



COMMISSION MEETING MINUTES

January 18, 2018

Commissioners Present: Stan Mantooth (Chair), Barbara Marquez-O'Neill (Vice-Chair), Dr. Michael Gollub, Dr. Robert Levin, Dr. Cesar Morales

Excused Absence: Kelly Long, Carola Oliva-Olson, Bruce Stenslie, Barry Zimmerman

Staff Present: Petra Puls, Lauren Arzu, Heather Davidson, Fahim Farag, Sam McCoy, Nani Oesterle, Alex Torres

Public Present: Patricia Cervantes, MaryLinn Daehlin, Sharon Elmensdorp, Rafaela Frausto, Paul Grossgold, Nancy Kreiselmeyer, Carrie Murphy, Noemi Valdez, Alicia Villacana

1. Welcome and Introductions – Chair Mantooth

Chair Mantooth opened the meeting at 1:04 p.m.

2. Seating of the New Chair and Vice Chair

The Commission Chair and Vice Chair for calendar year 2018 were seated, with both Commissioner Mantooth and Commissioner Marquez-O'Neill serving for a second term.

3. Approval of Minutes from October 18, 2017 and November 16, 2017

A motion was made by Commissioner Gollub, seconded by Commissioner Morales, to approve the minutes from the October 18, 2017 and November 16, 2017 Commission meetings. The motion passed unanimously.

4. Agenda Approval and Review of Commission Packets

Petra Puls provided an overview of the supplemental packet.

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

5. Public Comments/Correspondence

There were no comments from the public.

CONSENT AGENDA

- 6. Receive and File the First 5 Ventura County Financial Reports as of October 31, 2017**
- 7. Recommendation to adopt a revised resolution per Government Code 54954(a) to establish time and place for holding regular Commission meetings for Calendar Year 2018**

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

REGULAR AGENDA

8. Administration and Finance Committee

Commissioner Mantooth informed the Commission that the Administration and Finance Committee met on January 12, 2018 and reviewed the three recommendations to be presented.

a) Recommendation to adopt Policy Platform – Chair Mantooth

Commissioner Mantooth introduced Lauren Arzu. Lauren provided an overview of the proposed Policy Platform and referred to the approved Advocacy Policy with the changes requested by the Commission in October 2017. Lauren noted that the proposed Policy Platform aligns with our strategic plan and is very broad, intended to provide guidelines when requests for support are received but not pro-active objectives or goals. Recently, F5VC signed a letter of support for AB11 (Co-sponsored by F5AC) which calls for mandatory developmental screenings, after consultation with VCPH. This was the first test to apply the previously approved Advocacy Policy and allowed First 5 Ventura County to respond appropriately with a very short turn-around time. Lauren added that our ability to advocate allows for more partnership opportunities with organizations interested in supporting children five and under. Lauren reported that the Policy Platform would be presented annually in the fall to the Commission for updates and revisions. Lauren also referred to the F5AC 2018 policy agenda and noted F5VC will work to align with the F5AC policy agenda when working on policy items. Commissioner Mantooth noted that the A/F Committee discussed the broad and generic nature of policy platform and that this will be a living document as unforeseen opportunities and concerns will come up in years to come.

A motion was made by Commissioner Morales, seconded by Commissioner Gollub, to approve the Policy Platform. The motion passed unanimously.

b) Recommendation to authorize leave with pay for employees absent from work due to Thomas Fire occurring in December 2017 - Chair Mantooth

Commissioner Mantooth noted both items 8b and 8c are proposed solutions to mitigate impact to F5VC staff and funded preschool partners due to the Thomas Fire. Petra reported that item 8b addresses staff absences because of F5VC administrative office closures or due to staff evacuations from their homes. Petra noted that the First 5 office location was in the voluntary evacuation area and that the air quality in the area was very poor; six out of 10 staff had to evacuate their homes,

further impacting normal business operation. Petra reported that she monitored news and air quality updates daily and that First 5 offices were closed 12/5/17-12/8/17. Although some staff were able to work remotely or attend community events in other areas of the County, many staff lost the ability to work. Petra added that the Employee Handbook does not have any provision for time missed due to a natural disaster – staff recorded time missed for that period as sick and/or vacation time. Petra noted that if the recommendation is approved, vacation and sick time balances would be replenished and that the recommendation extends beyond 12/8/17 as staff who live in Santa Barbara were impacted by later evacuations. Petra added that there is no fiscal impact as this time was already budgeted, and that a total of 195 hours (approximately \$7,200 in wages) were lost.

