

## **FIRST 5 KINGS COUNTY CHILDREN AND FAMILIES COMMISSION**

### **Minutes**

**October 3, 2007**

**Public Hearing:** Chair Black opened the Public Hearing at 9:00, calling for public comment on the 2005-2006 First 5 California Annual Report, and on the 2006-2007 First 5 Kings County Annual Report and Audit. No public comment was provided.

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**Commissioners Present:** Bill Black, Mary Ann Ford-Sherman, Peggy Montgomery, Perry Rickard, John Stankovich, and Joe Neves.

**Commissioners absent:** David Droker

**Commission staff present:** Lisa Watson, Executive Director

**Consultants to the Commission:** Kelly Marschall, Social Entrepreneurs, Inc.

**County staff to the Commission:** Kyle Sand, County Counsel

**Others present:** Debbie Gibson, and Judy Newton, both of UCP of Central California

**Call to Order:** At 9:07, Chair Black welcomed everyone and called commission meeting to order.

**Review and Modification of Agenda:** ED Watson noted due to the incomplete nature of the final 2006-2007 evaluation report, the presentation of such information will be post-poned until the November 6<sup>th</sup> Commission Meeting. ED Watson will review preliminary results with the commission for the purpose of the discussion to be held today.

### **DISCUSSION/ACTION ITEMS**

**2007-10-001 Approval of First 5 California Annual Report 2005-2006** - ED Watson explained that it recently came to her attention that all county Commissions are required to conduct a public hearing on the First 5 California Annual Report. This was not completed for FY 2005-2006, and thus is being presented to the Commission today for feedback. ED Watson explained that while the executive summary was provided for review in the Commissioner's packet, that if interested, both the Commission and the public have access to the complete document as it is present today. Commissioner Black expressed concerns that at the state level, reserve accounts are high, which is consistent with local experience. ED Watson explained that this is a concern for legislators, and thus the importance of producing strategic and financial plans that outline the projected use of such funds. Consultant Kelly Marschall echoed that perspective in reframing the issue as one of sustainability rather than an underutilization of resources by county Commissions.

**2007-10-002 Approval of Annual Report and Audit FY 2006-2007** - ED Watson outlined the new evaluation framework that was utilized to compile the annual report for the state for FY 2006-2007. ED Watson noted critical components of the annual report and asked that the Commission adopt the annual report and audit for FY 2006-2007 so that timely submission

could occur within the new framework deadline of November 1<sup>st</sup> to both the State Commission, as well as the State Controller's office. Commissioner Stankovich made motion to approve the 2006-2007 Annual Report and Audit for First 5 Kings County. Motion was seconded by Commissioner Ford-Sherman. Approved unanimously.

**2007-10-003 CHI Contract Augmentation -** ED Watson outlined the CHI contract commitment made by the Commission, and explained that at the time of approval, the project was anticipating matching dollars through a successful grant application that was received by the state to complete outreach, enrollment, retention and utilization (OERU) to children that qualified for existing health care programs but were not enrolled. ED Watson explained that in the governor's budget, unfortunately the allocation that the CHI contractor was expecting was cut, thus crippling the program approach to complete OERU activities. A budget augmentation is being brought in front of the commission to allow for the OERU activities to occur utilizing Commission funds. The Health Department has restructured their program approach realizing a cost savings by eliminating a subcontract and choosing to implement with internal staff. Additionally, they are shifting some dollars within their budget to account for the funding shortfall. They are requesting an additional \$48,977.68 from the Commission to ensure the program has a maximum impact in the community. These funds will come from our contingency line item. Commissioner Ford-Sherman made motion to approve the budget augmentation in the amount of \$48,977.68 to the Health Department. Motion was seconded by Commissioner Stankovich. Approved unanimously, with the exception of Commissioner Rickard, who had recused himself from the conversation and vote due to a conflict of interest.

**2007-10-004 UCLA Evaluation Contract 2007-2008 -** ED Watson outlined for the Commission the need for an evaluator to be hired in order to execute the Commission's scope of work in accordance with results based accountability policies for all First 5 grantees. ED Watson reminded the Commission of the RFA process that was initiated last year to solicit an evaluation contractor for FY 2006-2007, to which the successful candidate was UCLA. In the RFA, it was stated that there would be a possibility of roll-over into year 2 funding, pending successful progress of expected deliverables. ED Watson stated that despite some issues with process, which could be expected within any new relationship, that staff was pleased with the work product of UCLA. Based on such circumstance, ED Watson requested the Commission authorize an additional contract for evaluation services for FY 2007-2008 in the amount of \$172,154. Commissioner Neves expressed some concern that deliverables were not met, according to FY 2006-2007 contract, as they were expected to have delivered a final evaluation report and presentation at the current meeting to which they have neglected to do. He expressed extreme discomfort in moving forward with another contract based on this circumstance. Commissioner Rickard, Ford-Sherman, and Black expressed similar concerns. County Counsel reminded the Commission that in the contract, a clause exists for breach, if this incident is repeated or other issues of failure to perform exist. With that said, a motion was made by Commissioner Montgomery to approve a contract with UCLA in the amount of \$172,154 for evaluation services for FY 2007-2008. Motion was seconded by Ford-Sherman. Vote was taken to which Commissioners Montgomery, Ford-Sherman, Black, and Stankovich voted to authorize the contract, and to which Commissioners Rickard and Neves voted to defeat the motion. Motion passed 4-2.

