

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

COMMISSION MEETING MINUTES

September 25, 2013

Commissioners Present

Julian Crocker	SLO County Office of Education
Penny Borenstein, M.D.	SLO County Public Health Department
Mary Kern	Community at Large
Michael McNerney, M.D.	San Luis Obispo County Medical Association
Janet Murphy	Community at Large
Melinda Sokolowski	Child Care Planning Council
Bruce Gibson	SLO County Board of Supervisors

Commissioners Absent/Excused - Lee Collins, Department of Social Services

Staff Present

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

Staff Excused

Call to Order

Chairperson Crocker called the meeting to order at 4:07 PM.

ITEM 1 - Adoption of Agenda

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

Chairperson Comments & Update

Chairperson Crocker commented that both he and Vice-Chair Borenstein will be absent for the October Commission meeting. Commissioner Gibson has agreed to chair the meeting. He also commented on the groundbreaking ceremony at the Uptown Family Park, which was held the previous day. The park is located adjacent to the Paso Robles First 5 School Readiness Center. Lastly, he noted the correspondence from ShowTEL, which was distributed to each Commissioner.

ITEM 2 - Public Comment

There were no comments from the public.

ITEM 3 - Consent Agenda

- 1) Approval of June 26, 2013 Minutes
- 2) Approval of Q4 Financials – FY 2012-13 (unaudited)

Susan Hughes, Executive Director, indicated there were no unusual or unexpected items in the Q4 financials being presented for approval. She pointed out the amounts were not audited and reminded the Commission the 2012-13 annual audit would be presented for Commission approval at the October meeting.

Public Comment: None

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

ITEM 4 - New Member Representing the Children's Services Network

Susan Hughes reported on July 31, 2013, the Children Services Network (CSN) nominated Tracy Schiro, Network Coordinator and Assistant Director of the San Luis Obispo County Department of Social Services, to complete the term formerly held by Don Dennison (term ending July 2015). The vacancy was posted as required by the Maddy Act, and if approved by the Commission, the nomination then would go to the SLO County Board of Supervisors for appointment. Ms. Hughes indicated the date for Board appointment would either be October 7th or October 22nd.

Public Comment: None

Commissioner Gibson made a motion to approve the nomination as submitted by CSN. The motion was seconded by Commissioner Sokolowski and passed unanimously.

ITEM 5 – Formation of a Commission Executive Committee

Chairperson Crocker gave a brief history of why this item was being considered by the Commission. He indicated the topic of a personnel committee had been discussed during an ad hoc committee meeting charged with assessing and altering the process of the executive director's performance review. However, because of the minimal number of First 5 staff (3), Chairperson Crocker indicated an executive committee might better address Commission needs. He asked Commission Counsel, Ray Biering, to provide some options and pros and cons regarding the idea.

Mr. Biering spoke about the pros and cons of establishing an executive committee and the various ways each committee functioned with respect to the public agencies he represents. All standing committees have to comply with the Brown Act, so meetings would have to be posted for the public. Some executive committees assist in establishing the meeting agenda, while others meet much more informally. Most of the committees consist of the Chair, Vice-Chair and Past Chair of the agency board. Above all, it is important to clearly state the reason for and focus of the committee.

He went on to say the committee would be simple to establish, but it may be more than is required because First 5 SLO operations are not that complex. He said certain actions (e.g. responding to requests for support of various issues, advocating for certain legislation) could be defined by policy as long as the policy is specific to the action. The action would need to be clearly defined.

Commissioner Gibson said complying with the Brown Act isn't difficult. He also commented that agencies do work well without this type of committee.

Commissioner McNerney asked about past procedures and urged the Commission to "keep it simple" with respect to its operations.

Commissioner Borenstein indicated that ad hoc committees have worked well in the past and have served to bridge gaps.

Chairperson Crocker agreed. Commissioner Gibson indicated he would support either option (executive committee or policy). The Commission, based on the discussion, agreed the topic of establishing an executive committee did not need to move forward.

Public Comment: None

ITEM 6 - 2011-15 Strategic Plan Review:

Jason Wells, Program Officer, gave a PowerPoint presentation which detailed the timeline, steps and actions the Commission would need to take to address funding for fiscal years 2014-15 and 2015-16.

He presented the following process and timeline below:

- ▶ Review Original Program Planning
- ▶ Review Original Program Funding
- ▶ Review Changes to Program Plan
- ▶ Review Changes to Program Funding
- ▶ Review Program Outcomes
- ▶ Decide How to Spend Unspent Funds
- ▶ Determine Contracts for final 2 years of 5 Year Plan

5 Year Strategic Plan through June 2016					
FY 2011-12 to FY 12-13	FY 2013-14 Year 3 of 5				FY 2014-15 to 15-16
	Q1 July-Sept	Q2 Oct-Dec	Q3 Jan-Mar	Q4 Apr-June	
	Planning for currently funded contracts & "TBD" additional funding		Approve new and/or extended contracts Contract period July 2014 - June 2016		Continue new and/or extended contracts Begin new Strategic Planning for next 5 Year Plan
Commission Meetings	September 25	October 23 December 4	January 22 March 26	May 28 June 25	

Mr. Wells also provided information regarding current programs, planning activities, and allocated funding in the current strategic plan. He identified programs that were funded from 2011 unspent funding and explained how they fit into the plan.

Regarding program funding, he said that after researching expenditures through June 2013, most programs had spent approximately 2/3 of their funded contract amounts, which puts them on target for spending the entire contracted amount by June 2014.

He said if the Commission decides to fund all programs "as is" in fiscal years 2014-15 and 2015-16, there will be approximately \$372,120 in funds not designated for specific programs (\$186,060 per fiscal year). One decision for the Commission will be how to spend those funds.

