



COMMISSION MEETING MINUTES

April 18, 2019

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

Excused Absence: none

Staff Present: Petra Puls, Heather Davidson, Fahim Farag, Jimena Hernandez, Elizabeth Majestic, Sam McCoy, Nani Oesterle

Public Present: Carizma Chapman, Nicole Clardy, Sharon Elmensdorp, Heather Garcia, Elizabeth Hardin, Frances Kurowski, Amie Mills, Mabel Munoz, Erik Sternad, Elizabeth Szczepanek, Arledy Trejo, Danielle Thomas, Alicia Villacana

OPENING

1. Welcome and Introductions

Chair Marquez-O'Neill opened the meeting at 1:02 and shared a quote related to child abuse prevention month.

2. Approval of Minutes from March 21, 2019 Commission Meeting

A motion was made by Commissioner Long, seconded by Commissioner Oliva-Olson to approve the minutes from the March 21, 2019 Commission Meeting. The motion passed unanimously.

3. Agenda Approval and Review of Commission Packets

Petra Puls provided an overview of the supplemental packet.

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

4. Public Comments/Correspondence

There were no comments from members of the public.

5. Presentation: First 5 Ventura County Parent Engagement Strategy

Chair Marquez-O'Neill introduced Elizabeth Majestic to provide an overview of the F5VC Parent Engagement Strategy. Elizabeth detailed the Parent Leadership Network strategy and efforts to date, noting that Interface will present on operationalization efforts at a future Commission meeting. Guiding principles are being developed based on the Center for the Study of Social Policy's (CSSP) Ripples of Transformation and Manifesto on Race Equity, with a focus on well child development. Elizabeth outlined elements of the F5VC parent engagement strategy: parent transition teams, parent advisory groups, a parent ambassador program, and national leadership. She added that F5VC was selected by CSSP to send local parent leaders to EC-LINC's inaugural parent leader summit in May 2019, which will allow local parent leaders to learn and share with others from across the country. Elizabeth noted all three parent leaders are in attendance and asked each to introduce themselves to the Commission.

Elizabeth Szczepanek detailed her history with the Ventura NFL. She noted all three of her children have benefitted from local programs, which exceeded her expectations and increased her knowledge and confidence as a parent. She added she has served on the VNfL parent advisory board for the past 5 years and commended the positive community presence of F5VC funded programs.

Arledy Trejo shared her involvement with the Conejo Valley NFL for 4 years with her two daughters. She noted her goal is to be able to advocate for those who are not native English speakers and do not know yet how to access services for their children.

Danielle Thomas introduced herself and reported she had trouble learning how to navigate the local school system for her three boys when her and her husband came to California in 2017. She shared her experience with racial prejudices and stereotypes. She thanked First 5 for providing such vital services and said her children look forward to attending each day.

Commissioner Long asked if each parent leader represents one of the new NFL service regions. Elizabeth Majestic confirmed.

Commissioner Oliva-Olson thanked each parent for sharing and representing Ventura County children and families. She recommended several resources for supporting families of dual language learners.

Commissioner Oliva-Olson asked why F5VC is using the term parent engagement instead of family engagement. Elizabeth noted this term is industry standard and encompasses all caregivers of children.

Commissioner Morales thanked the parent leaders for their dedication and inspiring our community. He added he is looking forward to the resources and knowledge they will bring back to Ventura County.

Elizabeth Majestic thanked the parent leaders for their time and efforts and F5VC staff Jimena Hernandez for coordinating parent leadership activities. She added the VC Star is in attendance and will cover F5VC's parent leadership efforts.

Chair Marquez-O'Neill thanked parents and staff for this exciting initiative and commended the parents for their leadership and dedication.

