

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

**January 12, 2018**

Present: Commissioner Mantooth, Pamela Grothe, Kara Ralston

Staff Present: Petra Puls, Lauren Arzu, Fahim Farag

**I. Call to Order/Welcome/Introductions**

Commissioner Mantooth called the meeting to order at 9:32 a.m.

**II. Approval of Minutes from October 13, 2017**

A motion was made by Kara Ralston, seconded by Pamela Grothe, to approve the minutes from the October 13, 2017 meeting. The motion carried unanimously.

**III. Approval of Agenda**

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

**IV. Public Comments**

There were no public comments.

**V. Review of Financial Reports as of October 31, 2017**

Petra noted that financial reports show only Q1 expenditures in FY 2017-18. Based on Q2 invoices received to date, expenditures appear to be on track in all budget areas. No questions were raised by the committee.

**VI. Recommendation to authorize leave with pay for employees absent from work due to Thomas Fire**

Petra reported that due to the Thomas Fire, the First 5 office was closed 12/5/17-12/8/17. Petra noted that she monitored evacuation warnings and air quality daily, and the decision was made to prioritize safety over normal operations. Petra added that hours missed vary as some staff were able to attend community meetings and/or work remotely during the week. She noted that this recommendation extends beyond 12/8/17 as evacuations continued to impact staff who live in Santa Barbara County.

Petra noted that currently we do not have a policy for paid leave for an office closure due to natural disaster or other unforeseen events, and that this recommendation would authorize paid leave for hours missed due to the impact of the Thomas Fire on the First 5 office. Petra added that staff are currently reviewing the Employee Handbook for this and other updates and will present recommended revisions – if any - in the coming months.

Pamela Grothe asked if the current mudslides impact staff who live in Santa Barbara. Petra noted that there is very little impact as the staff member who lives in Santa Barbara predominantly works remotely. Kara Ralston asked how pay with leave will be processed.

Petra reported that staff submitted timecards reporting sick and/or vacation time for hours missed and time off accruals would be replenished upon Committee and Commission approval. Commissioner Mantooth asked for clarification for authorizing pay for up to 32 hours. Petra noted that offices were closed for four days due to continued fire and air quality concerns and that leave would be pro-rated for part-time staff. Kara Ralston asked if there are any potential issues with using public funds in such a way. Commissioner Mantooth and Pamela Grothe noted a similar resolution was passed by the Board of Supervisors and Petra added that legal counsel has been consulted and advised that no issues are foreseen. Commissioner Mantooth asked the total fiscal impact to be reported at the January Commission Meeting, and Petra confirmed.

**A motion was made by Pamela Grothe, seconded by Kara Ralston, to approve leave with pay for employees absent from work due to the Thomas Fire as discussed. The motion carried unanimously.**

#### **VII. Recommendation to authorize pay for First 5 Ventura County funded preschool programs closed due to the Thomas Fire**

Petra reported that contracts for First 5 funded preschool programs are paid based on the number of days of operation and child attendance. Due to the Thomas Fire and the continued environmental impact, many programs were closed for multiple days in December 2017, but still incurred expenses such as rent and staff salaries. Petra noted the recommended item would authorize pay for days missed due to program closures. Pamela Grothe asked if there would be any risk of programs receiving double revenue. Petra reported that there is no such risk as we are the sole funder for these preschool programs. Commissioner Mantooth asked for the total fiscal impact to be reported at the January Commission Meeting, Petra confirmed. Kara Ralston noted that funds for these contracts are already budgeted.

**A motion was made by Kara Ralston, seconded by Pamela Grothe, to approve pay for First 5 Ventura County funded preschool programs closed due to the Thomas Fire as discussed. The motion carried unanimously.**

#### **VIII. Recommendation to approve Policy Platform**

Lauren Arzu reviewed the Advocacy Policy that was approved in October 2017. Lauren reported that recently we were able to sign on to a letter of support for AB11 (co-sponsored by the First 5 Association). Petra added that we had a window of less than 48 hours to respond and were able to move quickly thanks to the Advocacy Policy.

