



COMMISSION MEETING MINUTES

January 24, 2019

Commissioners Present: Dr. Michael Gollub, Dr. Robert Levin, Kelly Long, Stan Mantooth, Barbara Marquez-O'Neill, Dr. Carola Oliva-Olson, Bruce Stenslie, Barry Zimmerman

Excused Absence: Dr. Cesar Morales

Staff Present: Petra Puls, John Anderson, Lauren Arzu, Heather Davidson, Fahim Farag, Holly Goldberg, Jennifer Johnson, Elizabeth Majestic, Sam McCoy, Nani Oesterle, Alex Torres

Public Present: Sloane Burt, Patricia Cervantes, Carizma Chapman, Mika Clark, Sharon Elmensdorp, Rafaela Frausto, Nancy Kreiselmeyer, Mabel Munoz, Cathy Puccetti, Erik Sternad, Noemi Valdes

OPENING

1. Welcome and Introductions

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

2. Seating of New Chair and Vice-Chair

Commissioner Marquez-O'Neill was seated as the new Chair and Commissioner Zimmerman as the new Vice-Chair of the Commission for calendar year 2019. Each Commissioner thanked Commissioner Mantooth for his leadership as Chair of the Commission for the past two years.

3. Approval of Minutes from December 13, 2018 Commission Meeting

A motion was made by Commissioner Long, seconded by Commissioner Gollub, to approve the minutes from the December 13, 2018 Commission Meeting. The motion passed unanimously.

4. Agenda Approval and Review of Commission Packets

Petra Puls provided an overview of the supplemental packet, noting Committee items are in green, presentation slides are in color, and the staff report is in grey.

A motion was made by Commissioner Mantooth, seconded by Commissioner Stenslie, to approve the agenda. The motion passed unanimously.

5. Public Comments/Correspondence

There were no comments from members of the public.

CONSENT AGENDA

6. Receive and File the First 5 Ventura County Financial Reports as of November 30, 2018

A motion was made by Commissioner Zimmerman, seconded by Commissioner Oliva-Olson, to approve the consent agenda. The motion passed unanimously.

REGULAR AGENDA

7. Report of Committees

a. Administration and Finance

Commissioner Stenslie reported on the most recent Administration and Finance Committee meeting and asked Lauren Arzu to present the recommendation to approve the updated policy platform.

i. Recommendation to Adopt Updated Policy Platform

Lauren Arzu provided background information about the Advocacy Policy and the Policy Platform as previously approved by the Commission and noted the Platform is reviewed and updated annually. Lauren reported on activities that occurred in 2018 and stated that the policy and platform was helpful in facilitating the Commission's ability to respond. Lauren noted the Administration and Finance Committee recommends the Policy Platform be updated to address parental mental health, marijuana, and employee benefits (particularly family leave).

A motion was made by Commissioner Oliva-Olson, seconded by Commissioner Gollub, to approve updates to the Policy Platform as recommended by the Administration and Finance Committee. The motion passed unanimously.

ii. Recommendation to Approve Strategies and Activities to Facilitate Transition to Redesigned Neighborhood for Learning (NfL) Initiative.

Chair Marquez-O'Neill recused herself. Commissioner Stenslie noted that the Administration and Finance Committee receives regular updates on transition activities and prioritizes achieving the best outcomes for those we serve. He introduced Jennifer Johnson to present the recommendation.

Jennifer provided background information on the revised NfL model and noted that F5VC wants to ensure a smooth transition to the new place-based contractor with no gaps in service. She reported that staff is proposing to use unspent funds to support staffing and operating expenses incurred by the new contractor, Interface, prior to July 1, 2019. She noted this recommendation requests up to \$300,000 to facilitate NfL transition efforts to Interface, from January 28, 2019 to June 30, 2019. She reported that unspent funds for the NfL initiative are

\$1.4 million without Fiscal Year 2019-20 actuals. Jennifer added that F5VC staff will work with the contractor to determine a scope of work.

Commissioner Zimmerman asked about the details of the scope of work. Petra reported that the scope of work includes developing job descriptions, negotiating facility leases, onboarding of staff, and efforts to engage with parents and families we serve.

Commissioner Long asked how the Commission will be updated prior to July 1. Petra noted that transition updates will be a standing agenda item for the coming months.

Commissioner Mantooth noted these funds will allow for the vital prep work to ensure a successful transition and offset uncertainties and thanked F5VC staff for the regular updates.

