



MINUTES

July 1, 2014

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

First 5 Sonoma County
490 Mendocino Avenue Suite 203
Santa Rosa, CA 95401

CALL TO ORDER & WELCOME

Meeting called to order at 3:10 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	

REVIEW AND MODIFICATION TO AGENDA

Debbie Grice requested to move the discussion action items to follow the consent calendar.

OPPORTUNITY FOR PUBLIC COMMENT

None.

CONSENT CALENDAR

2014-07-001 Approval of Minutes: April 1, 2014 Commission Meeting
2014-07-002 Approval of Minutes: May 6, 2014 Commission Meeting

Motion Made by:	Peggy Montgomery		
2 nd Motion by:	Mary Anne Ford-Sherman		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Fabiola DeCaratachea			
Mary Anne Ford-Sherman	X		
Peggy Montgomery	X		
Joe Neves	X		
Dr. Michael Mac Lean	X		
Lois Zercher-Wynne			

Minutes accepted with modification to the May 6, 2014 minutes that should show that Commissioner Bowers actually stepped down from the podium rather than just showing that he abstained from voting.

REGULAR AGENDA ITEMS

Since a commission meeting was canceled there are two financial reports to consider. First 5 has spent 88% of the overall budget for the year. There were no questions for the commission.

- **Staff Report** 

It was reported that staff has been busy, there is a lot taking place for two individuals. The plan is still to hire a third staff member in the near future.

The Hands on Health Express Van visited the Hanford and Lemoore family connection and submitted a positive summary report.

There was a challenge with the way UCP gathers and reports out their evaluation data. The OSEP score that is currently being used, will no longer be supported by the VORT Corporation. Though a partnership between First 5, UCP, EMT a solution was identified that will allow all to use the same tool and provide reliable data for evaluation.

A proposal was submitted to First 5 California to rollover \$26,000 of funds from FY12/13 to FY 14/15. The proposal will send Catherine Kemp to become a Certified CLASS Observer, which is an observational tool to put a quantitative

score to a qualitative process of teaching. Additional First 5 would like to take the teachers to the annual CAEYC conference in Sacramento, CA.

School Readiness Coordinator Avila has just completed her third Linkages 2 Learning meetings with participating school sites. She has also been collecting backpacks and compiling data. Additionally she has been doing week-long Kinder Camps at the Family Resource Centers. School Readiness Coordinator Avila will be going to Las Vegas, Nevada for the annual "I Teach K" conference.

No question from the commission regarding the staff report. Commissioner Bowers recalled a previous discussion at the commission meeting regarding including the Fiscal and Staff report in the consent calendar rather than receiving a detailed report. Can these be presented as submitted and move on to the next item?

Program Officer Waite suggested that the reports be submitted and an opportunity for questions could be provided. Proposition 10 requires the financial report be tracked on a regular basis, but does not require a verbal report. The commission agreed that the financial report can be part of the consent calendar and be voted on. Regarding the staff report it can be submitted and the commission will have the opportunity to ask questions if they so choose.

Program Officer Waite stated that a partnership with the WIC Program regarding the Ages and the Stages Questionnaire (ASQ) will start in late August. The target population will 6, 18, 30, and 42 months, as well as anytime parents raise concerns regarding their child's behavior and/or development. A referral tree can be created.

DISCUSSION/ACTION ITEMS

2014-07-003 2013/2014 3rd Quarter Project Achievement Report:

Program Officer Waite indicated that on a quarterly basis First 5 receives reports from the grantees then compile those and provide a summary to the commission, to track their progress throughout the year. As requested by Commissioner DeCaratachea a column has been added to notate the number of objectives that are below the target for this point in the grant term. There were no questions from the commission.

2014-07-004 Approval of First 5 Kings Policy Manual:

In 2012 the policy manual was established to bring all the First 5 policies together in one location. Although there have been minor changes the manual it has not been updated. Now that First 5 Kings County is administratively under the Department of Public Health and their policies, the policy manual has been modified to align with the current practices. The bylaws have stayed the same. The strategic plan as been extended an additional year and the evaluation plan

was updated. Program Officer Waite recommended that the commission adopt the policy manual as written.

