

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

**COMMISSION MEETING MINUTES**

January 22, 2014

**Commissioners Present**

Julian Crocker	SLO County Office of Education
Penny Borenstein, M.D.	SLO County Public Health Department
Mary Kern	Community at Large
Bruce Gibson	SLO County Board of Supervisors
Janet Murphy	Community at Large
Tracy Schiro	Children's Services Network

**Commissioners Absent/Excused** - Lee Collins, Department of Social Services; Michael McNerney, M.D., San Luis Obispo County Medical Association; Melinda Sokolowski, Child Care Planning Council

**Staff Present**

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

**Call to Order**

Chairperson Crocker called the meeting to order at 4:09 PM.

**ITEM 1 - Adoption of Agenda**

Commissioner Gibson made a motion to adopt the Agenda. The motion was seconded by Commissioner Murphy and passed unanimously.

**Chairperson Comments & Update**

Chairperson Crocker asked Susan Hughes to say more about the newly released ACTION for Healthy Communities Report and its "Children's Folio." This folio highlights children's health, education, lifestyle and safety indicators and will be used in conjunction with Children's Bill of Rights outcomes.

Chairperson Crocker commented about the Governor's budget as it relates to the emergence of pre-school and Transition to Kindergarten. He projected it should stimulate a healthy discussion regarding early care and education issues.

Chairperson Crocker introduced and welcomed new First 5 Cal Poly intern Elizabeth Milne who will be working with First 5 until June.

**ITEM 2 - Election of Officers for 2014**

Chairperson Crocker called for nominations for Chairperson and Vice-Chairperson for the 2014 calendar year. Commissioner Gibson nominated Commissioner Crocker to fill the position of Chairperson and Commissioner Borenstein to fill the position of Vice-Chairperson for 2014.

There was no discussion by Commissioners.

*Public Comment: None*

Commissioner Gibson made a motion approve the nominations of Commissioners Crocker and Borenstein for the positions indicated. The motion was seconded by Commissioner Kern and passed unanimously.

**ITEM 3 - Public Comment**

There were no comments from the public.

**ITEM 4 - Consent Agenda**

- 1) Approval of the December 4, 2013 minutes
- 2) Approval of Q2 - 2013-14 Financial Statements
- 3) Approval of an increase to employee health, dental and vision benefits

Chairperson Crocker asked for any questions or comments from Commissioners regarding the items on the consent agenda. There were no questions or comments.

*Public Comment: None*

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

**ITEM 5 -** The Commission will consider adopting/amending several policies: 1) adoption of a new policy to limit the indirect amount charged by contractors to 15% for contracts executed after January 22, 2014, 2) adoption of a new policy to authorize the Chair and Executive

Director to advocate for efforts or legislation that support the Commission's policy platform in the strategic plan, and 3) amendment(s) to the Contracting and Procurement Policy.

Susan Hughes, First 5 Executive Director, reminded commission members they had asked staff to review all polices once a new Commission Counsel was secured. Ms. Hughes provided an overview of the three policies. She indicated that two of the policies were new policies, and one was an amendment to the current Contracting and Procurement policy.

Each policy was discussed and considered separately by the Commission. Commission Counsel, Ray Biering, said he had reviewed several examples from other agencies and First 5 Commissions with respect to the new policies and the policy being considered for amendment.

Discussion and questions from Commissioners followed, with Mr. Biering and First 5 staff providing comments and additional information regarding each policy.

*Public Comment: None*

Minor changes (mainly for clarification) were made to the new polices prior to adoption. The policy being amended was approved as submitted.

Each policy was voted on separately as follows:

Commissioner Borenstein made a motion to adopt the policy to limit the indirect amount (15%) charged by contractors for contracts executed after January 22, 2014 as modified during the Commission's discussion. The motion was seconded by Commissioner Gibson and passed unanimously.

Commissioner Borenstein made a motion to adopt the policy to authorize the Chair and Executive Director to advocate for efforts or legislation that support the Commission's policy platform in the strategic plan as modified during the Commission's discussion. The motion was seconded by Commissioner Kern and passed unanimously.

Commissioner Schiro made a motion to amend the Commission's current Contracting and Procurement policy as submitted for approval. The motion was seconded by Commissioner Gibson and passed unanimously.

**ITEM 6** - Commission discussion regarding future meeting content, including study sessions and the structure of the future strategic planning process

Susan Hughes indicated that Chairperson Crocker had requested more opportunities during Commission meetings to discuss topics of interest to Commission members and First 5 SLO County. The purpose of the discussion was to determine whether or not identifying time on the

agenda for various “study sessions” was something the Commission would find valuable and to poll the Commission members with respect to potential topics of discussion.