A motion was made by Commissioner Long, seconded by Commissioner Oliva-Olson, to approve the use of up to \$300,000 in available unspent funds to be used for strategies and activities to facilitate the transition by funding the new NfL contractor, Interface Children & Family Services, from January 28, 2019 to June 30, 2019. The motion passed with Chair Marquez-O'Neill abstaining.

iii. Preliminary Review of Assumptions for FY 2019-20 Budget

Commissioner Stenslie noted that the Administration and Finance Committee is modifying the budget development timeline for Fiscal Year 2019-20 and asked Jennifer to present preliminary budget assumptions for review and input from the Commission. Jennifer reported that staff are working on foundational assumptions to develop the Fiscal Year 2019-20 budget and directed the Commissioners to the key principles handout. She noted that the timeline is moved up to allow for proper planning and notification of any staff who may be impacted. She added this will result in the budget being forecasted based on historical usage and estimated costs.

Jennifer reviewed key principles used for budget development and noted our approved strategic plan calls for a shift in investments to systems change and capacity building. She stated that the budget proposes to prioritize adequate staffing levels to engage in systems change work and capacity building, capacity to respond to opportunities, and sufficient administration to ensure compliance moving forward. She added that closeout of Fiscal Year 2018-19 will continue through Q1 of Fiscal Year 2019-20.

Jennifer reported that accountability is required by statute to be maintained as a separate cost center and contracts for evaluation and databases would be continued. She added that F5VC will continue to fund two previously approved transition staff positions with unspent funds through June 30, 2021.

Jennifer detailed the administrative cost cap, defined administrative costs, and noted the history of maintaining a 5.5% cap based on expenditures of \$11-13 million. She noted maintaining a 5.5% cap moving forward would allocate only \$340,000 to maintain proper internal control, comply with statutory requirements, and meet obligations. She reported that F5VC staff have researched other Commissions and similar size Commissions have average administrative costs

of 11.6%, which is 12.7% with F5VC excluded. She added the current cap does not allow for sufficient draw down of grant funds to cover actual administrative expenses incurred.

Jennifer noted budget assumptions as reviewed by the Committee are included for reference but need to be further refined. She reported that the Commission approved \$1.8 million for systems change efforts, capacity building, program management, results-based accountability, and administration, which is slightly less than current allocations. She added that the Committee advised maintaining sufficient resources to close out Fiscal Year 2018-19 and support transition work. Jennifer noted that staffing patterns project 9.5 FTEs plus grant funded positions. She concluded her report noting that preliminary administrative expense projections are about 9.5% for Fiscal Year 2019-20 and that the Committee recommends an administrative cap of 12%. She requested questions and feedback to take back to committee.

Commissioner Mantooth and Commissioner Stenslie noted the presentation accurately reflects what was expressed in the Committee meeting.

Commissioner Levin asked if staff have researched what other Commissions of similar size include in administrative costs. Jennifer noted that staff will research and report back.

Commissioner Long asked about the administrative rate from past years. Jennifer noted that the rate was 4.5% but if unspent funds are not utilized by programs, the figure will be closer to the 5.5% cap.

Commissioner Long asked about staffing levels and roles. Jennifer reported that an estimated 9.5 FTEs could be supported with the allocation of \$1.8 million. She added that because the Commission's shift in strategic investments has been known for some time, as turnover occurred in the program department, new hires were made with a lens for capacity in systems change. Jennifer noted that job descriptions would be updated as needed to reflect any new responsibilities.

Commissioner Mantooth noted many school districts are experiencing similar reductions in financial resources due to declining enrollment, but there are certain baseline costs required to keep the doors open.

Commissioner Long noted the importance of communicating the rationale for the budget decisions.

Commissioner Zimmerman advised staff to focus on actual expenses and not percentage of increase/decrease for budget areas.

8. Review and Discussion of Key Recommendations and Findings from the First 5 Ventura County Annual Evaluation Report, Fiscal Year 2017-18

Sam McCoy reported that F5VC has worked with Social Policy Research Associates (SPRA) for several years to analyze the annual point in time parent survey and present the annual evaluation report. Sam introduced Mika Clark, SPRA Associate, to present findings from the report.

Mika gave an overview of the data to be presented and noted that data is aligned with F5VC strategic priorities. Mika detailed how programs are grouped into eight sections and noted data sources used.

Commissioner Long asked how funded partners were selected for interviews. Mika reported SPRA received guidance from F5VC staff and Sam added that F5VC staff receive input from funded partners which drives selection of which funded partners to include.

