

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

COMMISSION MEETING MINUTES

September 24, 2014

Commissioners Present

Julian Crocker	SLO County Office of Education
Penny Borenstein, M.D.	SLO County Public Health Department
Mary Kern	Community at Large
Lee Collins	Department of Social Services
Janet Murphy	Community at Large
Melinda Sokolowski	Child Care Planning Council
Bruce Gibson	SLO County Board of Supervisors
Tracy Schiro	Children's Services Network

Commissioners Absent/Excused - Michael McNerney, M.D., American Academy of Pediatrics (FAAP)

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 4:01 PM.

ITEM 1 - Adoption of Agenda

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

Chairperson Comments & Update

None

ITEM 2 - Public Comment

There were no comments from the public.

ITEM 3 - Consent Agenda

- 1) Approval of the June 25, 2014 minutes
- 2) Approval of the August 26, 2014 Special Meeting minutes
- 3) Approval of Q4 2013-14 Year-end Financials (unaudited)

Public Comment: None

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

ITEM 4 – Public Employee Appointment: Approval of a letter of employment with Wendy L. Wendt for the position of Executive Director.

Chairperson Crocker thanked Thomas Alvarez, Chief HR Officer at SLOCOE and his staff for conducting the Executive Director search. On August 26, 2014, Commissioners interviewed six candidates for the position, concluding with the decision to make an offer of employment to Wendy L. Wendt.

Chairperson Crocker asked Commission Counsel if he had any comments, to which Mr. Biering replied he had none.

Commission Gibson also thanked Mr. Alvarez, indicating Ms. Wendt was well connected in the community, and he looked forward to working with her in the future.

Public Comment: None

Commissioner Gibson made a motion to approve the letter of employment with Wendy L. Wendt. The motion was seconded by Commissioner Murphy and passed unanimously.

ITEM 5 - Commission Review and Approval of the 2013-14 Annual Audit

Susan Hughes gave a brief overview of the audit results, including a comparison of last year and current year revenue/expense and information regarding upcoming GASB changes and requirements. Ms. Hughes then introduced Bob Crosby, Crosby & Company, to provide additional comments and answer questions from the Commission.

Mr. Crosby thanked First 5 staff members for their assistance. He commended staff for the high level of organization with respect to financial record keeping and in presenting the accounting information, which made the audit much easier to conduct. He reported the audit was clean, with no adverse findings. He also indicated that his office continues to stay current with GASB changes each year.

Commissioner Gibson inquired about the additional state regulations that First 5 Commissions must follow and asked if Mr. Crosby had reviewed all of them. Mr. Crosby indicated he had, and reiterated the audit met all of the additional regulations.

Public Comment: None

Commissioner Collins made a motion to approve the 2013-14 annual audit. The motion was seconded by Commissioner Gibson and passed unanimously.

ITEM 6 - New Member: Request to approve the recommendation of a new, designated representative from the San Luis Obispo County Office of Education, term ending July 2017. Final appointment will be made by the San Luis Obispo County Board of Supervisors and will fill the seat to be vacated by Dr. Julian Crocker on December 4, 2014.

Chairperson Crocker reported that because of his retirement, he will leave the Commission on December 4, 2015. He said Commission bylaws designated his position for the County Superintendent of Schools and then said Dr. James Brescia is the County Superintendent elect, assuming that position on January 5, 2015. In accordance with the bylaws, he advised the Commission approve a recommendation to the Board of Supervisors that Dr. Brescia be appointed to fill his seat until the current term ending in July 2017.

Public Comment: None

Commissioner Crocker made a motion to approve a recommendation to the County Board of Supervisors that Dr. James Brescia be appointed to complete the term vacated by him on December 4, 2014. The motion was seconded by Commissioner Collins and passed unanimously.

ITEM 7 - Election of Officers for 2015: The Commission will elect officers for the calendar year 2015, one year terms beginning January 1, 2015.

