

**FIRST 5 SAN LUIS OBISPO COUNTY
CHILDREN AND FAMILIES COMMISSION**

COMMISSION MEETING MINUTES

September 28, 2016 (Approved October 26, 2016)

Current Commissioners Present

Bruce Gibson	SLO County Board of Supervisors
Penny Borenstein, M.D.	SLO County Public Health Department
Janet Murphy	Community at Large
Tracy Schiro	Children's Services Network
Melinda Sokolowski	Child Care Planning Council
Bob Watt	Community at Large
James Forester, DDS	Medical Representative (Central Coast Dental Society)

Commissioners Absent/Excused --

James Brescia	SLO County Office of Education
Lee Collins	Department of Social Services

Staff Present

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood
Commission Evaluator: Tom Keifer
Commission Counsel: Ray Biering

Call to Order

Chair Gibson called the meeting to order at 4:02 PM. He noted that he would need to leave the meeting by 5:00 p.m.

ITEM 1 – Closed Session: Labor Negotiations (Government Code 54957.6)

Names of Designated Representatives: Wendy Wendt (Executive Director) and District Counsel (Ray Biering)

Unrepresented Employees: First 5 Staff

ITEM 2 – Report Out of Closed Session

First 5 SLO County Legal Counsel Ray Biering announced that Commissioners had deliberated on personnel matters during Closed Session, to be presented at a Public Hearing and Action Item under ITEM 7 (see below).

ITEM 3 –Chair Comments

None

ITEM 4 – Commissioner Comments/Announcements

Commissioner Borenstein announced that the County Public Health Department submitted a funding proposal under CA Department of Health Care Services Dental Transformation Initiative (DTI) Pilot Program. The application reflects a partnership among many of the key participants on the SLO County Children’s Oral Health Coalition. Proposed projects include a Virtual Dental Home initiative in Shandon, incentives and supports for private network dentists to increase service to children insured through DentiCal, a workforce development effort to build capacity among Registered Dental Assistants, and expanded screening/outreach in collaboration with local low-income housing programs. The DTI Pilot Program is a competitive process, with 15 counties to be selected based on the merit of their applications.

Commissioner Forester asked if Santa Maria dentists who serve patients in San Luis Obispo County would be eligible for incentives and supports as part of the program. Dr. Borenstein will follow up, but surmised that if the reach is in San Luis Obispo County that the Santa Maria-based dentist should be able to participate.

ITEM 5 - Public Comment – Items not on the agenda

None

ITEM 6 (ACTION ITEM) - Consent Agenda

- a. Approval of the June 22, 2016 Minutes
- b. Approval of Q4 2015-16 Year End Financials (Unaudited)

Public Comment: None

Commissioner Schiro made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Watt and passed unanimously.

ITEM 7 (ACTION ITEM) – Public Hearing: Presentation/Action Regarding Commission Human Relations Matters

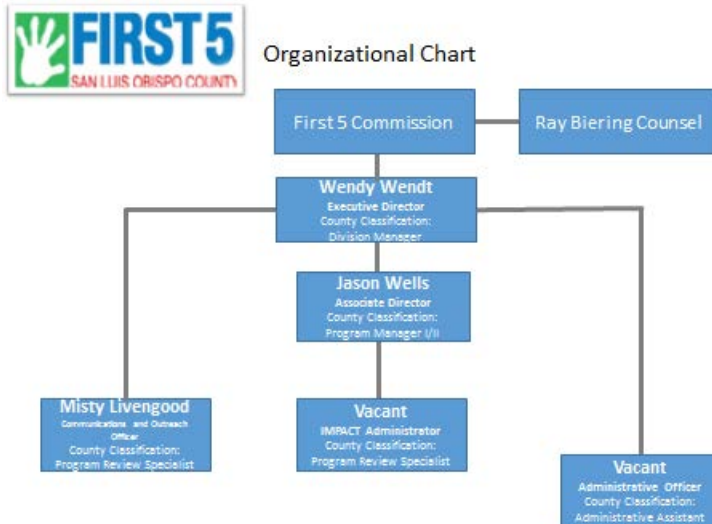
Commissioner Schiro summarized human relations matters discussed during closed session (see Motion below for detail).

Public Comment: None

Commissioner Watt made a motion to approve the following updates to Commission Personnel Policy as outlined in Commissioner Schiro’s presentation:

- **Job Title/Job Description Update:** Program Officer to be Renamed Associate Director. New duties include supervision of subordinate program staff (e.g. IMPACT Administrator), and fulfilling the duties of Executive Director in her/his absence.

- **Organizational Chart (see below):**



- **Alignment with County Job Equivalents and Salary STEP Schedule:**

6-STEP Salary Schedule
(aligns w/ County Equivalents,
reflects an approximate 2% increase for current staff)

F5 position	County Class.	Hourly Range	Proposed STEP (Jan. 1, 2017)
Executive Dir.	Division Manager	\$43.21 - \$55.15	2 (\$45.37)
Assoc. Dir.	Program Man. I/II	I \$29.95 - 38.22 II \$32.95 - \$42.06	II/4 (\$38.15)
Com./Outreach Off.	Program Review Spec.	\$24.55 - \$31.33	6 (\$31.33)
IMPACT Admin.	Program Review Spec.	\$24.55 - \$31.33	1
Admin. Off.	Admin. Asst.	\$17.59 - \$22.45	1

- **Updated Calendar for Salary Increases:** Current staff to move to new STEP January 1, 2017 following annual personnel evaluation. New hires eligible to increase STEP on anniversary of hire date.