CONSENT AGENDA

- 6. Receive and File the First 5 Ventura County Financial Reports as of February 28, 2019**
- 7. Recommendation to Reformat Operating Budget for Fiscal Year 2018-19**

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

REGULAR AGENDA

- 8. Public Hearing on the First 5 California (State Commission) Annual Report for Fiscal Year 2017–18**

Petra Puls noted F5VC is required by statute to hold a public hearing on First 5 California Annual Report. She provided an overview on First 5 California's Fiscal Year 2017-18 Annual Report, noting the full report is available on the F5VC website. Petra summarized that the report is compiled annually from data from each of the 58 Counties as well as statewide investments. She provided highlights of section one, which details the State's Strategic Plan, State Policy Agenda, and advocacy efforts, including co-sponsoring AB 60 (family income thresholds) and SB 63 (maternity and paternity leave).

Petra detailed service and expenditure categories: family functioning, child development, child health, and systems change; and noted that the state format for county reporting differs from F5VC's format for reporting on our service delivery model. She added that the section on improved systems of care does not include data on services or number of participants. Petra also reported on the F5 IMPACT program which provides funding for QRIS programs and other support to ensure preschool quality.

Petra concluded her presentation by summarizing the sections on small county augmentation funding, dual language learners' pilot programs, parent support and teacher effectiveness priority areas, and the First 5 Express. She also directed the Commissioners to review the section on county highlights and noted that Ventura County is featured on page 51.

Commissioner Long asked if there are trainings for moms or family members. Petra reported that NFLs engage parents with PACT and other programming.

Chair Marquez-O'Neill opened the public hearing on the First 5 California Annual Report for Fiscal Year 2017-18 at 1:53 p.m. There were no public comments. Chair Marquez-O'Neill closed the public hearing at 1:54 p.m.

A motion was made by Commissioner Gollub, seconded by Commissioner Long, to receive and file the First 5 California Annual Report for Fiscal Year 2017-18. The motion passed unanimously.

9. Report of Committees

a. Administration and Finance Committee

Commissioner Stenslie noted the Administration and Finance Committee has reviewed the following item as investment account balances change and asked Petra Puls to present the recommendation.

1) Recommendation to Approve Updated Investment Policy

Petra noted that F5VC is required to comply with the California Government Code for investment of public funds, which prioritizes safety, then liquidity needs, and yield. She noted that the current policy, adopted in 2009, requires capital to cover one-year of operating expenses in the County Pool, with additional capital able to be invested elsewhere. She added the county pool has traditionally outperformed other options.

Petra detailed proposed changes to the Investment Policy, including removing references to the sustainability fund due to its planned depletion, maintaining a minimum of six months and up to one year of operating funds in the county pool, plus a \$1 million safety net.

Petra added the policy will continue to allow for external investments when appropriate, and rating requirements for banks holding public dollars. She noted the Investment Policy changes require approval and review of performance is regularly presented to the Administration and Finance Committee. Petra concluded that the committee advises maintaining investments in the county pool.

A motion was made by Commissioner Morales, seconded by Commissioner Stenslie, to approve updates to the policy for the investment of Commission funds as a result of the depletion of the Sustainability Fund and allowable investments per the California Government Code. The motion passed unanimously.

10. Recommendation to Roll Over Funding for Fixed Asset Contract with the Hueneme School District for a Preschool Facility

Petra reported that the South Oxnard/Port Hueneme NfL has been successful in converting NfL funded preschool spaces to state funding, which freed up about \$400,000 for facilities for additional state preschool spaces. She noted that F5VC staff worked with the Hueneme School District to identify a suitable space and the Commission previously approved entering into a fixed asset contract to construct a modular building at Sunkist Elementary School.

Petra described construction delays, including soil testing, resulting in the majority of expenditures to occur in Fiscal Year 2019-20, instead of in the current fiscal year as initially planned. As a result, this recommendation is to roll over the contracted amount to Fiscal Year 2019-20 to allow this project to be completed. She concluded no new allocation of resources is needed as these funds were budgeted during the Fiscal Year 2016-19 funding cycle but not expended.

It was asked if a portable classroom is able to be relocated to another site in the district. Petra noted that although the term portable is commonly used it would be more accurate to refer to it as a premanufactured classroom. She added that the classroom will permanently be located at Sunkist Elementary School.