Commissioner Mantooth asked if legal counsel has been consulted – Petra confirmed and reported that the Board of Supervisors passed a similar resolution and that it is not considered a gift of public funds. Commissioner Marquez-O’Neill asked if we should update the Employee Handbook to include a provision for natural disasters. Commissioner Mantooth cautioned staff to consult with legal counsel as such a policy would require defining what would qualify as a natural disaster. Petra agreed and reported that staff are currently looking at revisions to the Employee Handbook due to employment law changes as of 1/1/18 and recommended revisions will be presented in the coming months.

A motion was made by Commissioner Levin, seconded by Commissioner Morales, to grant authority to Executive Director to authorize administrative leave with pay - up to 32 hours, pro-rated for part-time staff - for employees unable to work during the First 5 Ventura County administrative office closure or employees absent from work between December 5, 2017 and December 29, 2017 due to evacuations or loss of property as a direct result of the Thomas fire. The motion passed unanimously.

c) Recommendation to authorize pay for First 5 Ventura County preschool programs closed due to Thomas Fire – Chair Mantooth

Petra reported that contracts for funded preschool programs are paid based on attendance. Many funded programs are on school district campuses and were not able to operate as school districts were closed due to the Thomas Fire. Petra also noted that there is one funded private program which followed local school district closures. Petra reported this recommendation is for a one-time allowance for preschools to invoice for days and time lost as programs still had normal staff and occupancy costs. Petra noted that there was a combined total of 66 days of closure and 281 total spaces impacted, representing approximately \$52,000 in funding. Petra added that there is no fiscal impact to F5VC as funds are already budgeted and contracted, and this action would allow preschool programs to invoice for days missed rather than have to make up days at the end of the year.

A motion was made by Commissioner Morales, seconded by Commissioner Marquez-O’Neill, to approve reimbursement to F5VC preschool programs for regularly scheduled operating days that were missed due to the Thomas fire closure during the month of December 2017. The motion passed unanimously.

9. Recommendation to release Request for Letter of Interest to administer the QRIS Hub Region 7 Regional Assessor Pilot Project – Nani Oesterle

Commissioner Mantooth recused himself due to a potential conflict of interest and turned the meeting over to Commissioner Marquez-O’Neill.

Commissioner Marquez-O’Neill introduced Nani Oesterle to present the recommendation. Nani provided an overview of the QRIS program and regional hub system implemented by F5CA in 2016, noting that F5VC is grouped into region 7 of 10 with Santa Barbara and San Luis Obispo Counties. Nani reported that F5VC is the fiscal administrator for region 7 and that investments from F5CA are almost \$900,000 over 4 years. Although F5VC is the fiscal agent, all decisions are made collaboratively. We are seeking to streamline preschool assessment work by looking for a unified assessor for the entire region. Nani noted that the implementation partner would implement and manage the pilot project as well as hire and manage a regional assessor. Nani added that due to the qualifications and regional knowledge required, we believe there is only one qualified candidate for the project but want to release a LOI to ensure no potential partners are excluded, if only one LOI is received, F5VC will move to sole source contracting.

A motion was made by Commissioner Morales, seconded by Commissioner Gollub, to release a Request for Letter of Interest for qualified entities to administer the Hub Region 7 Regional Assessor Pilot Project. 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.

10. Recommendation to grant authority to Executive Director to enter into a sole source contract with Diane Kellegrew to expand the Ventura County Early Childhood and Child Welfare Workgroup Project

Commissioner Mantooth noted that the recommendation to be presented is included in the supplemental packet and that Ms. Kellegrew has presented to the Commission in the past. Petra provided background information on the EC-LINC Project, which is coordinated by the Center for the Study of Social Policy (CSSP). F5VC has been involved for a number of years and is 1 of 10 member communities throughout the country, and much of the work is done through workgroups and learning labs. A recent workgroup looked at outcomes and indicators for well-functioning early childhood systems across member communities to create a common language. Petra reported that CSSP approached F5VC in November 2017 about pilot implementation of outcomes and indicators, and offered \$42,411 to underwrite the pilot project. Petra noted that F5VC does not have internal staff capacity to complete the extra work. However, there is an opportunity to streamline data and layer CSSP EC-LINC work on top of a current Children and Family Services of Ventura County (CFS) project.

F5VC is partnering with the recently launched CFS Early Childhood and Child Welfare workgroup, led by Diane Kellegrew, who is well positioned to take on this project due to her experience. Petra noted that when contracting procedures were reviewed staff felt this would fit with sole source contracting and that legal counsel agreed. Petra concluded that this recommendation would allow F5VC to enter into a sole source contract with Diane Kellegrew, Kellegrew Consulting, to expand

the existing CFS workgroup scope of work for up to \$40,100 through September 30, 2018 with the remainder of the CSSP funding going towards F5VC's 5.5% administrative rate.

