

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

COMMISSION MEETING MINUTES

October 24, 2012

Commissioners Present (all)

| | |
|------------------------|--|
| Julian Crocker | SLO County Office of Education |
| Don Dennison | Children's Services Network |
| Penny Borenstein, M.D. | SLO County Public Health Department |
| Bruce Gibson | SLO County Board of Supervisors |
| Mary Kern | Community at Large |
| Lee Collins | Department of Social Services |
| Michael McNerney, M.D. | San Luis Obispo County Medical Association |
| Janet Murphy | Community at Large |
| Melinda Sokolowski | Child Care Planning Council |

Commissioners Absent/Excused - None

Staff Present

First 5 staff: Susan Hughes, Jason Wells; Commission Evaluator: Tom Keifer; Commission Counsel: Patricia Gomez

Call to Order

Chairperson Crocker called the meeting to order at 4:12 PM. Chairperson Crocker thanked Vice-Chairperson Dennison for chairing the August and September meetings and also welcomed back Lee Collins as a returning commissioner.

Adoption of Agenda

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

Public Comment

There were no comments from the public.

Consent Agenda

- 1) Approval of September 26, 2012 Minutes
- 2) Approval of the Q1 2012-13 Financial Statement

Public Comment: None

Commissioner Dennison made a motion to approve the Consent Agenda, with the minutes amended to show a start time of 4:06 pm and the Children’s Summit date to show a date of April 18, 2013. The motion was seconded by Commissioner Borenstein and passed unanimously.

Commission Review and Approval of the 2011-12 Annual Audit

Susan Hughes, First 5 SLO Executive Director, presented an overview of the 2011-12 Annual Audit prepared by Crosby and Company. No material weaknesses were noted regarding financial reporting or operation, and the financial model complies with the Governmental Accounting Standards Board (GASB). The presentation also compared revenues, expenditures and fund balances from the previous audit to the one being approved. Ms. Hughes indicated that after approval the 2011-12 Annual Audit would be sent to the State Auditor Controller’s Office and First 5 California.

Bob Crosby, Crosby and Company, briefly reviewed the various financial statements contained in the 2011-12 Annual Audit. He compared GASB 34 financial statements to those that address GASB 54. He said he had reviewed the changes to the First 5 Audit Guidelines issued in May 2012 and made the appropriate changes. He indicated the process went very smoothly and then asked for questions.

There were no questions from Commissioners.

Public Comment: None

Commissioner Borenstein made a motion to approve the 2011-12 Annual Audit. The motion was seconded by Commissioner Dennison and passed unanimously.

Commission Review and Approval of the 2011-12 State Annual Report

Jason Wells, First 5 SLO Program Officer, presented the information/data that would be submitted to First 5 California for the 2011-12 Annual Report by the deadline (October 31, 2012). He indicated the report consists of data submitted by First 5 SLO funded partners on their quarterly reports and entered into the Proposition 10 Evaluation Data System (PEDS) by staff. He drew attention to the chart below which showed children and families served:

Consolidated FY 2011-2012 Annual Report County Program Data:

