

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

COMMISSION MEETING MINUTES

March 27, 2013

Commissioners Present (all)

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| Julian Crocker | SLO County Office of Education |
| Don Dennison | Children's Services Network |
| 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 |
| Bruce Gibson | SLO County Board of Supervisors |

Commissioners Absent/Excused: Penny Borenstein, SLO County Public Health Department

Staff Present

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

Call to Order

Chairperson Crocker called the meeting to order at 4:10 PM.

Adoption of Agenda

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

Chairperson Comments & Update

Chairperson Crocker noted Don Dennison's resignation from the Commission effective June 30, 2013. Since he is a representative from the Children's Services Network that group will nominate a person to complete his current term, ending July 2015.

Chairperson Crocker also noted that Patricia Gomez, Commission Counsel, has decided not to continue in that capacity after June 30, 2013 when the current contract ends. As a result, the Commission will begin a search for a new legal firm to represent the Commission.

Chairperson Crocker reported the SLO County Board of Supervisors endorsed the Children's Bill of Rights for San Luis Obispo County at its meeting on Tuesday, March 26th. He thanked Commissioners Gibson and Kern for their support during the meeting.

Public Comment

There were no comments from the public.

Consent Agenda

- 1) Approval of the January 23, 2013 minutes
- 2) Acceptance of the resignation of Don Dennison as the designated member from the Children's Services Network effective June 30, 2013
- 3) Approval of fiscal year 2013-14 Commission meeting calendar

Public Comment: *None*

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

Approval of the First 5 California 2011-12 Annual Report

Jason Wells, First 5 SLO Program Officer, presented the First 5 California Annual Report PowerPoint, which highlighted the outcomes achieved by First 5 California during FY 2011-12. The Report contains information about the State's Signature Programs (Child, Teacher and Parent) and provides data for the 4 Result Areas of Family Functioning, Child Development, Child Health and Systems of Care.

Public Comment: None

Commissioner Collins made a motion to approve the First 5 California 2011-12 Annual Report. The motion was seconded by Commissioner Gibson and passed unanimously.

Introduction of the 2013-14 Administrative Budget

Susan Hughes, First 5 SLO Executive Director, provided information on the proposed 2013-14 Administrative Budget. The budget was created based on historical spending and based on the amounts allocated for administrative costs approved in the Commission's Long-term Financial Plan approved by the Commission on June 27, 2012.

The 2013-14 proposed administrative budget:

- ✓ is based on 2.75 FTE staffing levels (down from 3.50 in the current year)
- ✓ is based on a slightly higher percentage from the current fiscal year used to calculate staff benefits (34% as opposed to 33%) due to increased employer contribution rates for

CalPERS

- ✓ is based on a 5% step raise for 6 months for the Communications and Outreach Officer (beginning in January 2014)
- ✓ does not include a cost of living adjustment (COLA) for any employees

Ms. Hughes proposed a total administrative budget amount of \$463,167 for fiscal year 2013-14. The recommended amount represents an organizational structure that includes two, fulltime staff (Executive Director, Program Officer) and one, 30 hours per week (.75FTE) Communications and Outreach Officer.

The proposed budget also includes a contingency amount of \$30,000 to provide for unforeseen expenses related to future needs such as contracting with an outside accounting contractor or hiring a part-time accounting clerk; and/or purchasing additional county services from the auditor's office; and/or any other unforeseen expenses that may be related to increased costs for various, new professional service contracts.

Ms. Hughes provided an historical perspective with respect to organizational and budgetary needs. She indicated that one positive result that was expected from moving out of the county structure was more flexibility and fewer constraints (e.g. Union rules/contracts, HR imposed restrictions with respect to hiring, FTE's and job descriptions) with respect to staffing patterns and operations. The move offered more flexibility in making decisions that addressed First 5 SLO specific needs.

At the time of the departure from the County, staffing levels and structure were kept the same because it was unknown whether or not any changes would be necessary. Now more is known both about day to day operations and organizational and functional needs.

One example is the hiring of the new Communications and Outreach Officer (COO) position. Over a year ago prior to developing the 2012-13 budget, Ms. Hughes indicated she consulted the Chair/Vice-Chair with respect to changing the staffing configuration that was "county-modeled." The need for a position to address an increase in advocacy & outreach activities was discussed and it was decided to make the recommendation for a .50 FTE COO position during the 2012-13 budget approval process.

Ms. Hughes reported that recent changes to staffing, have allowed a more in-depth analysis of functional needs relative to office administration, bookkeeping, kit delivery and participation at events.

For several months, kit delivery has been accomplished using an independent contractor, who also is scheduled to help with outreach events. Accomplishing that task(s) in the same manner is being proposed in the 2013-14 budget.

Following the presentation Commissioner Collins stated that he continues to have concerns that staffing is getting "management heavy" with current staff doing tasks formerly completed by the Administrative Officer, a lower level position by definition.