Chairperson Crocker explained the election of officers generally takes place each January. The term is for one year. He then explained that because he and the Susan Hughes were both retiring, it was decided to place the election on an earlier agenda to make the transition easier.

Commission Counsel Biering was asked by staff to review the request to move the election earlier and indicated the change was in alignment with Commission bylaws.

Chairperson Crocker asked for nominations for chairperson and Commissioner Murphy nominated Commissioner Gibson. Commissioner Collins moved the nominations be closed.

Public Comment: None

Commissioner Murphy made a motion to approve Commissioner Gibson as chairperson beginning January 1, 2015. The motion was seconded by Commissioner Collins and passed unanimously.

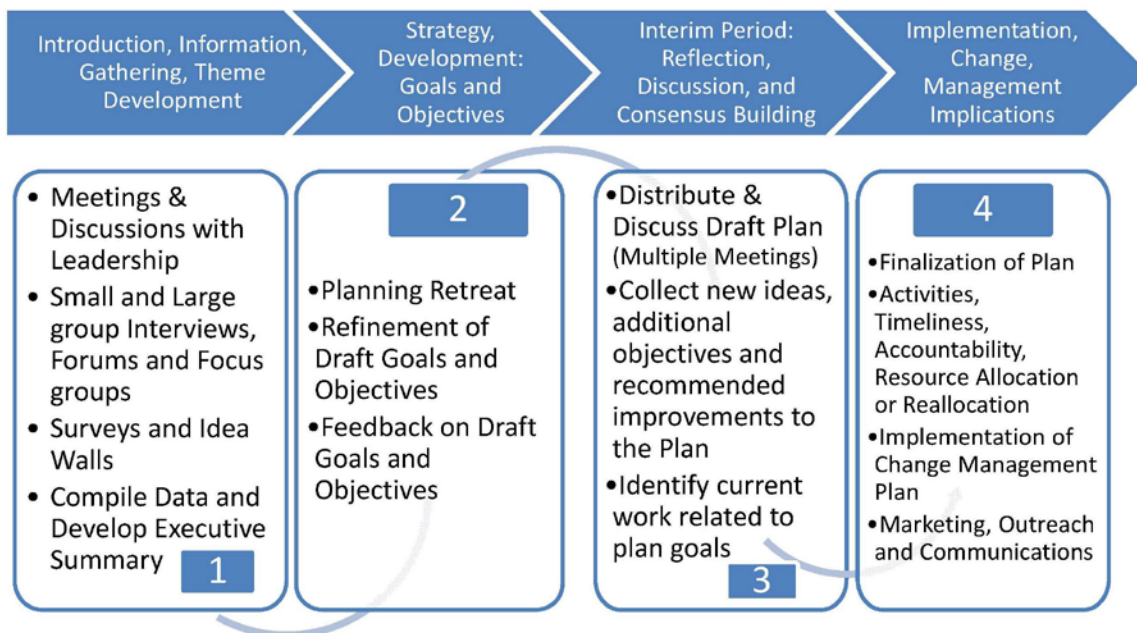
Chairperson Crocker asked for nominations for vice-chairperson. Commissioner Gibson nominated the current Vice-Chairperson, Penny Borenstein. Commissioner Collins moved the nominations be closed.

Public Comment: None

Commissioner Gibson made a motion to approve Commissioner Borenstein as vice-chairperson beginning January 1, 2015. The motion was seconded by Commissioner Sokolowski and passed unanimously.

ITEM 8 - Commission Discussion: The Commission will begin initial discussion on the strategic planning process scheduled to begin in 2015.

Susan Hughes provided an overview of the process of strategic planning in general and pointed to various steps integrated into any strategic planning model (below). She explained the various ways the Commission followed the model during its first (and subsequent) strategic planning processes.



Ms. Hughes also said the mandate for local commissions from the California Children and Families First Act of 1998 (Proposition 10) was to assess needs, plan, and implement strategies and activities within three focus areas: 1) Parent Education and Support Services, 2) Child Care and Early Education and 3) Health and Wellbeing of Children. She indicated that

strategic planning is scheduled to take place in 2014-2015 and will result in a new 5 year strategic plan for the period of 2016-2021.

