

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

COMMISSION MEETING MINUTES
May 25, 2022 (Approved June 22, 2022)

Current Commissioners Present

James Brescia	SLO County Office of Education
Penny Borenstein, M.D.	SLO County Public Health Department
Linda Belch	Department of Social Services
Bruce Gibson	SLO County Board of Supervisors
Erica Ruvalcaba-Heredia	Community at Large
James Tedford	Medical Representative (AAP Chapter 2)
Alison Ventura	Community at Large
Bob Watt	Community at Large

Commissioners Absent/Excused --

Melinda Sokolowski	Child Care Planning Council
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Staff Present

Commission staff: Wendy Wendt, Jason Wells
Commission Counsel: Natalie Frye-Laacke

Call to Order

Chair Brescia called the meeting to order at 3:03 p.m.

ITEM 1 - Public Comment – Items not on the agenda

None.

ITEM 2 – Commissioner Comments/Announcements

Commissioner Belch – DSS is hiring a new group of social workers.

Commissioner Watt – Urged the Commission to be a voice for for gun safety. First 5's mission is focused on the safe rearing of our children. Public opinion alone isn't enough, but it helps. Possibly a more public position by First 5. Other Commissioners concurred that the Commission needs to take this topic up as a serious issue.

Chair Brescia proposed agendizing this for further deliberation at the next Commission meeting. He also emphasized the importance of addressing mental health as related to gun violence.

ITEM 3 - Consent Agenda

- a. Approval of the March 23, 2022 Minutes
- b. Approval of the FY 2021-22 Third Quarterly Financial Report
- c. Approval of Office Lease Amendment with Walter Brothers Construction

Public Comment:

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

ITEM 4 – Staff Reports

Executive Director Wendy Wendt and Associate Director Jason Wells provided updates on various First 5 activities:

- April Month of the Child and Child Abuse Prevention Month
- Children’s Day in the Plaza
- Hands on Heroes @ Work
- First 5 Advocacy Day
- Family Friendly Workplace Insight Studio
- SLO Blues Baseball
- Talk Read Sing Time with Marilu Gomez
- Health Access Trainer-Trauma Informed Care Training
- We Are The Care Community Engagement through Community Voices Park Tour over the coming summer months

Public Comment: Dr. Doug Major, Optometric Care Associates, continued his update on early childhood vision issues. Children Now has organized a Vision Coalition. Working to mitigate lag in delay on getting kids glasses. San Miguel vision screening last Monday.

ITEM 5 -- MHSA Innovations Program and Evaluation Update: 3 by 3 Developmental Screening Partnership

Becca Carsel, Carsel Consulting Group and Evaluator of First 5 programs including 3 by 3, presented preliminary findings and observations from the three-year pilot project with local pediatric practices to integrate comprehensive early and recurring developmental screenings into well-child visits. The Ages and Stages Questionnaire (ASQ) is the primary tool used in the project. Alison Borgsmiller, Nurse Practitioner with Bravo Pediatrics, was also on hand to provide insights and answer questions.

Discussion:

Commissioner Watt asked for clarification on what triggers an ASQ-SE (a supplemental social-emotional screening tool). Ms. Borgsmiller explained that if *problem solving/communication* screening responses are in the “monitoring zone,” the ASQ-SE is offered as an option.

Commissioner Belch – Did children who were screened in the monitoring zone get rescreened? Answer – yes.

Commissioner Borenstein asked when referrals are made by the pediatricians to Help Me Grow – case management? Basic needs? Ms. Carsel concurred and went on to explain that it can also be used for SE (i.e. social-emotional) referrals, especially when it’s not clear what’s going on, and/or if a family is coping with multiple issues.

Commissioner Ventura asked if the ASQ is connected to CDC milestones. Answer: The ASQ incorporates both AAP and CDC milestones. It is meant to be administered by the child’s primary caregiver.

Commissioner Watt asked whether the ASQ picks up on the affective side of learning. Ms. Borgsmiller clarified that the core tool is focused on the very very young. The ASQ SE is really effective for 2 ½ to 5 years.

Commissioner Belch encouraged assessing and designing this type of work with a race/equity/diversity lens.

Several Commissioners emphasized the importance of this work, and the value of supporting families’ ability to self-administer the ASQ in various settings.

Public Comment:

Dr. Doug Major, Optometric Care Associates (via Zoom comment): “When we started our [First 5 funded] vision screening program, we attempted to do an early sensory evaluation with vision, hearing, motor with early suggests to parents and childcare providers about activities that would help ID and treat developmental delays early...before school and at a time with more likely parent interest and participation. I still think this is the way to go, empowering parents and giving play ideas to care givers early.

ITEM 6 – Contract Approval: MP Health (ACTION ITEM)

Associate Director Jason Wells introduced this item. The MP Health contract to date has been underspent. The question has been whether to continue the contract or allow to sunset. With MP Health staff and partners, Mr. Wells researched why the service has been underutilized. With support from partnering providers who may be interested in referring to MP Health (e.g. Promotores, family advocates, Help Me Grow), First 5 staff recommends extending the contract by one year with a reduced budget.

Commissioner Ruvalcaba-Heredia expressed support for the recommendation. She pointed out that it takes a new provider awhile to get established and recognized as a resource. MP Health has been getting more active in provider network meetings, is getting the word out. Also, the last two years, community members have been focused on basic needs and haven't sought out mental health supports as much.

Public Comment: None

Commissioner Ventura made a motion to approve a one-year \$53,000 contract with MP Health for bilingual family counseling services. The motion was seconded by Commissioner Ruvalcaba-Heredia and passed unanimously.

