



COMMISSION MEETING

**January 28, 2021
1:00 p.m. – 3:00 p.m.**

IN REPOSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, AND IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S ORDER AUTHORIZING ELECTRONIC PUBLIC MEETINGS, ALL FIRST 5 VENTURA COUNTY COMMISSION MEETINGS ARE PROCEEDING ELECTRONICALLY UNTIL FURTHER NOTICE.

The following options allow for public participation and comments:

1. To observe the meeting conducted via Zoom, please contact First 5 Ventura County at assistant@first5ventura.org at least one hour prior to the start of the meeting for registration information.
2. If you wish to make a public comment, you have the following choices:
 - a) If you wish to make a written comment on a specific agenda item before the meeting, please submit your comment via email at least one hour prior to the start of the meeting. Please submit your comment to assistant@first5ventura.org. Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 9). Your email will be read and placed into the item's record at the meeting.
 - b) If you are watching the meeting via Zoom (prior registration required – email assistant@first5ventura.org for information) and would like to make either a general public comment for items not on the day's agenda or to comment on a specific agenda item as it is being heard, please submit your comment, limited to 250 words or less in the zoom meeting chat box OR state your request for verbal public comment in the chat box. Verbal public comments may be limited to three (3) minutes due to time limitations.

Every effort will be made to read written comments into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

OPENING

- 1. Welcome and Introductions – Chair Marquez-O'Neill**
- 2. Seating of New Chair and Vice Chair**
- 3. Recognition and Appreciation of Commissioner Long for her work on behalf of First 5 Ventura County – Chair Marquez-O'Neill**
- 4. Welcome Dr. Christine Walker, Superintendent of the Hueneme Elementary School District, and Matt LaVere, Ventura County Supervisor District 1, as New Commissioners – Chair Marquez-O'Neill**

5. **Approval of Minutes from December 17, 2020 Commission Meeting**
6. **Agenda Approval and Review of Commission Packets**
7. **Public Comments/Correspondence**

The following items will be reviewed and discussed by the Commissioners for appropriate action.

CONSENT AGENDA

Consent Agenda Item 8: Review and approve unless an item is pulled for separate action by the Commission and moved to the Regular Agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.

8. **Receive and File the First 5 Ventura County Financial Reports as of November 30, 2020**

REGULAR AGENDA

9. **Review and Discussion of Key Accomplishments and Findings from the First 5 Ventura County FY 2019-20 Annual Report – Sam McCoy**
(The Commission will receive a staff presentation and discuss findings from the First 5 Ventura County FY 2019-20 Annual Report.)

10. **Report of Committees**

- a. **Administration and Finance – Commissioner Stenslie**

- i. **Recommendation to Update Commission’s Policy and Procedures on Internal Control**

(Recommended action will update recent changes to titles of positions and clarifies certain procedures related to scope when Executive Director appoints a designee, payroll procedures, and receipt of purchases.)

- ii. **Recommendation to Approve Policy and Procedures to Accept Digital Signatures**

(Recommended action will adopt a new policy and procedures to allow for the use of digital signatures, using a certificate-based digital ID, for specified documents requiring a signature of authorization/approval.)

- iii. **Recommendation to Update Advocacy Policy and Policy Platform for 2021**

(The Commission will review and consider the adoption of an updated advocacy policy and policy platform for 2021.)

- iv. **Recommendation to Extend Policy for Paid Sick Leave and Extended Paid Family Leave under the Families First Coronavirus Response Act (FFCRA)**
(Recommended action will extend the FFCRA paid leave benefits through March 31, 2021.)
- v. **Recommendation to Approve Policy and Procedures to Comply with New COVID-19 Employee Safety and Reporting Laws**
(Recommended action will make available sick leave available, up to two weeks, to employees who were exposed to COVID-19 at work, cannot work from home, and do not have FFCRA paid leave benefits available.)

11. Recommendation to Approve Unspent Funds for Activities to Facilitate Transition of First 5 Neighborhoods for Learning (NfL) Initiative – Petra Puls
(The recommended action would approve the use of up to \$450,000 in available unspent funds to be used for strategies and activities to facilitate the transition of the First 5 Neighborhoods for Learning initiative from the current contractor to First 5 Ventura County, from February 1, 2021 to June 30, 2021.)

12. Review and Assessment of Current Implementation of Ongoing Key Investments, and Discussion of FY 2021-23 Implementation Models – Petra Puls
(The Commission will receive a presentation on the current implementation of the following investments and review FY 2021-23 implementation strategies and models: Countywide Linkage to Resources and Early Intervention; Support for Mixteco Populations; and Triple P.)

13. Report from Executive Director – Petra Puls

- (a) Report on Administrative Operations
- (b) Update on Commission Initiatives
- (c) Update on Statewide First 5 Activities

14. Commission Member Comments
(Government Code Section 54954.2(a) states: “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.”)

15. Next Meeting
Thursday, February 25, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo (whether meeting to be held either in-person or electronically to be determined based upon state of the novel corona virus emergency)

16. Future Meetings
Thursday, March 25, 2021, First 5 Ventura County, 2580 E. Main Street Ste. 203, Ventura
Thursday, April 22, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, May 20, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, June 17, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, July 29, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo

Thursday, August 26, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, September 23, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, October 21, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, November 18, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, December 16, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact First 5 Ventura County at 805-648-9990 or via the California Relay Service. Reasonable advance notification of the need for accommodation prior to the meeting (48 hours advance notice is preferable) will enable us to make reasonable arrangements to ensure accessibility to this meeting.