## **COMMISSION RETREAT**

At 9:35 the Commission retreat was called to order by Commission Black. ED Watson presented Consultant to the Commission, Kelly Marschall of SEI, as the individual to facilitate the rest of the Commission's agenda.

Ms. Marschall presented herself, and reviewed the objectives of the retreat.

- To review First 5 Evaluation results and current approach to funding initiatives.
- To follow-up on implementation of guidelines and approach established in March 2007.

**UCLA Evaluation Results Presentation** – Preliminary results provided by Lisa Watson, with the expectation that a full and complete report be provided by UCLA at the upcoming November 6, 2007 Commission meeting.

ED Watson outlined the methodology of the evaluation process as well as the five domains with which the evaluation was intended to address:

Question	Preliminary Results
Who are the clients receiving services at the Family Resource Centers? How many services, on average, does a child 0 to 5 or family receive? What types of services are children 0 to 5 and their families receiving?	Information not present in preliminary report. UCLA has gathered all necessary information to establish this component of the evaluation report for final submission.
Do the clients represent the community being served by the Family Resource Centers?	Information not present in preliminary report. UCLA has gathered all necessary information to establish this component of the evaluation report for final submission.
Are the Family Resource Centers creating additional access to services for children and families that weren't already available?	Preliminary results suggest that FRC's are creating additional access to services for children and families.
Are the Family Resource Centers increasing awareness of their services to families in the community who didn't have knowledge of services before?	Preliminary results suggest that while FRC's perceive themselves as adequately promoting services within their communities, that in large part the general population is still largely unaware of their existence.
Are the services provided at the Family Resource Centers culturally competent and professional?	Preliminary results suggest that the FRC's are providing services in a culturally competent fashion to the Spanish/English speaking populations. Staff professionalism tends to vary across sites.

Additional findings contained within the evaluation report include:

- Lack of accessible childcare continues to be the number one concern for families of children 0-5.
- Transportation continues to be a barrier for people in accessing services
- Services should be provided in more non-traditional hours to increase male participation.

**Discussion and Critical Issues Identification/Review of FRC Initiative Approach -**

Overall, the Commission concluded that based on the preliminary results, the investment in the FRC strategy remained promising, and a good use of First 5 dollars.

Further discussion regarding the evaluation findings included the possible recommendations:

- Lack of accessible childcare:
  - Increase partnerships with local childcare providers to provide childcare on-site. KCAO was mentioned as a possible partner in this process
  - Exploration of Child-care Co-op’s with possible assistance of local teens.
  - Need for comprehensive needs assessment to understand the full scope of the problem.
- Transportation barriers:
  - Request a presentation be provided by KART to better understand the issue of transportation.
  - Explore the possibility of transportation vouchers and the process of sharing a monthly pass.
- Staff Professionalism:
  - Provision of additional staff training opportunities
- Awareness of services:
  - Increase outreach efforts in areas such as; WIC, schools, and health clinics
- Direct Service Provision on the part of First 5 Kings County:
  - There was a discussion around whether First 5 Kings County was going to get into the business of providing direct services if it was found that a grantee was failing to meet their program objectives. ED Watson stated that it was not our intention to establish this approach as a pattern, but rather in the situation of the Lemoore FRC, we wanted to be able to reaffirm our commitment to serving the Lemoore Community by ensuring there was as little gap in service as possible. The Commission staff is establishing a RFP to transition that site to a partner service agency as was presented to the Commission at the time of the decision to establish transitional services. This item will be presented to the Commission at the next Commission meeting.

**Retreat Implementation**

Ms. Marschall asked the Commission to identify areas of success and challenges since the last commission planning retreat in March 2006.

<p>Commission Successes:</p> <ul style="list-style-type: none"> <li>• Defining FRC Initiative</li> <li>• Sustainability Planning</li> <li>• Co-location of services with First 5 office staff</li> <li>• Hand in Hand’s eagerness to fulfill gap in service caused by HESD retraction of FRC (First 5) programming in Hanford</li> <li>• Decision Making</li> <li>• Development of the Special Needs</li> </ul>	<p>Commission Challenges:</p> <ul style="list-style-type: none"> <li>• Required no child enrichment activities at FRC’s</li> <li>• Continued Scrutiny and lack of awareness of First 5 by Grand Jury</li> <li>• Lost opportunity in incomplete PFA grant to KCOE</li> <li>• Accountability Model and the consequence of it driving programmatic direction</li> </ul>
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<p>Initiative</p> <ul style="list-style-type: none"> <li>• Backpack to Success Project</li> <li>• Coordination with Schools</li> <li>• No bad publicity</li> <li>• Leadership &amp; Support</li> <li>• Capacity Building efforts</li> <li>• Services Providers willingness to work with FRC's</li> <li>• FRC Coalition building momentum</li> <li>• Increased Engagement</li> <li>• Pro-active contact and communication</li> </ul>	<ul style="list-style-type: none"> <li>• Audit Process</li> </ul>
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**Critical Issues**

