



MINUTES

April 1, 2014

Kings County Board of Supervisors Chambers
Kings County Government Center
1400 W. Lacey Blvd.,
Hanford, CA 93230

CALL TO ORDER & WELCOME

Meeting called to order at 3:00 p.m.

COMMISSIONER ROLL CALL

Commissioner	Present	Absent	Joined Meeting After Roll Call
Tim Bowers		X	
Fabiola DeCaratachea			X
Mary Anne Ford-Sherman	X		
Peggy Montgomery	X		
Joe Neves	X		
Dr. Michael Mac Lean	X		
Lois Zercher-Wynne	X		

Commissioner Neves in the role as Acting Chair welcomed Dr. Michael Mac Lean to the commission.

REVIEW AND MODIFICATION TO AGENDA

None.

OPPORTUNITY FOR PUBLIC COMMENT

None.

CONSENT CALENDAR

2014-04-001 Approval of Minutes: February 4, 2014 Commission Meeting

Motion Made by:	Peggy Montgomery
2 nd Motion by:	Lois Zercher-Wynne
Number of Votes in Favor of Motion:	5
Number of Votes Opposed to Motion:	0
Number of Abstentions (by name)	None
Motion (Pass/Fail)	Pass

REGULAR AGENDA ITEMS

Program Officer Waite mentioned that the expenditures are in line. Publications and legal notice ran a little bit over due to recruiting for a new Executive Director as well as a Newspaper notice for a special meeting. Additionally, First 5 made an ordinance change that required public notice. First 5 was also over on Professional and Specialist Services due to the Interim Executive Director contract. There were no questions from the Commission regarding the fiscal report.

Regarding the staff report, First 5 Kings Staff are now physically located in the Public Health Department Buildings. Program Officer Waite attended the annual Child Signature Project #2 meeting in San Diego, CA. Additionally the school readiness backpacks have been received and School Readiness Coordinator Avila has delivered about approximately 1,000. She is finalizing her spring events and linkages plans for the year.

Commissioner Ford-Sherman asked if the CSP2 program put us in the Central Learning Consortium. Program officer Waite mentioned that First 5 Kings is currently participating in CSP#2, First 5 California also funds CSP#1 and CSP#3 as well.

For the transition report Program Officer Waite included pictures of the office space, an Open House is being planned for May 2014.

DISCUSSION/ACTION ITEMS

2014-04-002 First 5 California Annual Report 2012-2013: Commission to review and discuss the 2012-2013 annual report for First 5 California as required by prop 10.

Commission Ford-Sherman asked how we can have Kings County called out in the CARES section on the next annual report. Program Officer Waite will look into adding the local CARES project into the state's report in future years.

After further discussion, a motion was made that the Commission approve, adopt and make note that the annual report has been discussed.

Motion Made by:	Mary Anne Ford-Sherman
2 nd Motion by:	Lois Zercher-Wynne
Number of Votes in Favor of Motion:	5
Number of Votes Opposed to Motion:	0
Number of Abstentions (by name)	None
Motion (Pass/Fail)	Pass


2014-04-003 Process to Establish Strategic Plan for 2015-2016: Commission to discuss and consider the establishment of guiding principals for developing 2015-2020 strategic plan. 

The last time the strategic planning was started from scratch was in 2006. This foundation has been used in the development and updating of the strategic plan since. First 5 Kings has not comprehensively assessed the community needs during this time. Program Officer Waite is seeking direction from the Commission regarding the process for creating a new strategic plan that will start July 1, 2015.

The Commission inquired about the intensity of the last community needs assessment. Program Officer Waite stated that survey responses were gathered from a verity of locations and events to get a sample representative of Kings County. The Commission mentioned that diminished internal resources and staffing reductions would be a consideration, unless this process could be conducted by an external contractor. The possibility of a strategic planning subcommittee was discussed, but no action was taken.

Joe Neves pointed out that Fabiola DeCaratachea was now present and will take over as acting chair after this discussion.

Commissioner DeCaratachea mentioned that part of the RFP process was to submit an assessment of the community and a parent satisfaction survey. Commissioner DeCaratachea recommended that existing data source be explored including those required in the RFA process. Staff was asked to identify existing systems for gathering parent, provide, and caregiver input/feedback and make a recommendation to the Commission at a future meeting.

2014-04-004 Proposed Budget for FY 2014-2015: Commission to review and consider recommending the proposed budget for FY 2014-2015. 

First 5 worked with staff in the Fiscal Department at the Health Department to develop a draft budget that took into consideration the staffing and organizational changes that have taken place over the last year. Overall expenditures have been reduced by about \$180,000.

A motion to accept the proposed budget was presented.

Motion Made by:	Joe Neves
2 nd Motion by:	Mary Anne Ford-Sherman
Number of Votes in Favor of Motion:	6
Number of Votes Opposed to Motion:	0
Number of Abstentions (by name)	None
Motion (Pass/Fail)	Pass

2014-04-005 Administrative Cost Limit for FY 2014-2015: Commission to review, discuss and consider approving the administrative cost limit for FY 2014-2015.




