

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

**COMMISSION MEETING MINUTES
October 26, 2011**

Commissioners Present

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

Commissioners Excused

Michael McNerney, M.D.	San Luis Obispo County Medical Association
Vacant position	Community at Large

Staff and Consultants Present

First 5 Staff: Susan Hughes, Jason Wells, Anne Collins; Commission Counsel: Patricia Gomez; Commission Evaluator: Tom Keifer.

Call to Order

Chairperson Crocker called the meeting to order at 4:15 PM.

Public Comment

There was no Public Comment.

CONSENT AGENDA

- 1) Approval of August 24, 2011 Minutes
- 2) Approval of amendments to the First 5 San Luis Obispo County Employee Benefits Policy, and the Employee Handbook and Personnel Policy Manual
- 3) FY 2011-12 Quarter 1 Financial Report
- 4) Approval of a contract in the amount of \$30,000 (ending June 30, 2014) with the San Luis Obispo County Public Health Department to provide support for the perinatal substance abuse policy development plan
- 5) Approval of a banking resolution to authorize: 1) Julian D. Crocker, Chairperson; 2) Don Dennison, Vice-Chairperson; and 3) Susan K. Hughes, Executive Director, as signatories for the Heritage Oaks Bank account.

There was follow-up discussion regarding the Employee Handbook and Benefits Policy to confirm that suggestions and recommendations from the last meeting were incorporated.

Commissioner Buckingham made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Gibson and passed on a 6-0 vote, with Commissioner Borenstein abstaining.

Representative at Large Member Recruitment

- 1) Approval to accept the resignation of Representative at Large member, Rosalinda Rodriguez, effective September 15, 2011.

Commissioner Dennison made a motion to accept the resignation of Commissioner Rodriguez. The motion was seconded by Commissioner Sokolowski and passed unanimously.

- 2) Approval of the recruitment process and timeline, for a term ending July 2015.

Susan Hughes, First 5 Executive Director, explained the process and timeline.

Commissioners asked if the vacancy could be filled from the April/May 2011 recruitment. Patricia Gomez, Commission Counsel, explained that due to the Maddy Act, First 5 SLO County is mandated to perform a public recruitment.

Commissioner Gibson made a motion to approve the recruitment process and timeline. The motion was seconded by Commissioner Borenstein and passed unanimously.

2010-11 Annual Report, Commission Review and Approval

Jason Wells, First 5 Staff, reviewed the 2010-11 Annual Report to First 5 California, noting it is a collection of raw data from each First 5 which is compiled by First 5 CA. He covered the five Report Sections, the four result areas (Family Functioning, Child Development, Health, Systems of Care), and the types of data provided (e.g., ethnicity and language). Mr. Wells also noted that First 5 CA is completely changing the reporting process, so the format may be changing.

Commissioner Murphy made a motion to approve the 2010-11 Annual Report to First 5 CA. The motion was seconded by Commissioner Buckingham and passed unanimously.

2010-11 Annual Audit, Commission Review and Approval

Susan Hughes introduced the First 5 independent auditor, Robert Crosby of Crosby Company.

Ms. Hughes reported that no significant deficiencies or material weaknesses were found. She provided a comparison of Revenue, Expenditures, and year-end Fund Balances for fiscal years 2009-10 and 2010-11 and also reviewed the new GASB 54 fund balance categories. In addition, she noted the audit shows an extraordinary item related to AB 99: \$3,770,689 to be paid to the state in June 2012 unless AB 99 is repealed or found to be unconstitutional.

Robert Crosby provided an overview of the financial reporting sections, including the notes to the financial statements. He said the state's required format was followed carefully, and the state does review all audits.

Commissioner Buckingham asked about the unassigned category and whether that amount might be subject to future sweeps by the state. Ms. Hughes noted it was possible, but added that the AB 99 sweep was for half of the fund balance regardless of whether or not it was reserved.

Commissioner Borenstein made a motion to approve the 2010-11 Annual Audit. The motion was seconded by Commissioner Gibson and passed unanimously.

2010-11 Evaluation Update (draft report)

Tom Keifer, First 5 Evaluator, reviewed highlights from one section (formerly designated as Direct Services) of the 2010-11 Outcome Evaluation Report. He noted this is a preliminary report, because the Partners have not yet reviewed their sections.

Programs reviewed included BABES, Baby's First Breath, BEST PALS, Head Start School Readiness Enrichment Program, Parents Helping Parents, Postpartum Depression Support Services, State Preschool Expanded Day, and the Vision Screening Program.

Ms. Hughes noted that the full 2010-11 Outcome Evaluation Report will be provided at December Commission meeting.

Staff Report

Susan Hughes reported on the State Budget, AB 99, Race to the Top Early Learning Challenge Grant, First 5 CA funding and revenue, upcoming First 5 CA events, and regional First 5 planning activities. Mr. Wells and Ms. Hughes also provided updates on First 5 SLO County activities and upcoming events.

Commissioner Gibson asked for follow-up information regarding the issue of Community Health Centers (CHC) no longer providing dental care by a pediatric dentist in Nipomo, a concern that was brought up at a past Commission meeting. Susan Hughes explained that First 5 does not have a contract with CHC; rather, the contract is between CHC and Children's Health Initiative (CHI). She noted that the CHI Board president has not yet reported back with follow-up information. Staff was asked to provide an update at the December Commission meeting.

Commissioner Comments and Announcements

Commissioner Borenstein announced that the Public Health Department and Department of Social Services will be receiving a half-million dollars for Supplemental Nutrition Assistance Program—Education (SNAP-Ed).

Commissioner Sokolowski reported that she has been participating in the South County SAFE community based meetings and that it has been helpful to have the First 5 Family Advocate (Yecenia Silvas) at the table.

Chairperson Crocker reported that Rita Rodriguez, a teacher at the First 5 Preschool in Oceano, is moving on and will be honored at the December Commission meeting.

Adjournment

The meeting was adjourned at 6:30 PM.

All materials referred to in these minutes are available at the First 5 SLO County office. For a more detailed account, recordings of the meeting are available by calling (805) 781-4058.

The next Commission meeting will be:
Wednesday, December 7, 2011, 4:00-6:30 PM
Dept. of Social Services, 3433 Higuera Street, Room 115, San Luis Obispo, CA