A motion was made by Commissioner Levin, seconded by Commissioner Stenslie, to authorize a rollover of up to \$400,000 in funds from Fiscal Year 2018-19 to Fiscal Year 2019-20 for the purpose of completing the modular building and site preparation for the preschool facility at Sunkist Elementary School. The motion passed unanimously.

11. Recommendation to Continue Contract with Economic Development Collaborative to Manage and Implement the Community Investment Loan Fund

Commissioner Long and Commissioner Stenslie recused themselves.

Petra reported F5VC has partnered with the Economic Development Collaborative (EDC) since 2009 to administer a Community Investment Loan Fund, which provides financial resources for the preschool and child care industry to expand services and facilities. Petra noted a total over \$1.2 million in loans have been issued, creating 343 new spaces, 97 of which are for infants and toddlers. She added that EDC has successfully leveraged an additional \$500,000 in investments and that the first loan was recently paid off in full. Petra concluded that this recommendation allocates \$350,000 for issuable loans and up to \$35,000 for implementation and management for a total contract amount not to exceed \$385,000.

Commissioner Zimmerman asked who maintains authority to issue loans. Petra reported that EDC has authority to issue loans and all loan documents are signed by her in her capacity as designated authority.

Commissioner Levin asked if F5VC can report on actual administrative expenses and if other loan management options have been explored to reduce administrative costs. Petra reported that actual costs to manage the Community Investment Loan Fund are \$35,000 annually and include technical assistance to potential applicants, processing of loan applications, marketing, and follow-up on issued loans, including management of repayments and interest. Commissioner Levin asked F5VC to research other ways to manage the loan fund, either internally or with another contractor, which may be more cost effective way to manage this program. Petra confirmed F5VC staff will research options but it is unlikely F5VC has the capacity to administer the program internally. She added research will be brought back to the Commission prior to the next funding cycle. Commissioner Levin suggested having the Administration and Finance Committee do such research.

A motion was made by Commissioner Mantooh, seconded by Commissioner Oliva-Olson, to continue to contract with the Economic Development Collaborative (EDC) to manage the implementation of the Community Investment Loan Fund for Fiscal Year 2019-20, with a total Fiscal Year 2019-20 contract amount not to exceed \$385,000. The motion passed with Commissioner Long and Commissioner Stenslie abstaining.

12. Recommendation to Grant Authority to the Executive Director to Enter Into Sole Source Contract or to Release a Request for Qualifications for Implementation of Preschool Scholarship Program in Ojai Valley, Moorpark, and Simi Valley

Petra reported that the Commission approved continuing scholarships for families residing in Ojai Valley, Moorpark, and Simi Valley. Since the scholarship programs in these communities are currently managed through the local Neighborhoods for Learning, which are sun-setting June 30, 2019, a new implementation contractor is needed. A Request for Letters of Intent (LOIs) to identify qualified entities to administer the Preschool Scholarship Program for FYs 2019-21 was issued upon Commission approval in March. The LOI included desired qualifications and experience for a contractor managing the Preschool Scholarship. She informed the Commission that only one LOI was received from Child Development Resources of Ventura County, Inc (CDR). Petra noted CDR is a long standing preschool partner, manages the county's Alternative Payment program, and holds the Resource and Referral contract in the county. She concluded that per the Commission's procurement policy, sole source criteria have been satisfied. The recommendation would grant authority to the Executive Director to negotiate a contract which will be brought back to the Commission for approval.

Commissioner Mantooth asked if there is a stated not to exceed percentage or amount for CDR's administrative expenses. Petra noted that expenses to manage the scholarship program have yet to be negotiated and commission guidance is appreciated. Commissioner Mantooth and Commissioner Zimmerman advised to keep program management expenses minimal to provide as many scholarships as possible.

A motion was made by Commissioner Stenslie, seconded by Commissioner Mantooth, to grant authority to the Executive Director to negotiate a sole source contract with Child Development Resources for the administration of a Preschool Scholarship Program in Ojai Valley, Moorpark, and Simi Valley from July 1, 2019 to June 30, 2021. The motion passed unanimously.

13. Update and Discussion of Implementing Fiscal Year 2019-21 Strategic Investments

Elizabeth reported that in addition to parent engagement efforts Interface is continuing to recruit staff. She commended Interface for recruiting staff with ECE and PACT experience and introduced Carizma Chapman to provide details of recent efforts.