First 5 Kings is required to adopt an Administrative Cost Limit on an annual basis, First 5 California does not provide specific guidance on what the Admin cost Limit should be. The Administrative Cost Limit for FY 2013/2014 was set at 15%. Program officer Waite recommended that the cost limit for this year be set at 10% based on the estimated budget presented as item 201-04-004 previously in the meeting.

The commission asked what is included in the administration cost. Program Officer Waite stated that it is comprised of Salaries & Benefits, Rent & Office Space, Communication, Commission Meeting Expenses, Legal Services, CAP Charges, and other budget cost that support administrative activities by First 5 Kings. However, the Administrative Cost Limit does not include the Indirect Charges for the sub-contractors.

A motion was made to adopt the 10% administrative cost limit.

Motion Made by:	Mary Anne Ford-Sherman
2 nd Motion by:	Joe Neves
Number of Votes in Favor of Motion:	6
Number of Votes Opposed to Motion:	0
Number of Abstentions (by name)	None
Motion (Pass/Fail)	Pass

2014-04-006 Establishment of Nomination Committee for 2014-2015 Chair Elect:


Commission Chair to appoint a nominating committee to propose candidates for the election of 2014-2015 Chair Elect. 

Correction; the 2014/15 Chair is Commissioner DeCaratachea, she is our currently serving as Co-Chair and will ascend to be Chair for FY 2014/15. This nomination will fill the Co-chair for FY 14/15 and chair for FY 15/16. The selected nominee will be elected in the May meeting and July will become the Co-Chair.

Commissioner Montgomery asked if a sub-committee is required or can the existing commission just make a nomination. A motion was made to nominate Commissioner Zercher-Wynne as the Chair Elect.

Legal counsel was consulted regarding the By-laws. She informed the Commission that the by-laws allow for the Commission to nominate someone without a sub-committee. A second motion was made to close the nominations.

Motion Made by:	Mary Anne Ford-Sherman
2 nd Motion by:	Joe Neves
Number of Votes in Favor of Motion:	6
Number of Votes Opposed to Motion:	0
Number of Abstentions (by name)	None
Motion (Pass/Fail)	Pass

2014-04-007 2nd Quarter Project Achievement Report: Commission to review and discuss the 2013-2014 2nd Quarter Achievement Report for First 5 Kings funded programs. 

A review of grantee performance is conducted on a quarterly basis. Program Officer Waite offered a summarized explanation of the quarterly report. Commissioner DeCaratachea requested that future quarterly reports include a column that indicates how many contracted objectives are not on target for each grantee and more information explaining why a program are under expending. No action required on this item.


Commissioner Neves excused himself to attend a separate matter at 3:35 pm.

STUDY SESSION

Policy Manual Review/Revision/Modification: Commission to review, discuss and consider modification to the First5 5 Kings County Policy Manual.

Program Officer Waite summarized how the existing Policy Manual contains a lot of very fine detail in the document prescribing very tightly the processes to be followed. Direction is being requested regarding the separation of the Policy Manual into two separate documents. One would be the Policy Manual adopted by the commission which would be the overarching guiding principles and the other would be a Procedures Manual that would contain additional detail and guidance that the Executive Director would have the authority to modify. This would allow staff flexible with the day-to-day operations. The Commission agreed and recommended that course of action.

Spotlight on Service – Kings County Office of Education – Lemoore Family

Connection: Staff from Kings County Office of Education will present an overview of the Lemoore Family Connection. 

Alice Patterson, Administrator for the Lemoore Family Connection and Juanita Ramirez, the FRC advisor presented a “snapshot” of the Lemoore Family Connection.

Commissioner Mac Lean suggested that parents be encouraged to bond more with babies and children. Also, the program should consider changing out “Doughnuts with Dad” with “Apples with Dad” or something else to encourage healthy eating.

FUTURE AGENDA ITEMS

May

- Approval of 2013-2014 Grantee Contracts:
 - Avenal Family Connection
 - Corcoran Family Resource Center
 - Hanford & Lemoore Family Connection
 - Kettleman City Family Resource Center
 - Parent & Me
 - Special Needs Project
 - CARES
 - CSP#2 - Early Learning Support Specialist
- Spotlight on Service: Avenal Family Connection

COMMISSIONER COMMENTS

Commission Mac Lean commented that recently released data shows that preschoolers who are vaccinated against influenza have a significantly lower rate of hospital admissions. Thus, First 5 Kings will be invited to participate with the Health Department to encourage influenza vaccination in preschoolers. The Health Department will prepare flyer handouts to encouraging early vaccination. One unintended consequences of the Affordable Care Act is that some clients can only receive vaccinations from their own medical care provider. The Health Department will have to turn those clients away since their provider is being paid to do provide that service. This may result in a decreased rate of vaccinations.

REVIEW NEXT MEETING DATE & ADJURNMENT

Meeting was adjourned at 3:57 p.m. until the next meeting, now scheduled for May 6, 2014 at 3:00 pm.