The Initiative Planning Process may include the following activities:

- Collect and organize related data (e.g., demographics, providers' survey, etc.)
- Hold stakeholder focus groups/community meetings (Identify needs, services, gaps)
- Commission input/discussion, surveys, direct input (Commission engagement)

Adhering to the timeline the draft plan will be presented to the Commission for approval during a public hearing(s) in January 2015.

Steps and questions presented to the Commission for consideration and discussion included:

- Determine specific process
 - ✓ Level of commissioner engagement
 - ✓ How to best achieve community and commissioner input
 - ✓ To engage an outside, independent facilitator
 - ✓ Milestone meetings – yes/no
 - ✓ Consideration of public comment and feedback for draft plan/final plan
 - ✓ Approval by Commission in stages
- Review financial plan and impact on strategic planning
- Review mission, vision and guiding principles

Discussion and comments from Commissioners followed the presentation. Commissioner Gibson said the current plan isn't that old, and indicated the Commission could start with it rather than from a blank slate. He went on to say the Commission needed to assess the success of its current investments. He also said it was important to determine if realities had changed by completing a needs assessment. He cautioned the assessment needed to be without bias, independent of and in addition to needs reported by stakeholders (e.g. using the recent census, ACTION For Healthy Communities Survey and/or others). He also said unmet needs should be reviewed.

Evaluation Consultant, Tom Keifer, indicated the planning process for the last plan included a needs assessment, including gaps in services from various community experts.

Chairperson Crocker said the discussion was a good start and agreed that an updated assessment would be appropriate along with Commission review of current program outcomes.

Commissioner Collins indicated that each Commissioner had access to data in their specific interest areas that could be shared. They each could provide one or two key issues for consideration. Commissioner Borenstein said that the MCAH program has a block grant to conduct a 5 year needs assessment, which was scheduled to begin in July 2014 and end June 2015. She indicated mental health is one of the 5 areas of assessment and urged that whatever activities the Commission decided to do should align with the timeframe of the MCAH

assessment. Commissioner Sokolowski said the MHSA also has children's mental health data which would be helpful to the Commission's planning process.

Public Comment:

Martin Meltz, community volunteer, said both the homeless population with children and the Latino population in the county is growing and consideration should be given to both of the groups.

Commissioner Crocker then summarized a series of activities for staff which included Commission review of 1) existing plan and outcomes, 2) assessing community trends regarding gaps in services, and 3) assessing areas of interest of Commission members, data/key issues, etc.

ITEM 9 - Staff Report

Susan Hughes reported on the new group, Perinatal to 5 Children's Advocacy Network, P5CAN, which was "born" from the planning group that organized the 0-5 Resource Fair. She said the group had decided to hold quarterly networking and training opportunities for providers who serve children prenatal to age 5 and their families. First 5 SLO has agreed to provide funding to support the lunches served during the meetings.

Ms. Hughes also reported that in collaboration with the Asset Development Network, several agencies have agreed to come together to determine "next steps" in advocating for children in SLO County. The group is considering working with Margaret Brodtkin, child advocate and keynote speaker from the 2013 Children's Summit, to get the effort started.

Misty Livengood then presented a Power Point which detailed the numerous outreach activities (events, fairs, farmers markets) First 5 SLO participated in over the summer. She also reminded the Commission of First 5 California Executive Director Camille Maben's visit during August.

ITEM 10 - Commissioner Comments and Announcements

Chairperson Crocker welcomed Dr. Brescia as a new Commissioner (effective January 2015), Commissioner Gibson as the new 2015 Chairperson and Wendy Wendt as the new Executive Director (effective October 27, 2014).

ITEM 11 - Adjournment

The meeting was adjourned at 5:35 PM.

*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:** October 22, 2014, from 4:00 to 6:30 PM at the County Office of Education Board Room, 3350 Education Drive, San Luis Obispo, CA 93405*