

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

April 6, 2018

Present: Commissioner Mantooh, Kara Ralston, Joseph Richards

Staff Present: Petra Puls, Jennifer Johnson

I. Call to Order/Welcome/Introductions

Commissioner Mantooh called the meeting to order at 9:36 a.m.

II. Approval of Minutes from March 2, 2018

A motion was made by Kara Ralston, seconded by Joseph Richards, to approve the minutes from the March 2, 2018 meeting. The motion carried unanimously.

III. Approval of Agenda

A motion was made by Joseph Richards, seconded by Kara Ralston, 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, 2018

Jennifer Johnson presented the Expenditure Report as of February 28, 2018. 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 similar to last year.

VI. Review of Assumptions for the FY 2018/19 Budget

Jennifer Johnson provided an overview of the assumptions for the FY 2018/19 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 for regular positions and a .50 FTE decrease for grant-funded positions based on available funds. Jennifer stated that the assumptions will be refined over the next month as more information is obtained on historical usage and rate increases.

Staff will present the FY 2018/19 budgets and the forecast for FY 2017/18 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.

VII. Recommendation to Approve Donation Policy

Jennifer Johnson stated a proposed Donation Policy has been developed to formalize the Commission's desire to seek and accept donations. Jennifer noted that the Committee dealt with this topic to some extent when it updated internal controls to establish a separate account to receive and track donations. The proposed policy enhances this work by establishing the parameters for expenditures related to donations and for donor recognition and privacy. Jennifer reviewed the policy statement and the procedures for handling revenue and expenditures as well as donor recognition and privacy. There was discussion among Committee members regarding the proposed policy and members shared instances where agencies did not accept certain donations.

A motion was made by Kara Ralston, seconded by Joseph Richards, to approve the Proposed Donation Policy. The motion passed unanimously.

VIII. Update on Commission Activities

Petra Puls referred to the March 2018 Report from Commission Staff. Petra stated that the Commission received a grant from the Ventura County Community Foundation that will be used to enhance Parent and Child Together (PACT) programming and preschool efforts in Oak View. She reported on advocacy efforts and letters of support that have been submitted on relevant Assembly Bills. She gave an update on the *Take 5 and Read to Kids!* early literacy campaign and the EC-LINC national partnership. Petra gave an in-depth update on strategic planning for Years 4 and 5 and reviewed potential implementation scenarios that will be explored further. The Committee discussed opportunities for leveraging resources by engaging key stakeholders who serve the same populations.

IX. New Business/ Miscellaneous

There was no new business.

X. Closure

Commissioner Mantooh closed the meeting at 10:55 a.m.

XI. Next Meeting

Next Meeting: Friday, May 11, 2018, 9:30 a.m. – 11:30 a.m. at First 5 Ventura County.