

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

COMMISSION MEETING MINUTES
January 23, 2019 (Approved March 27, 2019)

Current Commissioners Present

Bruce Gibson (Chair)	SLO County Board of Supervisors
Penny Borenstein, M.D. (Vice Chair)	SLO County Public Health Department
James Brescia	SLO County Office of Education
Devin Drake	Department of Social Services
James Forester, DDS	Medical Representative (Central Coast Dental Society)
Mark Haas	Children's Services Network
Janet Murphy	Community at Large
Melinda Sokolowski	Child Care Planning Council
Bob Watt	Community at Large

Current Commissioners Absent: None

Staff Present

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood, Naomi Goldman (intern)
Commission Evaluator: Tom Keifer
Commission Counsel: Natalie Frye-Laacke

Call to Order

Chair Gibson called the meeting to order at 3:17 PM.

ITEM 1 –Chair Comments

Commission Chair Gibson welcomed Mark Haas to his first meeting as Commissioner representing the Children's Services Network. He also introduced Cal Poly student Naomi Goldman, a winter quarter intern at First 5. He acknowledged the inauguration of California Governor Gavin Newsom.

ITEM 2 – Commissioner Announcements and Updates

Commissioner Haas announced that First 5 has joined the Department of Social Services and other local stakeholders working together to draft a countywide child abuse prevention plan.

Commissioner Brescia announced a possibility to partner with Santa Barbara County Education Office on a regional funding proposal to support QRIS work [related to inclusive practice in early childhood education].

ITEM 3 - Public Comment – Items not on the agenda

Laura Ruth, a SLO County resident introduced herself to the Commission. She used to live in Inyo County, where she partnered with First 5 Inyo County as a music therapist.

ITEM 4 (ACTION ITEM) - Consent Agenda

- a. Approval of the December 5, 2018 Minutes
- b. Approval of FY18-19 Q2 Financial Report
- c. Confirm BOS Commissioner Appointment – Bruce Gibson (one-year term Jan-Dec 2019)
- d. Approve Child Care Planning Council Designee – Melinda Sokolowski (new 4-year term; July 2019-July 2023)
- e. Approve 2019 Advocacy Agenda

Public Comment: None

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

ITEM 5 (ACTION ITEM) - Election of 2019 Officers: Chair and Vice Chair

Public Comment: None

Commissioner Watt made a motion to approve 2019 Officers: Bruce Gibson as Chair and Penny Borenstein as Vice Chair. The motion was seconded by Commissioner Drake and passed unanimously.

ITEM 6 (ACTION ITEM) – Presentation/Approval Personnel Policy Updates

Staff is recommending the Commission confirm the following updates to First 5 San Luis Obispo Personnel Policy, as detailed in the Employee Handbook:

- New paragraph to be inserted into the “Hiring” section of the Employee Handbook:

Recruitment and Preemployment Checks. First 5 San Luis Obispo County establishes formal job descriptions for all staff positions. Open positions are advertised broadly using a variety of outreach methods, including website and social media posting, ads on local, regional and state job boards, the First 5 Association network, and First 5 San Luis Obispo County’s mailing list. Candidates are initially required to provide a resume and cover letter, as well as additional supplemental materials if requested. Finalists take part in an in-person interview, and provide a list of references. Final hiring decisions are contingent on results of prior employment reference checks and a background report conducted by an outside firm that include credit report, criminal and motor vehicle record checks, social security number trace, and sex offender search.

- Updated language to be included under the following section of the Employee Handbook:

Employees Who are Required to Drive. Employees who are required to drive a Commission vehicle or their own vehicles on Commission business will be required to show proof of current valid driving licenses and current effective insurance coverage before the first day of employment.

The Commission participates in the Employer Pull Notice (EPN) system that regularly checks the Department of Motor Vehicles (DMV) records of all employees who drive as part of their job. The EPN system will generate a

driver record for all newly enrolled employees and upon an action or activity (i.e. convictions, accidents, driver license suspensions or revocations) and the driver record will be automatically sent to First 5. Upon receipt of a driver record pursuant to the EPN system, the Chairman and Vice Chairman, together with the Executive Director, shall review the driver record and determine an appropriate course of action that is in the best interest of First 5.

The Commission retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Commission's policy.

Employees who drive their own vehicles on Commission business will be reimbursed at Internal Revenue Service established mileage rate for business miles.

COMMISSIONER COMMENTS:

Commissioner Drake requested adding a sentence to section on Employees Who Are Required to Drive: *"It is the employee's responsibility to inform First 5 San Luis Obispo County if there is an infraction."*

Commissioner Brescia suggested looking at analogous language in school district policy for specific wording.

Public Comment: NONE.

Commissioner Drake made a motion to approve the updated Personnel Policy language, as articulated in the Employee Handbook, as amended with the additional sentence. The motion was seconded by Commissioner Brescia and passed unanimously.

ITEM 7 (ACTION ITEM) – Presentation/Approval: 2018 Outcome Evaluation

Jason Wells introduced this item. The annual Outcome evaluation was first introduced at the December 2018 meeting, with additional opportunity for Commissioner comment/review through early January.