| Result Area | Service | Total Dollars Spent | Total Number of Children Served* | Total Number of Parents/Other Family Members/Providers Served* |
|-----------------------------|--|---------------------|----------------------------------|--|
| Improved Family Functioning | Behavioral, Substance Abuse, and Mental Health Services | \$6,767 | 58 | 96 |
| Improved Family Functioning | Community Resource and Referral | \$33,257 | N/A | 939 |
| Improved Family Functioning | Distribution of Kit for New Parents | \$1,100 | N/A | 1135 |
| Improved Family Functioning | Family Literacy Programs | \$500 | N/A | N/A |
| Improved Child Development | Preschool for 3 and 4 Year Olds | \$129,549 | 45 | 98 |
| Improved Child Development | Other Child Development Services | \$1,000 | 43 | N/A |
| Improved Child Development | Targeted Intensive Intervention for Identified Special Needs | \$42,192 | 120 | 202 |
| Improved Child Development | Kindergarten Transition Services (Head Start Summer) | \$80,750 | 79 | N/A |
| Improved Child Development | School Readiness | \$393,890 | 888 | 876 |
| Improved Child Health | Breastfeeding Assistance | \$60,528 | 669 | 669 |
| Improved Child Health | Health Access | \$133,256 | 121 | 133 |
| Improved Child Health | Oral Health | \$141,651 | 11,674 | 11,481 |
| Improved Child Health | Tobacco Cessation Education and Treatment | \$54,535 | N/A | 103 |
| Improved Child Health | Primary Care Services (Vision Screening) | \$24,516 | 4,620 | N/A |
| Improved Systems of Care | Community Strengthening Efforts | \$38,136 | N/A | N/A |
| Improved Systems of Care | Service Outreach, Planning, Support and Management | \$16,833 | N/A | N/A |
| TOTAL | | \$1,158,460 | 18,317 | 15,732 |

*Includes duplicates. These are aggregate totals that include children and families who may have accessed a program or service multiple times over the course of the year.

Public Comment: None

Commissioner Collins made a motion to approve the 2011-12 State Annual Report. The motion was seconded by Commissioner Gibson and passed unanimously.

Program Planning

At the request of several Commissioners, Jason Wells, First 5 Program Officer, presented an overview the strategies and funded activities in the 2011-15 Strategic Plan. Commissioner Collins queried about the reasoning behind the Health Navigator program, indicating the Department of Social Services (DSS) had designated approximately 150 employees to assist people who need help working through the health system beginning in January 2013. Commissioner Borenstein said she believed the program would be one of several working together to make up a larger network necessary to address all of the changes resulting from new health care reform. It was noted the First 5 Health Navigator program should be careful not to duplicate the effort at DSS.

Jason Wells gave a presentation to continue discussion of allocating unspent funds from the contract period that ended in June 2011. The presentation focused on 1) funding options that were presented and discussed at the last two Commission meetings, 2) a new staff recommendation for spending, and 3) a related recommendation for funding programs beginning in January 2013. Program recommendations included funding for: Family Support Counselor for School Readiness Families at Georgia Brown and Oceano Elementary Schools, Oral Health Coordination, Vision Treatment, School Readiness: Additional Summer Pre-k Program class at Georgia Brown Elementary, the BABES-Breast Feeding Support Program.

Tom Keifer, First 5 Evaluation Consultant, provided historical data with respect to the programs that were being recommended for funding.

Commissioner Borenstein requested the recommendation for the Oral Health Coordinator be increased by \$28,000, including changing the scope of work to add more advocacy, policy development and systems change duties. She explained that initial outside revenue estimates for the position have not materialized and that a non-federal local match is needed to drawdown Federal funds, which would help to fully fund the program reimbursements/match.

Commissioners discussed the importance of performance measures and expected outcomes relative to any changes in the scope of work. Staff indicated they would meet with Commissioner Borenstein to go over the changes to the current scope and evaluation plan.

Public Comment: None

Below is a synopsis of the proposed programs and corresponding amounts:

| Program | Organization | Recommended Total | Approved Total |
|---|-------------------------------------|-------------------|------------------|
| Oral Health Coordinator | SLO County Public Health | \$36,000 | \$64,000 |
| Vision Treatment | Doug Major | \$7,200 | \$7,200 |
| School Readiness: Additional Summer Pre-k Program class at Georgia Brown Elementary | Paso Robles Unified School District | \$3,500 | \$3,500 |
| BABES-Breast Feeding Support Program | SLO County Public Health | \$43,500 | \$43,500 |
| Family Support Counselor | TBA | \$90,000 | \$90,000 |
| | Total | \$180,200 | \$208,200 |

Commissioner Gibson made a motion to approve the staff recommendation as amended, which is to add a total of \$28,000 to the Oral Health Coordinator proposed amount (Additional \$12,000 in FY 12-13 and an additional \$16,000 in FY 13-14), spread out the difference in future years, and bring back contracts for approval for the 5 programs on December 5, 2012. The motion was seconded by Commissioner Collins and passed unanimously.