Motion Made by:	Mary Anne Ford-Sherman		
2 nd Motion by:	Peggy Montgomery		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Fabiola DeCaratachea			
Mary Anne Ford-Sherman	X		
Peggy Montgomery	X		
Joe Neves	X		
Dr. Michael Mac Lean	X		
Lois Zercher-Wynne			

2014-07-005 Strategic Plan Data Sources and Process: 

During a previous commission meeting it was requested that First 5 staff conduct an analysis of other needs assessments from grantees and other organizations to assess if there is usable data and assess what new data needs to be gathered before resources are spent gathering additional information.

The first data source was the grantee applications. The FRC are required to submit a needs assessment, conducted within the last three years, with their annual application. It is very specific to what each FRC has to offer. This would not address the county wide needs.

The second source would be the three soon-to-be-completed evaluation forms; the family resource center evaluation, the Linkages to Learning evaluation, and the UCP parent me. The evaluation reports are more specific to outcomes.

The third source is the Kings Partnership For Prevention that is currently completing a 9 month strategic planning process. The KPFP is using seven content areas from the National Prevention Strategy; tobacco free living, preventing drug abuse and excessive alcohol use, healthy eating, active living, injury and violence free living, reproductive sexual health, and mental and emotional wellbeing. Their strategic planning meeting is scheduled for September 18, 2014. There is a limited 0-5 component to their needs assessment process.

The fourth source was the Head Start needs assessment completed in 2013 by KCAO and is the most comprehensive. This needs assessment addresses oral health, mental health, parenting, nutrition, child care, preschool, and many other core content areas. Since it is county specific there is a lot of good data that can be used.

The last data source looked at does not exist yet, but is a great opportunity to partner with KCOE. The Local Childhood Planning Counsel is completing the needs assessment by December 2014.

First 5 staff requested direction from the commission as to the next steps. Should a consultant be hired to lead the process? Should First 5 gather additional data? Should a sub-committee be formed?

Commissioners Mary Anne Ford-Sherman and Peggy Montgomery stated that using data that is in hand in order to move forward in making a decision. The question remaining is how to determine the needs assessment with the existing data. Commissioner Mary Anne Ford-Sherman asked if it would be possible to inquire of other like-size counties what their needs assessment revealed. All of the First 5 strategic plans are submitted and posted on First 5 Association website.

Program Officer Waite asked if the commission would like for him to contact a few consultants or other strategic planning professionals to get a proposal from them. The process will need to be completed by February 2015. A Request for Qualifications (FRQ) should be developed and presented in the August meeting.

Commissioner Peggy Montgomery proposed that the commission meeting date for January 2015 be moved due to the county offices being closed just before that time. This would assist in allowing all commissioners to be present for the planning.

STUDY SESSION

Evaluation Report UCP Parent & Me:

Over the last year Evaluation Management and Training (EMT), have been working on evaluating the UCP Parent & Me project since September 2013. Tori showed a PowerPoint presentation outlining their evaluation of the project. EMT analyzed historical data from the past 5 years, as well making program location and school visits. EMT mentioned that the results of the program evaluation are very strong and positive.

At 4:20pm Commissioner Dr. Michael Mac Lean asked to be dismissed and disconnected from the teleconference location in Sonoma County.

Spotlight on Service – Kings Community Action Organization – Kettleman City Family Resource Center:

April McGovern the Program Coordinator at the Kettleman City Family Resource Center presented a brief PowerPoint presentation. The FRC is open 3 days a week; Tuesday, Wednesday, and Thursday. They just completed their first contract year for home visits. The program serves expectant mother and children

ages 0-2 and is designed to strengthen parent child bonding. They are experiencing a positive response from the community.

FUTURE AGENDA ITEMS

August

- Strategic Plan Processes
- CARES Evaluation Plan
- Spotlight on Service: KCOE – CARES

COMMISSIONER COMMENTS

No Comments from the Commissioners. However, Debbie Grice presented Commissioner Bowers, who is the outgoing chair, with a gift of appreciation for serving.

REVIEW NEXT MEETING DATE & ADJURNMENT

Meeting was adjourned at 4:35 p.m. until the next meeting, now scheduled for August 5, 2014.