



**COMMISSION MEETING
MINUTES**

October 22, 2020

Commissioners Present: Dr. Michael Gollub, Stan Mantooth, Dr. Robert Levin, Kelly Long, Dr. Cesar Morales, Bruce Stenslie

Excused Absence: Barbara Marquez-O'Neill, Barry Zimmerman

Staff Present: Petra Puls, John Anderson, Lauren Arzu, Heather Davidson, Sharon Elmsdorp, Fahim Farag, Jimena Hernandez, Jennifer Johnson, Sam McCoy

Public Present: Elizabeth Hardin Boyett, Mabel Munoz, Chris Sears, Cynthia Gonzalez, Andrew Huizar

OPENING

1. Welcome and Introductions

Commissioner Stenslie opened the meeting at 1:04 p.m. and reminded attendees how to participate via public comment.

2. Approval of Minutes from September 24, 2020 Special Commission Meeting

A motion was made by Commissioner Mantooth, seconded by Commissioner Long, to approve the minutes from the September 24, 2020 Special Commission Meeting. The motion passed with Commissioner Gollub abstaining.

3. Agenda Approval and Review of Commission Packets

Petra Puls provided an overview of regular and supplemental packet items, noting materials were sent via email and are posted on the F5VC website.

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

4. Public Comments/Correspondence

There were no comments from members of the public.

5. Public Hearing on Annual Audit and Year-End Report to the First 5 State Commission for FY 2019-20, in compliance with Section 130150 of the Health and Safety Code

Petra Puls reminded Commissioners that F5VC hosts this public hearing annually in October, and invited Jennifer Johnson to present the Audit to the Commission.

Jennifer began the presentation with an overview of significant events in FY 2019-20, which provide context for the financial statements, noting a substantial shift in investments occurred in alignment with the Strategic Plan and planned depletion of the Sustainability Fund. She added the Commission acted very quickly in light of the pandemic to address the changing needs of providers and families with young children. Jennifer also highlighted accomplishments made in national, state, and local partnership-based collaboratives and noted the Commission adopted a two-year extension of its current Strategic Plan.

Jennifer reviewed the Government-wide and Fund financial statements, explaining the difference in statements and providing highlights and explanations for variances from the prior year, noting some programs did not utilize their full allocation. She detailed significant notes to the Financial Statements and reviewed variances on budget to actuals for FY 2019-20. Jennifer also reviewed Budgetary Comparison Schedules for both funds.

Jennifer reported that as federal expenditures were less than \$750,000 for FY 2019-20 a single audit was not required. She provided an overview of the audit report and stated that the opinion was unmodified, commonly referred to as a clean opinion. She added the Administration and Finance Committee heard a presentation from Brown Armstrong on October 9.

Commissioner Mantooth congratulated Jennifer and F5VC on the clean audit, and stressed the importance of building a relationship with the new audit firm and have access to a managing partner during the audit.

Commissioner Stenslie commented on the difficulty of completing an audit with a new auditor in the remote environment, and congratulated the team on their accomplishments.

Jennifer noted the audited financials are converted to the Annual Report to First 5 California section AR-1 and introduced Sam McCoy to present the Annual Report for FY 2019-20.

Sam McCoy presented FY 2019-20 annual report, which captures service and client demographic data in three sections. He noted the limitations of the state reporting format and categories due to the report being designed to aggregate data from all 58 counties. Sam presented the AR-1 overview of investments by the assigned result areas: improved family functioning, improved child health, improved child development, and improved systems of care. He noted each contractor can only be included in one service per outcome area and added the F5VC annual evaluation report, to be presented in the near future, will capture F5VC investments and outcomes in greater detail

Sam outlined information from AR-2, which include numbers served categorized by caregivers, children 0-3, and children 3-5, as well as race/ethnicity and primary language spoken in the home. Sam concluded his report with an overview of AR-3, which includes narratives for the county evaluation summary and county highlights. He noted the First 5 California annual report, which aggregates these county level reports from across California, will be distributed to the Commission once it is completed by the state.

Commissioner Stenslie opened up the meeting for public comments at 1:51 p.m.

There were no comments from members of the public.

Commissioner Stenslie closed the public hearing at 1:52 p.m.

A motion was made by Commissioner Morales, seconded by Commissioner Levin, to receive and file the Annual Audit and approve the Year-End Report to the First 5 State Commission for FY 2019-20, in compliance with Section 130150 of the Health and Safety Code. The motion passed unanimously.

CONSENT AGENDA

6. Receive and File the First 5 Ventura County Financial Reports as of August 31, 2020

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

7. Presentation of FY 2020-22 Strategic Plan and Discussion of Implementation Steps

Petra Puls noted that the FY 2020-22 Strategic Plan was emailed to Commissioners and a hard copy will be mailed to them in the next few weeks. She provided background information, noting the Strategic Plan is used in combination with the Long-Term Financial Plan, annual budget and allocations, and implementation strategies. As approved by the Commission in the Long-Term Financial Plan, the Strategic Plan allocates investments for Nfls, Help Me Grow, and program and systems integration. An Implementation Plan will describe how F5VC will do the work to achieve the goals and objectives outlined in the Strategic Plan. She noted staff propose the Implementation Plan should focus on program and systems integration and sustainable improvements. Additionally, as the needs of families and providers continue to change due to COVID-19 and other factors F5VC needs to be able to adjust quickly to meet those changing needs.