Ms. Hughes listed several topics that could be agendized at future meetings such as 1) the progress of the Affordable Care Act in SLO County, 2) successes/needs/concerns relating to child care supply (Children Now Report), and/or 3) pending legislation and policies affecting children prenatal to age five and their families.

Ms. Hughes also provided the Commission with a draft timeline of possible study sessions and the upcoming strategic planning for 2016-2019 (below).

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>
	Year Ends June 2014	Year Ends June 2015	Year Ends June 2016	Year Ends June 2017	Year Ends June 2018	Year Ends June 2019
	Third year of current contracts	Extended/new contracts approved March 2014	Contracts end June 2016	Contracts TBD	Contracts TBD	Contracts TBD

  

<b>MONTHLY MEETINGS</b>	<b>Commission Meetings 2014</b>	<b>Commission Meetings 2015</b>	<b>Commission Meetings 2016</b>
<b>January</b>	Determine Study Sessions	<b>Begin Strategic Planning TBD:</b> Discussion with Community and/or Experts	Draft budgets Work plans
<b>March</b>	Study Session #1	<b>Begin Strategic Planning TBD:</b> Discussion with Community and/or Experts	<i>NEW</i> 2016-19 Contracts Approved (based on a 3 yr. contract cycle)
<b>May</b>	Study Session #2	<b>Begin Strategic Planning TBD:</b> Discussion with Community and/or Experts	
<b>June</b>	Study Session #3	Draft Plan	
<b>September</b>	Discussion: Determine Strategic Planning Process	Approve Plan	
<b>October</b>	Discussion: Determine Strategic Planning Process	Determine <u>Funded</u> Strategies & Programs	
<b>December</b>	Discussion: Determine Strategic Planning Process	Determine <u>Funded</u> Strategies & Programs	

Commissioners discussed the importance of having in-depth discussions around topics as they relate to the programs/strategies that First 5 funds. Support was expressed for a presentation on the Affordable Care Act, since that may affect future needs and investments. Chairperson Crocker suggested that future discussions relating to the gaps/needs with regard to the areas of health and education also would be important.

*Public Comment: None*

**ITEM 7 - Commission review/approval of scopes of works and budgets for the period of July 2014 to June 2016.**

Jason Wells, First 5 Program Officer, provided Commissioners with information about programs being recommended for funding from July 2014 to June 2016. He also provided the following list.

Funding Amounts for the Contract Period Beginning July 1, 2014-Ending June 30, 2016						
Programs	Organization	Current Annual	Proposed Annual	Difference	2 Year Contract	Services
BABES	SLO Co PH (WIC)	\$115,058	\$177,251	\$62,193	\$354,501	Breast feeding education and support program at WIC clinics throughout the county.
Postpartum Depression	SLO-CAP	\$6,767	\$6,767	\$0	\$13,534	Postpartum depression education, referral, and counseling support.
Vision Screening	Gary Englund	\$34,800	\$34,800	\$0	\$69,600	Children's vision screening, referral and treatment program at preschool and kindergarten classes.
Oral Health Coord	SLO Co PH	\$40,000	\$40,000	\$0	\$80,000	Oral health coordination, policy and screening for children and families.
WIC-Oral Health	SLO Co PH (WIC)	\$20,000	\$20,000	\$0	\$40,000	Oral health education and screening for children and families at WIC clinics.
Screening and Brief Intervention	SLO County Public Health	\$10,000	\$0	(\$10,000)	\$0	Expands staff hours to increase ATOD screening and brief intervention of pregnant women at MD offices.
Baby's First Breath	SLO County Public Health-Tobacco Control Program	\$55,000	\$55,000	\$0	\$110,000	Tobacco cessation for pregnant women, parents and other family members of children, 0-5.
Beginnings	SLO-CAP	\$35,000	\$35,000	\$0	\$70,000	Perinatal substance abuse prevention education and perinatal substance screening and brief intervention support.
Early Learning for All	SLOCOE	\$10,000	\$45,054	\$35,054	\$90,108	Program Supervision/coordination ELFA
Extended Day Preschool (3)	SLOCOE	\$129,548	\$171,545	\$41,997	\$343,090	SLOCOE program of expanded day preschool at 3 sites throughout the county.
First 5 Preschools (2)	SLOCOE	\$182,615	\$192,104	\$9,489	\$384,207	First 5 preschool at First 5 School Readiness sites: Oceano and Georgia Brown Elementary Schools.
Head Start	CAPSLO	\$80,750	\$80,751	\$1	\$161,501	3-week Head Start school readiness summer pre-k enrichment program at 4 sites.
Oak Park Soccer Program	City of Paso Robles- Housing Authority	\$1,000	\$1,000	\$0	\$2,000	Soccer program for GB School Readiness Area children for 5 and under.
Georgia Brown School Readiness	Paso Robles JUSD	\$120,494	\$146,690	\$26,196	\$293,380	School readiness activities and coordination. Family advocacy, Summer Pre-K camp.
Oceano School Readiness	Lucia Mar USD	\$105,725	\$131,016	\$25,291	\$262,031	School readiness activities and coordination. Family advocacy, Summer Pre-K camp.
Family Support Counselor	Magda Williams	\$60,000	\$60,000	\$0	\$120,000	Short term family counseling at SR sites
Parents Helping Parents	Parents Helping Parents	\$34,000	\$41,566	\$7,566	\$83,132	Operation of resource library and referral services for families with special needs children.
BEST PALS	Pediatric Physical Therapy Services	\$45,000	\$45,000	\$0	\$90,000	"BEST PALS" physical therapy services to children with behavioral/developmental delays.
First 5 Media	Health and Harmony Media	\$12,000	\$12,000	\$0	\$24,000	Media driven First 5 educational campaign
<b>TOTAL BUDGET</b>		<b>\$1,097,757</b>	<b>\$1,295,542</b>	<b>\$197,785</b>	<b>\$2,591,084</b>	