Overall, all programs are reaching their target populations, delivering quality services, addressing the intended needs and supporting children and families.

Commissioners will hear specific program outcomes over the next 1-2 Commission meetings, which will assist them in making decisions for funding in fiscal years 2014-15 and 2015-16.

There were various comments and questions from Commissioners including those related to 1) unspent funding, 2) the level of demand for services, 3) expanding the capacity of current services, 4) spending down funding, not carrying a large amount forward, 5) how to address unforeseen gaps that have occurred since the original planning occurred, 6) status of the funding allocated to the social marketing effort, 7) assuring that current programs have appropriate funding levels, and 8) supplantation.

Public Comment: None

ITEM 7 - Staff Report

Susan Hughes provided an update on various staff activities since the last Commission meeting. She also reported on First 5 California strategic planning and First 5 Association activities, including preparing for the 15th anniversary of the passage of Proposition 10. Current projects include: 1) 0-5 Resource Fair planning, 2) Month of the Child planning (Children's Day in the Plaza) 3) 2014 Hands-on Heroes planning, 4) Children's Bill of Rights (CBOR) – Stage 2 implementation and planning, and 4) ACTION for Healthy Communities 2013 data report, including a folio focused on the status of SLO County Children.

Misty Livengood, Communications and Outreach Officer, provided an update with respect to CBOR endorsements and various outreach events promoting the CBOR effort that have occurred throughout the County. She indicated First 5 SLO received 1200 Potter the Otter books (courtesy of First 5 CA) to distribute at community events. She has begun to link Facebook postings to the Bills of Rights and every Friday she posts a "weekend watch" which promotes age appropriate activities that are available in our county during the upcoming weekend.

She also reported on her efforts to assist the Affordable Care Act planning committee with messaging, a media training for First 5 partners scheduled in November, and initial planning with the HEAL-SLO Surgery Beverage Committee to create a social marketing campaign around drinking water.

Public Comment: None

ITEM 8 - Commissioner Comments and Announcements

Commissioner Borenstein announced the WIC Dental Days Program (partially funded by First 5) was awarded a CSAC Leadership and Innovation Award.

Commissioner Sokolowski welcomed and introduced the new Child Care Planning Council Coordinator, Raechelle Bowlay-Sutton.

Commissioner Murphy said how much she had enjoyed being involved with the ongoing CBOR activities, especially expanding the effort and bringing in new community groups.

ITEM 9 - IT Support Services

Susan Hughes, Executive Director, exited the room due to a conflict of interest with respect to one of the vendors being considered for IT services.

Chairperson Crocker introduced the item as an action item and stated that if a recommendation was approved, a contract would be brought back for approval on the consent agenda at the next meeting on October 23, 2013. He noted that due to Ms. Hughes's

relationship to one of the bidders (ShowTel), First 5 has tried to be consistent with its conflict of interest policy. He added that, Ms. Hughes has not participated in the RFP process. He noted that each Commissioner had before them a letter for public comment from Stephen Hughes of ShowTel who could not attend the meeting.

Mr. Wells explained the RFP process and the announcements in print and web media, as well as direct outreach to most of the chambers of commerce in the county. Mr. Wells explained that two bids were received from Computer-Techs and ShowTel.

He stated that while no recommendation was made in the staff letter, the chair asked before the start of the meeting to make such a recommendation during the discussion. Mr. Wells stated that because of the high quality, and long history of services provided at a value price, he would recommend continuing services with ShowTel. He explained that staff has always been very satisfied with the quality of services provided by ShowTel, and that that the only reason for starting a new bid process was because it is required by the contracting policy before entering into a new or extended contract.

Public Comment: Applicant Lyle Thomas owner of Computer Techs Inc. commented on his visit to First 5 office to see the computer setup and peripherals. He noted a few changes he would make relative to the age of some of the workstations and operating systems.

After public comment, Commissioner Gibson asked staff if there was anything problematic with the First 5 computer system. Mr. Wells responded no, and explained that the system works perfectly. Commissioner Gibson asked what services we receive from our current vendor. Mr. Wells explained that ShowTel provides website support, networking, computer workstation and peripherals set up and support, hardware, backup, and occasional computer and media support for large attendance offsite meetings and events.

Commissioner McNerney asked if Ms. Livengood could do everything she needed to do. Ms. Livengood answered yes, and stated the system was efficient and that she had had no problems since starting in January. Commissioner McNerney made a motion to continue services with Show-Tel. The motion was seconded by Commissioner Gibson. Prior to the vote Commission Gibson asked Mr. Biering if there were any landmines that needed addressing after issuing the full RFP. Mr. Biering stated he had read the RFP, conflict policy, and Ms. Gomez's (former counsel) prior memos, and concurs with what she previously advised. He added that given the potential conflict, everything that could possibly be done was done to insulate the situation and he didn't see a risk. There was no further discussion and the item passed unanimously.

ITEM 10 – Closed Session

The Commission adjourned to closed session at 6:03 PM pursuant to Government Code section 54957(b) to consider: PUBLIC EMPLOYEE PERFORMANCE EVALUATION, EXECUTIVE DIRECTOR.

The meeting was reconvened at 6:25 PM. Commission Counsel, Ray Biering, reported the Commission conducted the performance evaluation review in accordance with Government Code section 54957(b). The Chair will meet with the Executive Director to discuss the results at a later time.

Adjournment

The meeting was adjourned at 6:26 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 23, 2013, from 4:00 to 6:30 PM at the County Office of Education Board Room, 3350 Education Drive, San Luis Obispo, CA 93405*