Commissioner Mantooth noted that public contract code does allow for sole-source contracting for professional services, Petra confirmed that F5VC procurement procedures allow for sole-source contracting under such circumstances. Commissioner Mantooth asked if this is a one-time expenditure or if other similar projects are anticipated in the future. Petra replied that this is a great example of systems and capacity building partnerships and while we hope similar opportunities will arise in the future, there are none on the horizon at this time. Commissioner Marquez-O'Neill commented she is familiar with Diane Kellegrew's work and looks forward to this project.

A motion was made by Commissioner Morales, seconded by Commissioner Marquez-O'Neill, to grant authority to the Executive Director to enter into a sole source contract with Diane Kellegrew, Kellegrew Research & Consulting, for up to \$40,100 for January 18, 2018 to September 30, 2018 to expand the scope of the already-existing Ventura County Children and Family Services' Early Childhood and Child Welfare Workgroup through the Community Data Alignment and Integration Project. The motion passed unanimously.

11. Report from Commission Staff – Petra Puls

Petra provided highlights from the Report from Commission Staff. F5VC is currently recruiting for a Fiscal Administrator, Petra thanked Alicia Wagner for filling in as the search proceeds. Petra noted that we are finalizing a \$340,000 loan to ABC Kids Preschool to create 75 new preschool spaces. Petra also noted that the Community Investment Loan Fund has issued five loans previously for a total of \$857,000, has leveraged an additional \$375,000 in other investments from EDC-VC, and created 268 new spaces and 45 new jobs.

Petra reported that EVALCORP has been selected to align and refine PACT program models across NFLs and create evaluation framework to demonstrate impact of PACT programming. As mentioned by Lauren Arzu, we were able to recently test our advocacy policy and sign a letter of support for AB11 to increase developmental screenings. Petra reported on recent early literacy events including the Pleasant Valley NFL's 8th Annual Multicultural Bookfest, partnering with SEEAG Farm Day to offer children's story time during breakfast, and providing literacy materials at the grand opening of the Hill Road Library in Ventura. Petra noted free books were provided to children at each event and many of these books were donated to First 5 through a partnership with Barnes and Noble locations in Ventura and Westlake.

Petra reported that we partnered with a group of students from Pepperdine University to develop strategies to increase our presence across social media platforms. We will work with another group in the Spring Semester that will work with funded partners to determine how parents of young children prefer to be communicated with.

Petra noted that First 5 is working with a group of nonprofit leaders to coordinate recovery efforts for the Thomas Fire and mudslides, and is making the Care, Cope, Connect trauma resource available for nonprofit organizations to distribute. Petra added that we are increasing our involvement with local Chambers of Commerce to increase awareness and expand relationships within the business community.

Petra reported that the First 5 Association's annual summit focused on developing a statewide network strategy to increase unity, influence, and impact across all counties. A presentation by Moira Kenney, the Association's Executive Director, will be scheduled for a future meeting.

Petra noted that the Governor's proposed budget is supportive of early education and that a fact sheet from F5AC and an article from edsources.org are included in the supplemental packet. Also included in the packet is an article on the California Poverty Measure, which factors in cost of living by County. Petra noted that with this metric, the Ventura County Poverty rate increased from 10.2% to 18.6% and child poverty jumped from 18% to 23.4%.

Petra also pointed out an article that looks at health concerns raised by use of cannabis by pregnant women. Petra noted that risks are somewhat unknown but with increased consumption there is a need for a clear public health message about the potential impact on expecting mothers, unborn children, and young children.

Petra noted that the Administration and Finance Committee is scheduled to meet on February 2 and that the First 5 California Child Health, Education, and Care Summit will be held in Glendale from April 10 - April 12. If any Commissioners are interested in attending the Summit please let First 5 staff know and we can coordinate registration.

12. Commission Member Comments

Commissioner Mantooth echoed sentiments about concerns about marijuana legalization and consumption and the impact on children and families.

Commissioner Marquez-O'Neill asked if the First 5 video produced by the Pepperdine students can be shown at the next Commission Meeting.

13. Next Meeting

The next meeting will be held on Thursday, February 15, 2018 at the Oxnard City Council Chambers, 305 West 3rd Street, in Oxnard.

The meeting was adjourned at 1:50 p.m.