Mika reviewed parent survey questions, noting that the survey was offered in English and Spanish, and that 1,879 surveys were returned. She reported respondents were more likely to identify as white, had higher household income, and participated in a higher number of F5VC programs. She noted 4,417 children 0-5 received services in Fiscal Year 2017-18, with 69% of children ages 0-3. She also noted participant age, city of residence, family income, and parental education level data. Mika reported on percentage served by program, noting PACT was highest at 36%, followed by parenting education at 32%. She added about one in three participate in more than one program and that 25% of children participated in more than 50 hours of programs.

Commissioner Zimmerman asked about characteristics of families who receive a single service. Mika noted such data has not been analyzed. Commissioner Gollub asked if participants are encouraged to engage in other services. Petra reported that there is variation by funder partner and provided examples. Petra added that consistency will be an increased focus moving forward.

Mika reported on outcomes as grouped in three categories: access to care, kindergarten readiness, and knowledge of child development, resources, and parenting. She reported on Fiscal Year 2017-18 outcome indicators and noted comparative data from the prior survey in Fiscal Year 2015-16 is included in the report.

Commissioner Mantooth asked how we gauge the fidelity of survey responses. Sam McCoy noted that there is a confidential reporting system which we hope encourages honest responses. Commissioner Oliva-Olson suggested responses tend to be more accurate when asking about a specific time period rather than general habits.

Commissioner Gollub asked about importance of screen time questions in light of recent updates to guidelines from the American Academy of Pediatrics. Mika noted responses are tracked by age to better determine excessive screen time. Commissioner Long asked if there is any data tracking educational vs entertaining screen time. Sam noted staff have questioned how to assess such distinctions and added F5VC will continue to monitor the efficacy and appropriateness of each question. Petra added F5VC messaging emphasizes screen time should not be a replacement for one-on-one interaction.

Commissioner Oliva-Olson advised questions be refined to encourage participation and candor. Petra noted we use feedback from each year's parent survey to drive conversations and program refinements with funded partners.

Commissioner Gollub asked if there is data about ages of other family members reading to children ages 0-5. Mika reported that sibling participation is encouraged, and has been documented anecdotally, but not formally captured in this survey.

Commissioner Gollub noted developmental screenings did not occur at as high a percentage as his practice. Petra confirmed that this data reflects only F5VC participants. She added that all families are encouraged to do an ASQ3 screening.

Commissioner Oliva-Olson commented that DRDP data can be skewed and asked about other measures for kindergarten readiness. Petra noted this evaluation framework is based on our current investment model. She added that we are aware of the problems with the DRDP tool and staff will be working to develop a new evaluation system moving forward as we shift strategic investments.

Chair Marquez-O'Neill noted she would like refinements to focus on how to make this data more relevant.

Mika reported on parental confidence data, noting knowledge of child development is a large focus of PACT programming and results show parental confidence is high due to those efforts. She noted that parental confidence was lower among Hispanic and non-English speaking populations. Mika concluded her report with general conclusions of participant families and opportunities to improve data collection and fidelity moving forward.

Chair Marquez-O'Neill thanked Mika for her presentation.

9. Recommendation to Continue Contract with Interface Children and Family Services to implement 2-1-1

Petra Puls reported on the history of 2-1-1 Ventura County and noted F5VC was a founding funder of the system. She noted 41,000 community members accessed 2-1-1 services over the past year, with over 1,700 callers having children age 0-5 in the home. She added all such families are referred to their local NfL. Petra noted Commission previously approved continuing to contract for 2-1-1 services under the category of Community Resource and Referral. She concluded that this recommendation is to fund 2-1-1 Ventura County at an amount not to exceed \$80,000 annually from July 1, 2019 through June 30, 2021, for a total allocation not to exceed \$160,000.

Commissioner Long asked about the impact of dual contracts with Interface. Petra noted the NfL contract is for place-based services, including Parent and Child Together and family support services, while this recommendation would provide continued funding for the 2-1-1 contract. She added the current allocation is \$100,000. Commissioner Stenslie asked what share of the total 2-1-1 Ventura County operating budget is F5VC funding. Petra replied that staff will obtain this information and report back to the Commission.

A motion was made by Commissioner Mantoath, seconded by Commissioner Long, to continue to contract with Interface Children and Family Services to administer and implement 2-1-1, not to exceed a maximum amount of \$160,000 for July 1, 2019 through June 30, 2021. The motion passed unanimously.

10. Discussion and Consideration of FY 2019-21 Strategic Investments

Elizabeth Majestic provided an update on recent transition activities. She detailed communication efforts to funded partners and families, such as weekly email updates to funded partner staff, monthly “coffee

and conversations” forums across the county, and parent meetings at current NfL locations. She noted handouts developed for parents and families have been enclosed for reference.

