

FIRST 5 KINGS COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes
April 10, 2007

Commissioners Present: Bill Black, Joe Neves, Perry Rickard, John Stankovich.

Commissioners absent: David Droker, Mary Anne Ford-Sherman, Peggy Montgomery.

Commission staff present: Lisa Watson, Executive Director; Fabiola DeCaratachea, Program Officer; Scott Waite, Program Officer; Jon-Michael Hice, Community Specialist; Anamaria Dominguez, Executive Secretary.

County staff to the Commission: Pete Mook, County Counsel

Others present: Catherine Kemp, Wendy W. Alsop, Deborah M. Thomas, Debbie Gibson, Diane Hall, Jim Shaver, Kathy Cruz, Ynez Lopez, Kelly Marschall.

Call to Order: Chair Stankovich called the meeting to order at 4:05 and roll call was taken.

Public Hearing: Public Hearing was opened to receive comment on First 5 Kings County 2007/2008 Administrative Cost Limit. For benefit of the public, ED Watson outlined the policy. No comments were posted and the Public Hearing was closed followed by the reading of vision, mission and ground rules to continue with regular commission meeting.

Review and Modification of Agenda: Item no. 2007-04-003 was moved from Consent Calendar to the first item under discussion items, and Study Session was moved to be in between regular agenda items and discussion/action items out of time consideration for consultant who will be presenting.

Public Comment: None

Consent Calendar:

2007-04-001 Approval of minutes: February 6, 2007 Commission meeting

2007-04-002 Approval of minutes: March 6, 2007 Commission meeting

Consent calendar was accepted as modified by motion made by Commissioner Neves, seconded by Commissioner Rickard. Unanimous vote by commissioners present.

Regular Agenda Items:

Fiscal Report.- Fiscal report for the month of March was presented to the Commission by ED Watson. In addition, Ms. Watson informed the Commission that the first CARES disbursement for 2005-2006 has been received and initial 2006-2007 School Readiness funding will be here shortly. In the future, fiscal reports will incorporate revenue information. There were no questions or comments from Commissioners.

Executive Director's Report.- Attached to ED Watson's report was FY07/08 Budget as submitted to the County with adjustments made to reflect revised budget amounts for

costs not controlled by our department. Another adjustment included the final payoff for 06-07 contracts. ED Watson informed the Commission that this process of rolling over payments to the following fiscal year will be changed next year to make sure that cost associated with a grant term is accounted for within the fiscal year. In terms of evaluation update, Ms. Watson stated that First 5 has been working closely with UCLA to finalize the methodology for current year evaluation activities. Ms. Watson talked about the opportunity that she and Ms. DeCaratachea had to speak to Senator Dean Flores and a representative from Nicole Parra's office while they attended the All About the Kids legislature day on March 21st in Sacramento. ED Watson made the Commission aware of legislative items that are pending that might affect First 5, both at state and local level. As these move through the process, ED Watson will keep the Commission updated. There was a brief discussion initiated by Commissioner Rickard about SB 893.

Program Officer's Report:

Fabiola DeCaratachea. – Ms. DeCaratachea outlined in her report the data review and data management activities incurred in the process of transitioning to the new ODM data base system. Meetings with all contractors have been established to provide the opportunity to correct data for accurate reporting purposes. The program auditing tool has been finalized with the assistance of Social Entrepreneurs Inc.; the financial review portion is to be completed by M. Green and Company (a CPA firm). It is expected that the Commission will conduct the program audit and financial review during the last two weeks of May.

Scott Waite.- Mr. Waite started his report by informing the Commission that backpacks have been delivered to every school district including some private schools to distribute to their incoming kindergarten students. Backpacks will also be distributed at the Kindergarten registration event at the Hanford Mall on April 21st. Mr. Waite thanked First 5 staff for being on site distributing backpacks at a week long event for kindergarten registration at Lemoore Elementary School District. In addition, Mr. Waite informed the commission that the new version of the New Parent Kit has been received and letters have been sent to potential distribution sites throughout the County. Customization materials have been finalized and sent to the State for inclusion in NPK before delivery. Additional materials will be provided to parents at trainings held at FRCs.

Community Specialist's Report: Mr. Hice reported out on media and public relations as well as marketing and community outreach activities outlining the presence of First 5 California Mobile Unit at Gardenside School on March 21st. Updates on website and resource directory were also provided. Mr. Hice invited Commissioners to volunteer at the April 21st Kindergarten registration event at the Hanford Mall. Commissioner Neves stated he will be present at this event.

STUDY SESSION

Ms. Kelley Marschall, from Social Entrepreneurs, Inc. provided a power point presentation with an update on the Capacity Building Initiative activities. One on one consultation and customization of tools will be provided between now and June with the idea of doing a reassessment with the FRCs to measure change since the project begun. A final report be given in July. There were no questions or comments from the public. ED Watson made a comment on how an asset these tools –provided in hard copy and disk-

have been to First 5 grantees and how they will be shared with other agencies.

