptions will be refined over the next month as more information is obtained on historical usage and rate increases.

Staff raised an issue that has been identified related to existing staff salaries hired prior to the implementation of the new ranges (July 1, 2016). There was discussion around the imbalance between staff hired on with the new ranges and existing staff. Jennifer shared information on various cost models for potentially correcting the imbalance through a parity adjustment (e.g., cost of living) to consider the budgetary impact. The Committee felt that salaries for those hired prior to the implementation of the new ranges needs to be addressed. Staff will develop a recommendation for the Committee's consideration.

Staff will present the FY 2017/18 budgets and the forecast for FY 2016/17 at the May Committee meeting. Along with the Administration budget and Overall Operating Budget, the Committee will also review budgets for internal functions for which there is not a specific Committee to review, such as Program Management/Community Initiatives and Results Based Accountability.

A motion was made by Commissioner Stenslie, seconded by Kara Ralston, to approve the preliminary FY 2017/18 budget assumptions. The motion passed unanimously.

VII. Review of Commission's Annual Evaluation Report

Petra Puls referred to the Commission's Annual Evaluation Report for FY 2015/16 prepared by Social Policy Research Associates and provided an overview of key findings. She presented the proposed staff plan for follow-up related to questions/concerns raised in the report. She reported on evaluation items for consideration, such as looking at trends across years when comparable data is available and conducting a deeper evaluation of Parent and Children Together (PACT) to solidify common standards and measure impact. The Commission will review the proposed action plan at their next meeting.

VIII. Update on Commission Activities

Petra Puls referred to the February 2017 Commission Staff Report. She provided an update on new staff and recruitment for open positions. Petra reported on the Take 5 literacy event that will occur on May 5th. She stated that a proposal was submitted to the Kaiser Foundation to request funds that would further enhance the Commission's parent leadership efforts. Petra also noted that staff is looking at the impact of immigration concerns.

IX. New Business/ Miscellaneous

There was no new business.

X. Closure

Commissioner Stenslie closed the meeting at 11:00 a.m.

XI. Next Meeting

Next Meeting: Friday, May 5, 2017, 10:00 a.m. – 12:00 p.m. at First 5 Ventura County.