Chairperson Crocker tabled a discussion until the December meeting to address scheduling a planning retreat for contract extensions and additional, funded programs for the period of July 2014 to June 2016.

Communications and Outreach Officer

Chairperson Crocker presented the request from the Chairperson and the Executive Director that they be given the authority and flexibility to increase the allocated time (from .50 FTE to .75 FTE) when offering the position to the top candidate for the Communications and Outreach Officer position.

Ms. Hughes presented a brief overview of why the request was being made from an organizational point of view.

Commissioner Collins had several questions with respect to the requested action as well as questions about the position in general and how it enhanced the staffing pattern of First 5 SLO. He indicated he believed that there may be job overlap with the executive director job description. He also indicated he believed it wasn't a good strategy to change the publically advertised allocated time, saying that additional applicants may have applied if the position had been advertised at more than .50 FTE.

Commissioner Crocker acknowledged and confirmed that during the 2011-15 Strategic Planning process, a policy platform, which contains various advocacy activities on behalf of children, was developed and approved. This was a new direction for the Commission, and the wisdom of it was fully vetted during the planning process. The Communications and Outreach Officer position was created to provide support and added focus to the policy platform and Commission advocacy.

Ms. Hughes responded to various concerns from Commissioner Collins, including but not limited to, the question of job overlap, the new focus of the Commission with respect to advocacy, how/why First 5 SLO needs to increase its visibility as a precursor to effectively advocating on behalf of children, etc. She also indicated that current staff are analyzing time spent on various activities that were previously the responsibility of the Administrative Officer in order to determine the best way to move forward in re-assigning and re-distributing those duties.

Commissioner Dennison said the Commission approved the hiring and that wasn't the issue. It appeared to him the question regarding increased allocation was not about the wisdom of creating the position but about hiring practices.

Ms. Hughes indicated there also was an option to hire the top candidate at a higher hourly rate if the Commission's desire was to keep the allocation at .50 FTE. She also re-stated that, as the executive director responsible for recommending appropriate staffing levels and configurations to the Commission, she continued to support the increased time allotment.

Commissioner Borenstein said she supported the request to increase the time, citing the detailed recruitment process including the fact that 74 applications were received.

Discussion followed from several Commissioners regarding various options, including re-opening and re-advertising the position at .75 FTE or authorizing staff to offer the position at a higher hourly rate.

Public Comment: None

Commissioner Collins made a motion to deny the staff request to increase the allocated time for the position and to give authority to the Chair and Executive Director to negotiate the hourly rate rather than increase the allocated time for the Communications and Outreach Officer position. The motion was seconded by Commissioner Gibson. The motion passed, with Commissioner Borenstein opposed.

Staff Report

Susan Hughes presented various information with respect to First 5 California, the First 5 Association, and projects and activities that staff have been working on and/or have been completed since the September meeting.

Commissioner Comments and Announcements

Commissioner Dennison suggested that Jill Heuer, Special Education Local Plan Area (SELPA) Director, be contacted with respect to developing the Children's Summit.

There were no other comments from Commissioners.

Due to the late hour, Chairperson Crocker indicated he would be sending Commissioners an email request to ask for volunteers on two committees: 1) a short-term committee to review the evaluation process and materials for the annual performance review of the executive director and 2) additional volunteers on a committee to consult with staff regarding ideas/methods that could enhance the First 5 SLO program evaluation efforts. (Commissioner Gibson volunteered to be on the committee in September.)

Adjournment

The meeting was adjourned at 7:07 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:** December 5, 2012, from 4:00 to 6:30 PM at the SLO County Dept. of Social Services, 3433 South Higuera St., Room 115, San Luis Obispo.*