The motion was seconded by Commissioner Murphy and passed unanimously.

ITEM 8 (ACTION ITEM) – Strategic Plan Report: Request to Approve Financial Plan Summary Attachment

Ms. Wendt presented the Draft Financial Plan Attachment for Commissioner Review and Approval. This Attachment is to be included as an exhibit of the 2016-20 Strategic Plan and also as a stand-alone document. It will be updated annually.

Public Comment: None

Commissioner Schiro made a motion to approve the Financial Plan Summary Attachment. The motion was seconded by Commissioner Sokolowski and passed unanimously.

ITEM 9 (ACTION ITEM) – Event Sponsorships: Request to Approve New Guidelines, Application and Process for Consideration of Small Event Sponsorships

Ms. Livengood presented a plan to implement a formal event sponsorship program that will align with First 5 SLO County's Strategic Plan and will give local groups concrete guidelines for a process to follow in submitting requests. Applications will be available online on First 5 SLO County's website.

Guidelines include the following:

- Events that reinforce First 5 SLO County's Mission, Strategic Plan and Priority Areas
- Types -- Community Events, Professional Development Events or Family Education Events (no fundraisers)
- Maximum Request \$500
- Organizations/events must reside in San Luis Obispo County
- Events approved for sponsorship must include First 5's logo on all promotional materials

Public Comment: NONE

Commissioner Sokolowski made a motion to approve the Event Sponsorship Application Process. The motion was seconded by Commissioner Murphy and passed unanimously.

ITEM 10 New Program Planning Updates

Jason Wells gave a broad overview regarding progress and conversations related to new First 5 funding support areas found in the new 2016-20 Strategic Plan.

Home Visiting: Mr. Wells attended the CA statewide Home Visiting Summit with Pam Dudley (SLO County Public Health Department) and Tammy Green (CAPSLO). A big takeaway was that holistic services are most valuable (beyond vitals-based medical model). HV conversations with Pam Dudley and Melinda Sokoloski surfaced preliminary ideas on approaches including, Teen parents, Visits with 2-4 year olds, Entry into HV world as wellness-oriented as opposed to punitive model. More emphasis on prevention side, and a focus on welcoming every baby.

NEXT STEPS: Talk with HV staff; talk with participants – what was of value to them.

Developmental Screening/Referral: Health Access Trainer Becca Carsel has built a recurring round table to address this issue. Right now there is motivation and critical mass. Focus on possible changes – CHC screening upgrades; WIC involvement in screenings potentially. Early Learning Settings (how to talk with parents). No set decision on model screening tools or program models, though there is much discussion on Help Me Grow.
NEXT STEPS – Convene stakeholders with help from a neutral party.

Family Support Counseling: Everyone agrees that expanded services needed.
Focus? -- Teen parents, Bilingual. Possible locations: Grover Beach, Atascadero, North Coast. Approach – Need to be embedded in a supportive system. Maybe at an FRC?

Family Advocacy Services: Where – Nipomo, North Coast. Go where welcomed and supported. Work more with pregnant moms and families with newborns.
NEXT STEPS – Connect with Center For Family Strengthening, CAPSLO/Head Start Parent Peer Support/Education Groups.

Parent Support/Education Groups: Reviewing Promising Models – Parent Participation, Parent Cafes.
NEXT STEPS- Early in development, with more updates in future meetings.

Mr. Wells emphasized this was a preliminary update and that more updates and details will follow.

Commission Discussion and Questions:

- Commission Watt – had question related to home visiting and safety. Commissioner Sokolowski replied that they do preliminary risk assessment before visit. Commissioner Borenstein said 12 public health nurses go all over county. During training period, new hires will shadow each other.
- Commissioner Sokolowski – Re: Home Visiting- Feels we have many pieces of the model already in place. Re: Head Start and Family Advocacy. Clarify on co-location? Head Start has Family Advocates already. Needed? Mr.Wells – spoke with Laurie Morgan at DSS/SAFE, could be that Head Start site is a neighborhood hub. Also noted that there is a current RFP for 1 person to provide in-home parent education to serve 600 families. With regards to Family Support Counseling-we should look into doing groups and provide supports along a continuum: Family Advocate -> Group Work -> Individual Counseling.
- Commissioner Schiro supported the idea of a Welcome Every Baby effort.
- Commissioner Borenstein: Asked for more detail on all proposed programs. We should do more, better calibrate, and are there additional models? What are the immediate next steps? What is the venue for considering what emerges? Expressed concern local systems/organizations/groups are splintered and duplicative. How can we pool all these many resources?

Public Comment: Gina Goetch, Cal Poly Intern at First 5, observed that that families often have “services stigma” and aren’t comfortable with “help.” She suggested that Cal Poly Human Development students could help with home visiting screening.

ITEM 11 – Update on Advocacy Agenda Development

Wendy Wendt presented an outline for the 2016-17 Advocacy Agenda Attachment to the 2016-2020 Strategic Plan. A final draft document for Commission review and approval will be presented at the October or December 2016 Commission Meeting.

Public Comment: NONE

ITEM 12 – Staff Reports

Ms. Livengood and Ms. Wendt provided updates on a variety of First 5 activities, including recent Talk Read Sing projects, local outreach events, and the upcoming First 5 Summit in Sacramento, November 8-10.

ITEM 13 -- Adjourn

6:32 p.m.