

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

November 6, 2020

Present: Commissioner Mantooth, Pamela Grothe, and Joseph Richards

Staff Present: Petra Puls, Lauren Arzu, and Fahim Farag

Guests Present: Erik Sternad, Interface Children and Family Services

I. Call to Order/Welcome/Introductions

Commissioner Mantooth began the meeting at 9:34 a.m.

II. Approval of Minutes from October 9, 2020

A motion was made by Pamela Grothe, seconded by Joseph Richards, to approve the minutes from the October 9, 2020 meeting. The motion carried unanimously.

III. Approval of Agenda

A motion was made by Joseph Richards, seconded by Pamela Grothe, to approve the agenda. The motion carried unanimously.

IV. Public Comments

There were no public comments.

V. Recommendation to Extend Office Lease

Lauren Arzu detailed the current lease for administrative office space, which expires December 31, 2020, and noted staff explored alternate office locations prior to transitioning to remote work in March 2020 due to COVID-19. Lauren reported that with staff able to maintain productivity while working remotely, management analyzed the costs and benefits of working remotely and determined that a smaller office blueprint would maintain functionality while reducing administrative costs. Staff recommend decreasing the total square footage rented by 1,600 by eliminating the second floor office space as of January 31, 2021. The proposal is to maintain the upstairs conference room, which would be relabeled to Suite 203 to maintain address continuity, and reconfigure downstairs with workstations that any staff can access while in the office. Lauren detailed the one-year lease renewal proposal, including square footage costs for office space and storage, and noted this action would result in a cost savings of \$35,200 from February 1 – December 31, 2021. She added this renewal maintains the limitation on the annual rate increase and allows F5VC time to assess the effectiveness of working remotely without a long-term commitment for office space.

Pamela Grothe asked about provisions for additional lease extensions if another suitable location is not found. Lauren reported that Don Carlton Realty would be happy to extend the lease for additional years.

Joseph Richards asked when staff plan to start the process for assessing options for 2022. Lauren reported that staff plan to start the process in the spring of 2021 in order to have adequate time to plan and prepare if offices move to a new location.

A motion was made by Pamela Grothe, seconded by Joseph Richards, to renew the lease for office space for one (1) additional year, concluding December 31, 2021, and grant the Executive Director authority to enter into a lease agreement with the Don Carlton Realty Company. The motion carried unanimously.

VI. Update on Commission Activities

Petra Puls referred to the October 2020 Report from Commission Staff. Rachel Champagne will join the Commission in November as the new representative from the Local Planning Council. She detailed Help Me Grow updates, including launching a redesigned call line and partnering to develop www.acesawareventuracounty.org. Petra also provided updates on the ECE taskforce and highlighted work to with the City of Camarillo which resulted in almost \$120,000 in grants to support child care providers as an example of systems change.

VII. New Business/ Miscellaneous

There was no new business.

VIII. Closure

Commissioner Mantooth ended the meeting at 9:54 a.m.

IX. Next Meeting

Friday, December 4, 2020, 9:30 a.m. – 11:30 a.m., Location TBD (subsequently canceled)