ITEM 7 – PUBLIC HEARING: Presentation and Action Regarding Human Relations Matters – Update to Staff Salary Schedules

Executive Director Wendy Wendt introduced this item with ad hoc Personnel Committee members Commissioners Brescia and Belch. The Committee recommends salary schedule adjustments across the four current staff positions. Two specific adjustments were recommended:

- 1) Increase across the full step-schedule range (total of six steps) to align with current comparable local public sector schedules (County of San Luis Obispo as core proxy).
- 2) Addition of a 3% merit-based increase – contingent also on availability of funds in the budget – for staff at the top step level. This adjustment is recommended to be an option over the next two fiscal years following the FY22-23 step schedule adjustment proposed in Item 1 above.

Commissioners Brescia and Belch elaborated that the objective was to couple parity for all with thoughtful increases for top-step employees based on performance.

Ms. Wendt added that the County Human Resources Department was helpful in providing guidance throughout the salary study process.

NEW SCHEDULE STARTING 7/1/2022	1	2	3	4	5	6	Monthly (1)	Monthly (6)	Annual (1)	Annual (6)
EXECUTIVE DIRECTOR	\$48.15	\$50.56	\$53.09	\$55.74	\$58.53	\$61.45	\$8,346.00	\$10,651.85	\$100,152.00	\$127,822.15
ASSOCIATE DIRECTOR	\$37.62	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	\$6,520.80	\$8,322.38	\$78,249.60	\$99,868.52
COORDINATOR (Communications)	\$29.07	\$30.52	\$32.05	\$33.65	\$35.33	\$37.10	\$5,038.80	\$6,430.93	\$60,465.60	\$77,171.13
COORDINATOR (Special Projects)	\$29.07	\$30.52	\$32.05	\$33.65	\$35.33	\$37.10	\$5,038.80	\$6,430.93	\$60,465.60	\$77,171.13

F5 position	New Annualized	STEP LEVEL
Executive Dir.	\$127,822	6
Assoc. Dir.	\$99,868	6
Coordinator (Coms)*	\$77,171	6
Coordinator (Special Projects)	\$38,585 (.5 FTE)	6

F5 position	July 1, 2022	July 1, 2023	July 1, 2024
Executive Dir.	\$127,822	\$131,656	\$135,606
Assoc. Dir.	\$99,868	\$102,864	\$105,950
Coordinator (Coms)	\$77,171	\$79,486	\$81,870
Coordinator (Special Projects)	\$38,585 (.5 FTE)	\$39,743	\$40,935

Public Comment: None.

Commissioner Watt made a motion to approve the salary schedule adjustments as presented*. The motion was seconded by Commissioner Borenstein and passed unanimously.

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- New Salary Schedule (see above)
- Step and Performance-based Increases effective July 1 of a given year
- For staff at Level 6, addition of a percentage increase based on performance and availability of funds (anticipate 3% increase in FY23-24 and FY24-25)
- Repeat Salary Review and Adjustment within 3 years

ITEM 8 – Strategic Plan Review: Long-Range Financial Plan (First Reading)

Ms. Wendt provided an overview of the annual Financial Plan update. Today is the first reading, with approval scheduled for June 2022. Updated multi-year tobacco tax revenue projections are expected to be submitted by First 5 California in early June. In outlying years, revenue decline is predicted at 5%, based on prior year declines (due to decrease in smoking rates).

Ms. Wendt reminded the Commission that the annual administrative budget and program allocations are built from the Long-Range Financial Plan.

Linda Belch – Can we look at the 15% rule? As we add programs, the admin costs. Also, what state advocacy is there with First 5?

Staff will clarify on statute vs. guidance.

Discussion:

Chair Brescia asked why long-range plan looks so far into the future. Why are we not focusing on 3-5 years. Ms. Wendt responded that this is an exercise to anticipate out past the exiting strategic plan and to budget with a view to future sustainability.

Commissioners discussed the 15% administrative cap and expressed that staff need the ability to effectively carry out their responsibilities to distribute and monitor investments. Commissioner Brescia pointed out that 15% is not listed in the statute. Ms. Wendt proposed conducting an update assessment of staff activities that are “program” vs. “administrative” according to First 5 CA guidelines.

Commissioner Belch raised a question re: the First 5 Association’s role in advocating for additional state funding to support First 5 local work. Ms. Wendt responded that one pillar of the Association’s strategic goals every year is on sustainability of the network. She also explained the Proposition 56 backfill as an example of supplemental state funding.

Public Comment: None

ITEM 9– FY 2022-23 Draft Administrative Budget

Ms. Wendt introduced the draft Administrative Budget for FY 2022-23. This is the first reading and the final budget will be presented for Commission approval at its June 2022 meeting. She highlighted several changes from the prior year:

- IT upgrades
- Office rent reduction
- Administrative increase due to salary increases
- Strategic planning consultation
- Office furniture upgrades

Public Comment : None.

Note: Following the final agenda item, Chair Brescia requested adding the following agenda items to the June and/or subsequent Commission meetings. He also requested adding a regular agenda item "Future Topics" that allows for Commissioner requests to be noted in the minutes.

1. Children and gun safety
2. ASQ and MHSA 3 by 3 as related to the First 5 Strategic Planning
3. More information on state level exploration re: funding beyond tobacco tax

Mr. Wells reminded Commissioners that Blues Baseball tickets are available and that First 5 staff and Commissioners are encouraged to attend the July 15 game. Commissioner Belch offered to distribute extra tickets to local foster families. Other Commissioners concurred with this plan.

ITEM 10 – Adjourn at 5:35 p.m.