Petra reported current funded partner contracts will end in June 2021, and F5VC will evaluate current programs with a lens for continuous quality improvement. The Implementation Plan will further define the vision for F5VC's future. Petra provided an overview of the proposed timeline for development of an Implementation Plan. First, staff will assess the current implementation of ongoing key investments for effectiveness, fidelity, and alignment with F5VC's mission and vision. Additionally, staff will assess opportunities at the local, state, and federal level. She noted recommendations for implementation strategies will be brought to the Commission over the next months for implementation on July 1, 2021. Throughout the assessment and adoption process, staff will align resources, supports, and infrastructure with implementation strategies through updating Policy Platform, developing an evaluation framework and plan, and reviewing committee structures. Petra asked the Commission for feedback on the proposed process before staff proceeds.

Commissioner Mantoath asked if this timeline was developed with the pandemic in mind. Petra confirmed it was, and the changing needs of families will be incorporated in the analysis.

Commissioner Stenslie pointed out that large numbers of women are dropping out of the workforce, and re-opening schools will profoundly impact economic recovery. He advised the impact on the childcare sector should be contemplated into the implementation plan.

Commissioner Long noted that many childcare centers are closed and parents at home will need help.

Petra shared an announcement of a new allocation from the State of CA in response to Covid-19, including approximately \$120 million for childcare for children of essential workers. It also includes additional funding for food banks and Project Room Key. She added that key investments in NfLs and specialized countywide strategies which are categorized as direct services will need to remain flexible. F5VC can have the greatest impact and adapt quickly in program and systems integration efforts. For example, F5VC, together with CDR and VCOE, formed the ECE taskforce early in the pandemic. Additionally, all childcare providers that F5VC supported with technical assistance to apply for Business Assistance Grants will receive \$5,000 of County CARES funding. F5VC and partners are also distributing a survey to all childcare providers in the county to determine if they are open and what barriers are to reopening. This data will help the childcare sector partner with the philanthropic community, cities, and the county to address the childcare shortage. The Camarillo City Council, for example, approved \$119,000 in grants for childcare providers.

Petra mentioned in closing that work to assess current implementation of initiatives is already under way and that staff will first present on the NfL, the Commission's largest investments, in November.

8. Recommendation to Approve Selected Contractor to Develop Evaluation Plan

Sam McCoy noted the Commission released an RFP in August 2020 to identify a contractor to develop an evaluation plan for current strategic investments. He reported six applications were received and, in accordance with the Commission's procurement policy, reviewed by a review committee comprised of staff and members of the public with content matter expertise. Two applicants were advanced for consideration based on score, completeness of the proposal, subject matter expertise, experience, and approach to carrying out the scope of work. Upon completion of interviews with the finalists, the review committee recommends that F5VC contract with Applied Survey Research (ASR) for an amount not to exceed \$50,000. Sam noted ASR has worked on more than 130 First 5 projects across 17 counties of varying size and has extensive experience setting up and implementing evaluation frameworks.

Commissioner Mantooth asked if ASR primarily works in CA, and if they have worked in Ventura County specifically. Sam replied that ASR works with cities, counties, the philanthropic community, and have worked on a range of family support and child welfare projects but he is not aware of work they have done in Ventura County. Petra added that ASR served as a subcontractor for the Children's Health Council on previous F5VC evaluation efforts.

A motion was made by Commissioner Long, seconded by Commissioner Mantooth, to select Applied Survey Research (ASR) as the contractor to develop an evaluation plan, including a data collection and reporting template, for First 5 Ventura County's FY 2020-2022 strategic investments, with a total contract amount not to exceed \$50,000 for FY 2020-21. The motion passed unanimously.

9. Discussion and consideration of updates to Executive Director's Objectives and Performance Goals for FY 2020-21

Commissioner Stenslie reported that during the annual performance review of the Executive Director in September the Commission requested that the timing be changed to evaluate the Executive Director in the fourth quarter of the current fiscal year. The Executive Director's objectives and performance goals for FY 2020-21 have been updated accordingly.

A motion was made by Commissioner Gollub, seconded by Commissioner Long, to approve the Executive Director's objectives and performance goals for FY 2020-21. The motion passed unanimously.

10. Report from Executive Director

Petra Puls delivered highlights from her written report, which is posted on the F5VC website. The Local Planning Council nominated Rachel Champagne, Senior Program Director for Catalyst Kids (formerly Child Development, Inc.), to serve on the Commission. Ms. Champagne will join the Commission in November, has an 18 year history of partnering with F5VC, and will bring a strong background in early childhood.

Petra highlighted updates on Commission initiatives, noting NfLs will host a drive-thru Halloween parade and distribute materials for their PACT classes. HMG-VC, which was transitioned in house as of July 1, recently relaunched the call line, and F5VC will recruit for a Care Coordinator to support the call line. She also noted F5VC Parent Leaders are finishing their Community Organizing and Family Issues training series and will begin working on local projects soon.

F5VC partnered with the Ventura County Community Foundation to lead census outreach efforts. Petra reported Ventura County was in the top 95% of counties to be counted. She also noted upcoming Funders Forum topics include arts organizations and climate change. She concluded her report directing the Commission to enclosures from F5CA about challenges to support dual language learners and the F5 Association Bill Tracker.

11. Commission Member Comments

Commissioner Long thanked Commissioner Mantooth and Commissioner Levin for supporting children and education during the pandemic. She noted the public can go to www.venturacountyrecovers.org for free COVID-19 testing with a 24-hour result time.

Commissioner Levin thanked Commissioner Long for her remarks and encouraged people who feel ill or may have been exposed to get tested. He noted it benefits the county to identify COVID-19 cases and advised although numbers are low right now everyone will play a role in stopping the spread. Our county and the economy depend on us taking precautions, particularly around the holiday season.

Commissioner Stenslie reminded the Commissioners to complete the Doodle Poll for 2021 meeting dates.

Commissioner Mantooth noted that VCOE has posted reopening dates for schools on the VCOE.org website.

12. Next Meeting

Thursday, November 19, 2020, via Zoom.

The meeting was adjourned at 2:36 p.m.