Critical issues identified for further discussion/action included:

- Evaluation Expectations and the roles and responsibilities that staff play as opposed to UCLA consultant.
  - Use of UCLA for strategy evaluation: When UCLA was contracted to supply evaluation services, the Commission established a shift in their approach to evaluation. The Commission moved from evaluation at a program level to evaluation at a strategy level, therefore UCLA will evaluate the effectiveness of the FRC as a strategy for serving children 0-5, as opposed to evaluating each FRC individually.
  - Use of First 5 staff for program/individual level contract compliance and quality assurance through quarterly progress report review and annual audit process.
- Contract Compliance Process: Utilization of existing process without formal policy.
- RFP for FY 2008-2009: Use of abridged application process for following two years (FY 2008-2009 and 2009-2010), as allocations were made based on a three year strategic plan.
- Use of First 5 office space for future Commission Meetings: It was determined that the Commission would pilot use of new staff site for upcoming (3) Commission meetings and evaluate the functionality of the space prior to adjustments being made to the bylaws. Meetings would be listed as a "Special Meeting" to ensure compliance to existing bylaws.

**Annual Performance Review**

The following performance criteria were discussed:

- Ensure a quorum for each regularly scheduled meeting: Discussion was had around attendance at the Commission meetings and whether a Commissioner was held accountable for his/her attendance record. County Counsel was asked whether a Commissioner could be removed from the Commission if they were not attending a significant number of Commission Meetings. County Counsel stated that because the Commissioners, in large part required to be a member of the Commission per legislative mandate, it would be difficult to discharge them from the Commission

based on attendance. A suggestion was made that the Commissioner's attendance record be attached to the Commission agenda packet at every Commission meeting as a means to hold Commissioners accountable for their attendance. It was also decided that if a particular Commissioner was having difficulty attending meetings, that the Commission Chair would entertain a conversation to attempt to resolve the issue.

- Adopt the annual report and ensure its timely submission to the State Commission: This has been occurring with the exception of the State Annual Report which was just adopted.
- Adopt an annual budget prior to the start of a new fiscal year: This has been completed with projections through the 2007-2010 strategic plan.
- Annually, approve fund allocation process and results: This has been completed.
- Annually, review and ensure the accountability of programs receiving First 5 funds: This is being accomplished through staff efforts. Staff have developed a tracking system on a quarterly basis, and have completed the first annual audit in this past fiscal term. The audit process was a learning one this year for both staff and grantees, and strategies have been established to ensure greater understanding of the process as well as the intentions of the staff in completing this process.
- Provide direction and feedback to First 5 staff on a monthly basis: There was some discussion as to whether this is occurring. ED Watson expressed some concern with the way in which issues are brought forth to the Commission but by providing options or recommendations. Commissioner Rickard expressed his desire that the staff bring recommendations to the Commission for consideration.
- On at least an annual basis, review its strategic plan and revise the plan as may be necessary or appropriate. This has been completed.
- Conduct at least one public hearing on its proposed county strategic plan before the plan is adopted. This has been completed.
- Submit the adopted county strategic plan and any subsequent revisions thereto, to the state commission. This has yet to be completed.
- Establish one or more ad hoc committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of First 5. This has been completed, as evidenced by the School Readiness Planning Subcommittee.
- Annually, review the evaluation results of fund allocation decisions and make changes to strategies to promote achievement of the strategic plan. This is being completed today, and will continue at the November Commission meeting.
- Attend one public outreach and relations event for First 5 annually. This remains to be an expectation.

The Commission will be surveyed to evaluate both its performance criteria (using a Likkert scale) and status compared to last year regarding the original survey questions from Barbara Aved in November 2006. Lisa was directed to contact Barbara to inquire as to whether the commission could get the original questions posed to commissioners at the November 2006 Commission strategic planning retreat to use as a baseline for performance measures. Commission performance will be evaluated in December 2007.

### **Conclusions/Next Steps**

- ED Watson:
  - Explore Childcare Issue for further discussion on the part of the commission:
    - Contact Catherine Kemp to inquire as to LPC Needs Assessment
  - Contact Barbara Aved to inquire as to Commission performance criteria.
  - Will submit to the Commission options as well as a recommendation for their consideration in making decisions.
  - Submit attendance record of Commissioners to Commission Chair
  - Purchase/Borrow items necessary for utilization of staff site for future Commission Meetings to include:
    - Gavel
    - Podium
    - Exit signs for Posting
    - Pamphlet outlining process of approaching Commission for comments/agenda items.
- Commissioner Neves
  - Request KART make a presentation at future Commission Meeting
- Commission Chair Black
  - Discuss attendance record with any Commissioner exhibiting excessive absences at Commission Meetings

### **ADJOURNMENT**

Meeting was adjourned at 2:30 p.m. to the next regularly scheduled meeting on November 6, 2007 at the First 5 Kings County office site located at 315 W. Lacey Blvd., Hanford, CA 93230.