Several questions were asked by Commissioners about the potential conflict of interest that exists in contract approval process. Mr. Biering stated that because this item is only a recommendation of funding and not approval of contracts, he did not see a problem with a Commissioner advising the Commission regarding concerns about a funding recommendation related to their agency. He also indicated he would look further into the conflict on interest laws and be prepared to guide the Commission through a procedural vote at the March 26<sup>th</sup> Commission meeting.

Commissioner Borenstein asked about the process used in recommending expanded funding for some programs and flat or no funding for others. Mr. Wells explained each program was analyzed with respect to spending, stated objectives, and activities. Commissioner Borenstein discussed her concerns regarding the Health Agency portion of the Beginnings+ program not being recommended for funding. Commissioner Schiro indicated she would like to see staff make recommendations based on current spending and whether programs are meeting outcomes. Specific to Beginnings+, Commissioner Schiro indicated she would like to see First 5 staff have a discussion with Beginnings+ staff to make a final determination of whether or not the recommendation for zero funding should remain or if funding should be reinstated. Her concern was generated by the apparent lack of dialog with the program prior to making the recommendation.

*Public Comment:*

*Kathleen Karle; Division Manager, Health Promotion, Public Health; thanked the Commission for considering funding for Baby's First Breath, BABES, the Oral Health Coordinator and WIC.*

*Maddy Quaglino, future Chair of the Child Care Planning Council, asked if programs were closely connected to staff and had opportunities to address changes, and items of concern, etc.*

*Sharlene Agrusa, Parents Helping Parents, indicated the program had been funded since 2001. She thanked the Commission for its support over the years and talked about how parents in Atascadero, supported by Parents Helping Parents, had recently been successful in advocating for and getting the city to support a playground for children with special needs.*

Commissioner Murphy made a motion to approve the budgets/scopes of work, with direction to staff to talk to Beginnings+ about funding. The motion was seconded by Commissioner Kern and passed unanimously.

**ITEM 8 - Approval of the 2012-13 Evaluation Report**

Tom Keifer, Evaluation Consultant, asked Commissioners if there were questions regarding the 2012-13 Evaluation Report being submitted for approval. He indicated the new executive summary came from suggestions by the members of the Adhoc Evaluation Committee. It was suggested that it was time to re-convene the committee to continue discussion with respect to future expectations of the Commission relating to evaluation data, results and outcomes.

*Public Comment: None*

Commissioner Borenstein made a motion to approve the 2012-2013 Evaluation Report. The motion was seconded by Commissioner Schiro and passed unanimously.

**ITEM 9 - Commissioner Comments and Announcements**

There were no comments or announcements from Commissioners.

**Adjournment**

The meeting was adjourned at 6:20 PM.

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*All materials referred to in these minutes, as well as an audio recording of the meeting, are available at the First 5 SLO County office. Call (805) 781-4058 for information. The next Commission meeting will be: March 26, 2014, from 4:00 to 6:30 PM at the County Office of Education Board Room, 3350 Education Drive, San Luis Obispo, CA 93405*