

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

**January 18, 2019**

Present: Commissioner Mantooth, Commissioner Stenslie, Pamela Grothe, Joseph Richards, Kara Ralston

Staff Present: Petra Puls, Jennifer Johnson, Lauren Arzu

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

Commissioner Stenslie began the meeting at 9:35 a.m.

**II. Approval of Minutes from December 7, 2018**

A motion was made by Pamela Grothe, seconded by Joseph Richards, to approve the minutes from the December 7, 2018 meeting. The motion carried unanimously.

**III. Approval of Agenda**

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

**IV. Public Comments**

There were no public comments.

**V. Recommendation to Approve Updated Policy Platform for 2019**

Lauren Arzu reviewed the Advocacy Policy that was approved in October 2017 and the Policy Platform that was approved in January 2018. 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 referred to the proposed Policy Platform for 2019 and noted it aligns with current Strategic Plan goals. She reviewed the recommended changes for 2019 based on emerging issues and the learnings from 2018. The Committee discussed the updates proposed by staff and recommended that the proposed update on screenings related to "maternal" mental health be changed to "parental" mental health. The Committee discussed the potential impact of policy changes due to the new governor.

**A motion was made by Commissioner Mantooth, seconded by Joseph Richards, to approve the proposed policy platform with the modification to "parental" rather than "maternal" mental health. The motion carried unanimously.**

**VI. Review of Preliminary Assumptions for the FY 2019-20 Budget**

Jennifer Johnson provided an overview of the Committee's discussion last month related to the approach for developing the FY 2019-20 budget for the Commission's internal cost centers given the Commission's shift in investments. Jennifer reviewed the key messages, data related to administrative cost cap, concept for a proposed staffing pattern, and the

preliminary assumptions that will be used to prepare cost estimates for operating expenses. Jennifer reported that the Commission's updated financial plan allocates \$1.8 million for systems change efforts, capacity building, program management, results-based accountability, and administration.

The Committee discussed staffing and suggested combining cost centers for systems change efforts and program management. Jennifer reviewed the assumptions for operating costs, noting the items that have relatively fixed amounts and she identified a few areas where the budget could potentially be reduced. Jennifer shared that if the administrative budget is reduced to \$645,000 and the operating budget is \$6.8 million, the administrative rate would be just under 10%. The Committee discussed perhaps considering a maximum cap of 12%, which would be under the average cap for Commissions similar in size.

The Committee provided guidance to ensure there are sufficient resources needed to carry-out the shift in strategic priorities to systems-building efforts and maintain organizational viability to meet obligations and statutory requirements. The Committee discussed evaluation and suggested that the title "results-based accountability" be maintained.

Staff will use the proposed assumptions to prepare the FY 2019-20 budgets and the forecast for FY 2018-19 at the February 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 Systems Change Efforts and Program Management and Results-Based Accountability.

## **VII. Recommendation to Consider Funding Strategies and Activities to Facilitate NfL Transition**

Petra Puls provided an in-depth update on the transition work for FY 2019-21 that has occurred to date and activities that are upcoming. She reported that staff have developed a recommendation in response to the Commission's interest in funding strategies that would facilitate the transition to the redesigned NfL Initiative. Petra stated that as we prepare to transition from our current 11 NfLs to one countywide implementer with a regional approach, the goal is to ensure the transition is as smooth as possible and to minimize a gap in services for children and families. Recognizing that there are significant planning and ramp-up activities that need to occur prior to July 1, 2019, it is proposed that resources from available unspent funds within the Commission's current FY 2016-19 NfL allocation be provided to the new contractor to begin transition work. Funds would cover dedicated staffing and associated operating costs in order to carry out activities such as securing facilities, recruiting staff and preparing for their on-boarding, and for capitalizing on existing capacity, knowledge and relationships. The amount requested for these transition activities is \$300,000 for the period of January 28, 2019 to June 30, 2019. The current amount available in unspent funds within the NfL Initiative is \$1.4 million and is more than sufficient to meet the amount requested. It was clarified that the allocation of \$300,000 and resulting payments would be on a cost reimbursement basis.

**A motion was made by Kara Ralston, seconded by Pamela Grothe, to approve the recommendation to approve the proposed allocation of up to \$300,000 for Interface's NfL transition activities covering the period of January 28, 2019 to June 30, 2019. The motion carried unanimously.**

### **VIII. Update on Commission Activities**

Petra Puls referred to the December 2018 Report from Commission Staff. Petra provided a staffing update and reported on the closure of El Centrito Family Learning Centers. Families that were served in the Little Dolphins classroom which was funded by F5VC have been transferred to CDI under their existing F5VC contract for preschool spaces. Petra provided an update on planning that is underway to formulate a recommendation on how to best utilize the FY 2019-21 countywide annual allocation of \$1 million for preschool spaces.

### **IX. New Business/ Miscellaneous**

There was no new business.

### **X. Closure**

Commissioner Stenslie ended the meeting at 11:10 a.m.

### **XI. Next Meeting**

**Friday, February 15, 2019**, 9:30 a.m. – 11:30 a.m. at First 5 Ventura County