Chairperson Crocker indicated the proposed budget would be back for approval in May and requested that Ms. Hughes prepare a list of the additional duties that would be performed by the COO position if the position is increased from a .50 FTE to a .75 FTE as proposed in the 2013-14 budget.

Public Comment: None

Consideration of Commission Local Ethics Policy in Contracting and Procurement

In prior meetings Patricia Gomez, Commission Counsel, provided an overview of the conflict of interest laws (CA Government Code section 1090) governing a Commissioner's participation in decision-making and approval of contracts.

Ms. Gomez summarized conflict of interest rules:

1. CA Political reform Act of 1974

"Public Officials, whether elected or appointed, should perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of the persons who have supported them."

2. CA Government Code section 1090

A public official "shall not be financially interested in any contract made by them in their official capacity, or anybody or board of which they are members."

3. Local Ethics Policy

Policies and practices that caution officials to protect their integrity and the integrity of their decisions by avoiding decision-making that could benefit their personal interests of any kind.

Ms. Gomez suggested a complete review of all policies could be a first task of the new counsel after June 30, 2013.

Chairperson Crocker stated the possible options:

1. Do nothing and leave policies as they are.
2. Explore (in depth) a "local ethics policy." Use staff and chosen Commissioners to review options and bring back recommendations.
3. Include this question in a larger review of policies with new counsel.

Chairperson Crocker suggested a hybrid option to look at local ethics policy right away, and then over the next year begin a more comprehensive review of all policies with new counsel.

Commissioner Gibson talked about the idea of reviewing comprehensive policy manuals of other First 5's to determine how they compare First 5 SLO County. He suggested not reinventing the wheel.

Commissioner Collins agreed that a robust local ethics policy has value and suggested reviewing other examples to use as models.

Commissioner Crocker agreed that it is the appearance of conflict that is being examined. He called for a committee to study the topic, review other county policies and bring back recommendations. Commissioners Kern and Murphy agreed to be on the committee.

Commissioner Dennison cautioned that common sense should be used as a guide for any changes, so the Commission doesn't become overburdened with policies, procedures, etc.

Ms. Gomez said that the timeframe is narrow, since bids are going out for various consultant services now and decisions will need to be made before the end of the fiscal year. Any recommendation from the committee needs to be discussed and acted on at the May Commission meeting.

Commissioner Gibson agreed that common sense should guide any decisions. He cautioned bringing things to a screeching halt. It doesn't appear that anything is fundamentally broken. The Commission is in compliance with the legal bar; don't burden staff.

Ms. Gomez suggested the review would be on personal bias issues beyond the financial conflict.

Public Comment: None

Committee Reports

1) Executive Director Evaluation Process Committee

Commissioner Dennison reported on the committee discussions and thanked Commissioners Sokolowski and Collins for their assistance. The committee reviewed several documents. SLOCOE's Human Resource Office, Kristin Newland, assisted the committee and provided various evaluation tools. Commissioner Crocker indicated he had reviewed the document, which he said would be used for the next performance evaluation.

2) Program Evaluation Committee

Since Commissioner Borenstein was absent, Jason Wells read an update from Commissioner Borenstein.

- A new template for concise executive summary developed by Thomas Keifer.
- The new report template will begin with the next annual report for fiscal year 2012-13.
- An expanded narrative and "stories from the field" would be included only in the report narrative and not in the executive summary.
- In the next program/strategic planning period the Commission will review all current objectives and also vet new/revised objectives where appropriate with program representatives.

Public Comment: None

Staff Report

Ms. Hughes gave a brief presentation with respect to staff events and projects including the 0-5 Resource Fair & Directory, Children's Bill of Rights Endorsements, Year/Month/Day of the Child Proclamation, Children's Day in the Plaza and the 2013 Children's Summit.

Communications and Outreach Officer, Misty Livengood, updated the Commission with respect to the public relations activities associated with the events/projects above. She reported on the methods she is using to spread the word such as E-blasts (internally) and Traditional Press, Community Calendars, and Website/Social Media (externally). She also explained that the keys to communication are 1) Building Relationships 2) Creating Memorable Moments, 3) Speaking the Language, 4) Really Resonating, 5) Making a Connection, and 6) Being Part of the Conversation.

Commissioner Comments and Announcements

Commissioner Sokolowski commented on the CARES Plus meetings to determine if SLO County might participate in that state matching program. She agreed the program as dictated by the State wasn't a good fit for our county.

Commissioner Crocker indicated that because of Don Dennison's resignation, the Commission will have to elect a new Vice-Chairperson in at the June Commission meeting.

Adjournment

The meeting was adjourned at 5:37 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:** May 22, 2013, from 4:00 to 6:30 PM at the San Luis Obispo County Office of Education, Board Room; 3350 Education Drive, San Luis Obispo, CA 93405*