Commissioner Gibson commented that evaluation is a tough enterprise for any agency. It is important to track outcomes when we can. He believes that the information necessary to evaluate programs is in the report, and he is looking forward to meeting with the evaluation subcommittee in the coming months to delve deeper into the data, and to continue working to improve on evaluation practice.

Evaluation Consultant Tom Keifer pointed out that one change in the final copy is the addition of annual funding amounts next to each program, per Commissioner request.

Public Comment: NONE

Commissioner Brescia made a motion to approve the 2018 Outcome Evaluation. The motion was seconded by Commissioner Murphy and passed unanimously.

ITEM 8 – Staff Reports

Misty Livengood presented on the following First 5 County activities:

- Wendy Wendt, Shana Paulson (Child Care Resource Connection), and Adrienne Harris (parent advocate) recently made public comment at San Luis Obispo City Council regarding child care challenges in the county. Commissioner Gibson lauded the participation by Ms. Harris in this event.
- New state leadership is dedicated to early childhood, including Governor Gavin Newsom; new state Surgeon General Nadine Burke Harris; and Kris Perry, Deputy Secretary of California Health and Human Services for Early Childhood Development.
- First 5's and other child advocates will be engaging in Census outreach in spring
- The Strong Start Index is now available on-line, a new resource hosted by the First 5 Association and The Children's Data Network at USC. It uses information provided at birth to gauge family and child resilience at the state, county, and census tract levels.
- First Advocacy Day is scheduled for April 30 in Sacramento. Local staff will be in attendance.
- First 5 LA has commissioned a video celebrating 20 years of First 5 and featuring Rob Reiner. Other local First 5's are able to attach their own banners/logos and post.
- First 5 Health Access Trainers are set to host another Immigrant families forum; 90 people are currently registered.
- Pyjama Drama continues to provide opportunities in the community, the newest gig at Oceano Library.
- P5 Children's Advocacy Network remains a regular gathering place for diverse early childhood stakeholders, and is growing its capacity as a network of ambassadors, a professional development hub, and a place to keep current on trending issues in early childhood.
- Hands on Heroes: January - Sam Crouse (ECHO Homeless Shelter), February - Deanna Smaw (WIC).
- Month of the Child is around the corner.

Wendy Wendt announced planning toward a First 5-hosted Town Hall called Where's the Care: Tackling Our Local Child Care Challenge.

Public Comment: NONE

ITEM 9 (ACTION ITEM) – Approve MHSA Contract with County of San Luis Obispo: 3x3 Developmental Screening Partnership

This item was tabled pending completion of a final draft review by County Counsel and First 5 Counsel. Contract approval will be rescheduled for the March 27, 2019 meeting.

Commission directed staff to proceed with developing drafts for required staff hires, RFP's and subcontracts associated with the project.

Public Comment: NONE

ITEM 10 (ACTION ITEM) – Approve Multi-Year Help Me Grow Allocation for Centralized Access Point Demonstration Project Funding (2018-19 – 2021/22).

Ms. Wendt introduced this item. She outlined the importance of a multi-year investment by First 5 to ensure successful launch of the Centralized Access component of the Help Me Grow model. She also emphasized the need for shared investment across multiple partners.

Commissioner Drake indicated that Department of Social Services has the possibility of contributing discretionary funds up to \$25,000 over the indicated time frame. Commissioner Borenstein commented that up to \$20,000 might be available through Public Health.

Commissioner Borenstein expressed a challenge with enlisted financial support from other partners, using the “chicken/egg” metaphor. Do we pilot the effort, show the value and then get commitments from partners? Or get commitments and then show the value? It is difficult to get a financial commitment from big organizations before they recognize what the effort will produce in tangible terms.

Commissioner Gibson suggested a possibility of a community match model: First 5 makes the \$200,000 community investment contingent on raising of another \$200,000 from other partners.

Commissioner Sokolowski offered the possibility that some community partners may be able to contribute through scaffolding/enhancement of existing infrastructure as an alternative to monetary match.

Commissioner Gibson proposed that staff put together a mini-strategic plan regarding the Help Me Grow Centralized Access Point.

Commissioner Murphy pointed out that the work associated with a Centralized Access Point and creating a coordinated developmental screening and referral system has been a conversation and goal for years and years, at First 5 and in the broader community; coordinating developmental screening. She encouraged First 5 to support it long term.

Public Comment:

Abby Lassen, local attorney with background in early childhood from '90's, expressed interest in seeing what a budget would look like.

Commissioner Borenstein proposed staff presenting back to the Commission with a broad concept, including investments by other partners. She further emphasized the time sensitive nature of getting this work off the ground, having promised the pediatric community at the November Town Hall that referral support was on the way through launch of a formal Help Me Grow system.

Commissioner Gibson proposed not taking formal action today, but instead to indicate initial comfort with the possibility of a multi-year commitment beyond the current strategic plan. He further directed staff to convene appropriate partners to assess current resource, and make

the case for funding commitments by First 5 and other partners (financial and in-kind). First 5 will be prepared to invest up to \$200,000 per year, pending development of a phased plan/budget, and a clear set of goals and deliverables.

Commissioners offered consensus affirmation of this proposed direction.

**ITEM 11 -- Adjourn
5:00 p.m.**