Carizma noted recruitment has been underway since January 2019 and that Interface is dedicated to recruiting culturally competent staff that are knowledgeable and engaged in the communities they serve. She outlined the newly created Early Childhood department created within Interface and summarized key responsibilities for the Director and Program Manager positions, noting each manager will oversee a specific region. Carizma also reported a recently hired project liaison will focus on parent and community engagement strategies, including an analysis of current service sites to determine how best to sustain services moving forward. Carizma introduced Interface staff in attendance Heather Garcia and Elizabeth Hardin. Carizma noted all manager positions have been filled and eight individuals have been offered PACT teacher positions, seven of which are current NfL staff. She concluded final lease and facility costs will determine additional staffing opportunities.

Elizabeth thanked Carizma and noted that F5VC staff is developing a training program to support staff being brought on board, with efforts being led by Sam McCoy. She also detailed parent meetings to maintain communication and transparency, including meetings in Oxnard and Rio, which focused on the local Mixteco population. She added facility negotiations are underway and we hope to be able to

announce sites soon. Elizabeth concluded F5VC and Interface are working on a sliding fee scale, including policies, procedures and accounting.

Commissioner Gollub asked about the number of existing NfL staff being hired. Carizma reported 8 of 11 filled positions are current NfL staff. She added Interface has hosted open houses across the county to encourage NfL staff to apply.

Commissioner Oliva-Olson asked about Interface's prioritization of language competency as well as cultural competency. Carizma stated that Interface values being able to engage with families in their preferred language and about 65% of all staff are bilingual. Erik Sternad added 7 of 8 PACT teachers and two managers are bilingual.

Commissioner Marquez-O'Neill asked if Interface will continue to subcontract with MICOP. Carizma confirmed.

14. Report from Executive Director

Petra Puls provided highlights from her written report, noting F5VC was recognized as one of the best places to work on the Central Coast by the Pacific Coast Business Times for the second year in a row. She summarized outcomes on NfL service provisions, which have been impacted by staff seeking other employment opportunities. Petra commended all NfL staff for their dedication in serving their local families during the transition.

Petra also reported on Early Literacy initiatives, noting the March Storytime at the Annex Food Hall was held in partnership with the Oxnard Library and April will be co-hosted by Ventura County Public Health. She also detailed efforts for the 4th annual Take 5 and Read to Kids event and invited all Commissioners to participate as well as attend the kick-off breakfast on April 26 at CSUCI.

Petra noted F5VC is partnering with FoodShare to distribute milk to families through a grant they received. She also noted on the upcoming F5 Advocacy Day in Sacramento on April 23, which will include legislative visits and story times, and invited commissioners to attend if available.

Petra summarized a white paper recently published by F5CA on how to better support and maintain the ECE workforce. She concluded her report with upcoming events, noting that F5VC will present on local PACT efforts at the April 25 State Commission Meeting in Irvine and the F5VC Administration and Finance Committee is scheduled to meet next on May 10.

15. Commission Member Comments

Commissioner Long reported that the F5VC budget was recently approved by the Board of Supervisors and thanked F5VC, NfLs, Interface, and all partners for working to ensure services continue for local children and families.

Commissioner Gollub thanked F5VC and Interface leadership for the detail and thorough efforts as we transition place-based services.

Commissioner Mantooth noted that the 2020 Census outreach committee involved many organizations present and asked all in attendance to work to ensure all local children and individuals are counted so Ventura County gets the resources we need.

Commissioner Oliva-Olson provided an update on the CDE grant to support professional development for the ECE workforce, noting the cohort pilot is underway with about 150 to start in the fall. She encouraged Commissioners to contact her if they would like to learn more.

Commissioner Marquez-O'Neill encouraged all attendees to participate in Partnership for Safe Families run on May 4.

16. Next Meeting

Thursday, May 23, 2019, County Office of Education, 5100 Adolfo Rd., Camarillo

The meeting was adjourned at 2:45 pm.