Elizabeth reported on site selection progress and thanked Program Manager Alex Torres for taking the lead on completing site assessments for all current programs. She noted Interface staff are currently working on facility negotiations and securing leases.

Elizabeth detailed Interface NfL staffing progress to date and timelines for staffing prior to July 1, 2019, noting positions which have been posted and when positions are anticipated to be filled. She added that F5VC and Interface are hosting an open house and recruitment fair on February 15. Commissioner Long asked if Interface jobs are posted on the F5VC website. Elizabeth confirmed.

Elizabeth concluded her update noting that F5VC staff are working on a sliding fee scale, system level outcomes, and PACT evaluation standards. Commissioner Oliva-Olson advised F5VC staff to research a federal PACT evaluation conducted by the Office of Planning Research and Evaluation.

Commissioner Gollub asked Interface to give feedback on transition planning. Erik Sternad, Executive Director, noted all partners are working diligently to ensure a successful launch on July 1. He thanked F5VC leadership for facilitating meetings with stakeholders as well as their dedication and partnership.

Chair Marquez-O’Neill thanked Elizabeth and asked Petra to provide an update on Preschool and Help Me Grow.

Petra summarized current preschool investments, detailed how investments vary by region, and reported on total spaces funded currently across various funded partners. She reported the Commission approved preschool investments of \$1 million annually for Fiscal Years 2019-21 would fund 197 spaces in the current model. Petra noted the Pay for Success financing model is not deemed viable as our current part-day model does not yield cashable savings. She added opportunities exist with increases to state preschool eligibility and new momentum for universal preschool.

Petra reported on recent preschool stakeholder meetings, which included funded and non-funded partners, and no specific implementation model was preferential to another. She noted the new Governor’s budget shows support for universal preschool access for low-income 4-year-olds, which will be phased in over 3 years. She added even with increases to state eligibility it will take time to create capacity for such spaces. Petra proposed to prioritize maintaining capacity, minimizing disruption, and targeting children not eligible for other programs.

Petra outlined next steps, including researching opportunities to convert spaces to state funded preschool and determining what licensed facilities may close without support from F5VC. She noted that it would be feasible to sustain current spaces if we convert additional First 5 spaces to state funding and implement partial payment requirements for families we serve. Petra outlined potential implementation models moving forward and asked the Commission for feedback to develop staff recommendations.

Commissioner Long asked about models with parent choice. Petra noted the current scholarship model in Ojai and Moorpark/Simi Valley allows parents to select programs and all criteria are managed by NfLs. She added that staff would standardize eligibility criteria if a scholarship model is maintained.

Commissioner Mantooth noted new State leadership is supporting additional investments in full-day kindergarten and advised staff to explore a similar model for preschool. He advised staff to look at extending to full-day in order to allow for greater entry into the workforce by parents. Commissioner Long requested F5VC staff model how many children would be served with part day or full day programs. Commissioner Oliva-Olson advised staff prioritize full-day models as they have shown to be more impactful on school readiness. Commissioner Zimmerman noted F5VC and VCHSA are exploring wrap around services to increase the impact of part-day programs.

Petra thanked the Commissioners for their input and noted staff will develop multiple models, go back to stakeholders for more input, as well as research the impact of part-day vs. full-day programs.

Petra provided a recap of the HMG framework, including actions and activities, and noted Ventura County has been a HMG affiliate since 2012. She detailed the history of F5VC investments in developmental screenings and noted partners HMG include Landon Pediatric Foundation, which serves as the central coordinating entity, and VCPH. Petra reported current investments total about \$700,000. She added in April 2018, the Commission approved an annual allocation of \$285,000 for early identification and linkage through the HMG model for Fiscal Years 2019-21.

Petra provided an overview of the proposed HMG model with a \$285,000 annual investment and noted F5VC is positioned to take on the role of the organizing entity. VCPH would continue to provide navigation support to families and outreach. She added that 211 is in a position to take on a more active role in serving as the centralized access point. The Commission asked staff to proceed as described with the proposed implementation model. Petra confirmed F5VC staff will develop a HMG recommendation for Commission approval.

11. Report from Executive Director – Petra Puls

Petra Puls, in the interest of time, directed the Commissioners to her written report.

12. Commission Member Comments

There were no comments from members of the Commission.

13. Next Meeting

Thursday, February 28, 2019, Ventura County Community Foundation, 4001 Mission Oaks Blvd., Camarillo.

The meeting was adjourned at 3:14pm.