DISCUSSION/ACTION ITEMS

2007-04-003 Approval of Revised Operating Guidelines (moved from Consent Calendar) ED Watson went over the changes recommended at the March 20th Commission Planning Retreat which have since been integrated into the document. Commission staff is working with County Counsel on the clarification of what is required to move a motion forward, whether it is a majority of the quorum or a majority of those present; further clarification was requested by Commissioner Neves in anticipation of having a commissioner step down because of conflict with an agenda item. Mr. Moock stated that as long as there is a quorum present, action can be taken unless in the case of a commissioner abstaining, that will decrease the quorum and should be taken as an absence. County Counsel will look further into the issue and ED Watson will report out at a future commission meeting. With no other changes to discuss, the revised operational guidelines were approved as presented by motion made by Commissioner Black, seconded by Commissioner Neves. Motion was carried unanimously.

2007-04-004 C.A.R.E.S. Fund Allocation - Commissioner Stankovich recused himself from discussion and abstained from vote on this item. As discussed earlier, because of quorum issues, this item is to be carried over to a future agenda. Implications of carrying it over were explained by ED Watson. It was agreed to hold a special meeting for the discussion of this item as well as the 2007/2008 Administrative Cost Limit. Mr. Jim Shaver made a comment about the possibility that Commissioner Droker might have to recuse from the CARES discussion because part of the CARES contract is a sub-contract with KCAO. Tentative dates were set-up and phone calls from staff to commissioners will be conducted to establish the date and secure quorum.

2007-04-005 2007/2008 Administrative Cost Limit – carried over for Special Meeting.

2007-04-006 2006/2007 Auditing Tool – Commissioner Rickard, recused himself because he considered it inappropriate in his role as a contractor with First 5 to vote on this issue. ED Watson clarified that the auditing tool was specific for 2006/2007 existing Family Resource Centers and School Readiness contracts, excluding new contractors. Program Officer DeCaratachea outlined the process and development of the auditing tool. First 5 will be conducting the program piece of the audit, while a CPA will be utilized to conduct the fiscal component. These audits will be scheduled to take place in the month of May. Commissioner Black suggested that a written sustainability plan be requested and included in the tool. Ms. DeCaratachea agreed to the request and the auditing tool was approved with suggested modifications by motion made by Commissioner Black, seconded by Commissioner Rickard. Motion was unanimously carried by members present.

2007-04-007 2006/2007 Avenal FRC Implementation Contract – This contract in the amount of \$29,232.50 is requested to support the development of a program at a modular building purchased in half with funds from an FRC Infrastructure contract awarded to

Reef-Sunset School District at the July 2006 Commission meeting. The proposed model will address the School Readiness and Family Resource Center needs at the Tamarack School site in Avenal and is expected to be ready for operation at the beginning of the next school year. In addition to approval of the contract, staff requested release of funds in a two payment period due to the shortened nature of the grant term. Motion was made by Commissioner Black, seconded by Commissioner Neves to approve the Avenal FRC grant along with the change in payments. Motion was unanimously carried by those present.

2007-004-008 Next Stop Kindergarten – Health Services Contract – ED Watson requested authorization from the Commission to contract with Family Health Care Network for up to \$20,000 to provide medical services at the Next Stop: Kindergarten event that will take place at the Hanford Mall on April 21, 2007 as well as to provide vouchers to participant parents that may not be able to receive services on site because of the sheer volume of possible participants. The negotiated rate for services is \$50.00 per child.

There was concern from Commissioner Rickard about protocol to screen children who already have a provider and the mechanism to handle identified conditions. Mr. Hice indicated that those concerns will be addressed at his next meeting with Family Health Care Network. Commissioner Black had questions about confidential space for screening. ED Watson informed that partitions will be set up and the Immunizations Mobile will be set outside the Mall. Motion made by Commissioner Black, seconded by Commissioner Rickard approved the proposed contract. Motion was unanimously carried by those present.

2007-004-009 May 2007 Commission Meeting – Change in Location – Commission staff requested that the location of the May 2007 Commission meeting be changed temporarily to Assembly of God Lemoore, to provide the Commission, Commission staff and the public the opportunity to view the newly renovated Lemoore Family Resource Center. Mr. Mook from County Counsel stated that scheduling and posting a Special Meeting with a Special Location will suffice. No action was needed.

FUTURE AGENDA ITEMS – Not all of these items will be presented at the next commission meeting but will be in the next couple of months.

- Administrative Cost Limit (Special meeting)
- Contractor Compliance Policy
- Revised Bylaws
- 2007-2008 Contracts
 - Family Resource Centers
 - Armona FRC
 - Avenal FRC
 - Corcoran FRC
 - Hand in Hand FRC
 - Hanford FRC
 - Kettleman City FRC
 - Lemoore FRC
 - Parenting Classes

- Parent Support Group Facilitation - Possible
 - Health & Nutrition Classes - Possible
- School Readiness
 - UCP
- Special Needs
 - UCP
- Child Health Initiative
 - Health Department of Kings County
- Kings CONNECTION
 - United Way
- C.A.R.E.S
 - Kings County Office of Education
- Capacity Building Contract
 - SEI
- Evaluation Services
 - UCLA

COMMISSIONER COMMENTS

- 👉 Commissioner Rickard provided an update on Child Health Initiative. Enrollment will probably start in May. Final approval was received for the OERU Grant.
- 👉 Commissioner Black commented on the success of the planning retreat.

ADJOURNMENT

Meeting was adjourned at 5:35.