Lauren presented the proposed Policy Platform and noted it aligns with current Strategic Plan goals. Commissioner Mantooth noted that the Policy Platform is comprehensive and ambitious. He asked for clarification that this is a guideline of approved parameters and not a list of objectives. Lauren noted that we will select a few priorities to be proactive in support of and that the platform will be used to guide reactive and time-sensitive issues. Pamela Grothe noted that the platform may need to be expanded to include issues and opportunities that will come up in the future. Kara Ralston agreed and commended the broad guidelines in the Policy Platform. Lauren confirmed that Policy Platform would be reviewed annually for updates.

**A motion was made by Pamela Grothe, seconded by Kara Ralston, to approve the Policy Platform as discussed. The motion carried unanimously.**

## **IX. Update on Commission Activities**

Petra reported that the December 2017 Commission meeting was cancelled. In November, the Commission met to discuss strategic investments for FY 2019-20 and beyond. Petra recapped the current spend down of reserves occurring in the first three years of the current Strategic Plan. Then, First 5 expenditures will align with the roughly \$6.5 M projected revenue for each of the final two years. Petra reported that staff are working with funded partners and stakeholders to review guiding principles and strategic assumptions moving forward and develop recommendations to present to the Commission for review.

Pamela Grothe asked if we are considering targeted services or providing services countywide. Commissioner Mantooth noted that the Commission prefers to remain a countywide organization. Pamela Grothe suggested First 5 look at services that are not funded elsewhere and that can benefit all children and families regardless of income. Kara Ralston added that we need to engage in advocacy and outreach to focus more on long-term strategies and outcomes.

Petra provided an overview of how we will determine investments moving forward, noting we anticipate shifting investments to systems/capacity building and advocacy, while still investing in direct services at a lower rate. Commissioner Mantooth noted that preschool may be an area that receives less direct investment and more systems change efforts. He noted that all gubernatorial candidates are supportive of Universal Preschool.

Petra provided oral health as an example of an area that we have shifted from direct service to systems change – funding for treatment has declined in recent years as the number of children with dental insurance has increased. Currently not enough local providers accept DentiCAL – F5VC may support oral health by advocating for additional capacity.

Petra noted that three of the four scenarios presented in November remain in consideration; a 50% across the board funding cut was eliminated. Current scenarios being modeled for presentation to stakeholders and the Commission:

- 1: Regionalize and consolidate NfLs, maintain current programs countywide as much as possible.
- 2: Consolidate NfLs and delivery of core services, target services to high need population.
- 3: Discontinue NfL structure, focus on core services with centralized delivery.

Petra noted that scenarios were shared with funded partners in December and another meeting is scheduled prior to the January Commission meeting to identify opportunities and barriers for each model. Commissioner Mantooth added that the Commission is working to identify services that yield the most benefit and those programs that are the most impactful.

Kara Ralston asked which factors will be included to determine impact other than numbers served. Commissioner Mantooth noted that evaluation criteria is not yet finalized.

Petra advised the Committee that the January Commission Meeting will include continued year 4/5 strategic planning and scenario discussions, scheduled from 2:15-4:30 at the VCOE Conference Center, and invited all Committee Members to attend.

**X. New Business/ Miscellaneous**

Petra reported that Jennifer Johnson may return soon on a part-time basis.

Commissioner Mantooth reported on the January 11 meeting of the P-20 council, and noted that First 5 may become a platform organization and a catalyst for change.

Petra referred to the 2018 Committee meeting schedule in the packet: Pamela Grothe noted March may be difficult to attend; Kara Ralston and Commissioner Mantooth both noted potential difficulties attending in June.

**XI. Closure**

Commissioner Mantooth ended the meeting at 10:29 a.m.

**XII. Next Meeting**

**Friday, February 2, 2018** 9:30 a.m. – 11:30 a.m. at First 5 Ventura County