

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

COMMISSION MEETING MINUTES

August 24, 2011

Commissioners Present

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| 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 |
| Michael Mc Nerney, M.D. | San Luis Obispo County Medical Association |
| Rosalinda Rodriguez | Community at Large |

Commissioners Excused

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| Melinda Sokolowski | Child Care Planning Council |
| Janet Murphy | Community at Large |

Staff and Consultants Present

First 5 Staff: Susan Hughes, Jason Wells, Anne Tognazzini; Commission Intern: Liz Merson;
Commission Counsel: Patricia Gomez.

Call to Order

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

Public Comment

There was no Public Comment.

Consent Agenda

- 1) Approval of June 22, 2011 Minutes
- 2) Approval of a Budget Adjustment Request in the amount of \$28,982.00 for revenue received from Medi-Cal Administrative Activities for 2009-10

Commissioner Dennison made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Mc Nerney and passed unanimously.

Healthy Kids Update

Nancy DePue, Board President, Children's Health Initiative of San Luis Obispo (CHISLO), provided an update on changes to CHI, noting the program will end as of July 1, 2012. She explained that instead of three employees, CHI now has one employee, Ofelia Montoya.

Ofelia Montoya, CHISLO Healthy Kids Care Coordinator, explained that she is assisting those who are losing Healthy Kids coverage, including helping those who are eligible enroll in Healthy Families, and making sure there is no gap in coverage. She noted that the dental plan

coverage is through CHC in Templeton and Nipomo; and Vision coverage is through Dr. Major, who has offices in Los Osos and Templeton.

She noted they are disenrolling children 6-18 at their renewal date, while children 0-5 are covered until July 1, 2012. She explained that she provides 90-day notices as well as information on resources. She has been connecting with Cecilia Merrill and Janice Babos of SLO County Public Health, and a lot of the children are getting into CHDP. She has also been advising families about the availability of emergency treatment at CHC, but noted that paying up front for services there has been a barrier for some families because they simply can't afford it.

There was discussion about the fact that CHC no longer has a pediatric dentist in their Nipomo clinic, and Healthy Kids families requesting a pediatric dentist are being referred to Templeton (only on Thursdays) or Santa Maria. Susan Hughes noted that First 5's one-year contract with CHI, which pays for dental care, has an expectation that the dental coverage be provided by a pediatric dentist. Commissioners expressed concern that there is no longer a pediatric dentist in Nipomo and that referring children to Santa Maria and Templeton (without providing any transportation) is not acceptable.

Ms. DePue noted she would look at the contract between CHI and CHC to see if the terms of the contract are being followed by CHC in regards to children being served by pediatric dentists.

Commission staff was directed to explore the issue and bring back additional information at a future meeting.

Commission Personnel Policies

1) Amendments to the First 5 SLO County Employee Benefits Policy

Susan Hughes, First 5 staff, noted the Policy was approved initially in June 2008, and spoke about four amendments to the Policy.

Commissioner Gibson suggested a wording change to better reflect that the authority for setting salaries is with the Commission. Instead of "Such increases are granted upon the recommendation of the Executive Director pending review by the Commission, or in the case of the Executive Director, upon recommendation by the Commission," he suggested the latter part be changed to "upon recommendation of the Executive Director and *approval by* the Commission" and that it be applied to all employees. Suggested wording was: "Any salary adjustments other than step increases are granted upon the recommendation of the Executive Director and approval by the Commission."

Commissioner Gibson also noted he had questions regarding COLA's, but since they are covered in more detail in the Employee Manual, he would wait until the next agenda item to speak on them.

Commissioner Gibson made a motion to have staff bring back the amended language in the Employee Salaries and Benefits Policy, for approval at the October meeting. The motion was seconded by Commissioner McNerney and passed unanimously.

2) Amendments to the First 5 SLO County Employee Handbook and Personnel Policy Manual

Susan Hughes reported that Counsel reviewed the manual for conformance with current employment law and particularly with respect to the duties of public sector employers.

Aside from minor verbiage and grammar changes, the major amendments to the manual were: 1) clarification regarding requests for vacation leave, including a more detailed description of policy and procedure, 2) addition of a Social Networking policy, 3) addition and clarification of step raises and COLAs as approved by the Commission on May 25, 2011 and 4) deletion of a "Make-up Time" policy.

Commissioners Buckingham and Gibson questioned the reasoning behind the deletion of a section of the manual that addressed the topic of Make-up Time. Both expressed their support for flexibility in work schedules for the personal needs of employees. Discussion followed as to whether flexible schedules could still be granted if the policy was eliminated.

Ms. Gomez responded that during her review, she determined that the Make-up Time section was more directed to private sector employers to allow them flexibility that public sector employees already have through the make-up time provisions contained in Labor Code 513.

A brief explanation was provided regarding the current working schedules of all three First 5 employees. Ms. Hughes indicated that with only three employees, flexibility in schedules can be challenging. It was noted that eliminating this section of the manual did not prohibit the Executive Director from granting changes to any employee's schedule, and that it is the responsibility of the Executive Director to establish work schedules based on the needs of the organization.

Both Commissioners Gibson and Buckingham also spoke in support of not tying COLAs (Cost of Living Adjustments) to performance. Commissioners directed staff to reflect that by changing the wording.

Commissioner Gibson made a motion that the revised language be incorporated into the Employee Manual and that it be brought back for approval at the October meeting. The motion was seconded by Commissioner Buckingham and passed unanimously.

Fourth Quarter Financial Statement

Susan Hughes, First 5 Staff, reviewed the 2010-11 Fourth Quarter Financial Statement (ending June 30, 2011, unaudited). She also compared revenue and expense over the past two fiscal years.

She noted that the money which could be lost due to AB99 needs to be put into a reserve until the legal challenges are completed.

Commissioner Buckingham made a motion to approve the Fourth Quarter Statement. The motion was seconded by Commissioner Rodriguez and passed unanimously.

Strategic Planning Update

Jason Wells, First 5 Staff, provided an update regarding strategic plan strategies and activities currently in development.

Commissioner Buckingham noted that discussion about Martha's Place has been ongoing and suggested that building capacity (under the Special Needs initiative) might take that into consideration. Commissioner Gibson also spoke about Martha's Place and encouraged the Commission to support the role of Martha's Place.

Mr. Wells also spoke about Advocacy efforts, both already in place and forthcoming, such as the Young Children's Bill of Rights.

Staff Report

Susan Hughes introduced Liz Merson, First 5's intern, who is a student in the Master of Public Policy program at Cal Poly. Ms. Merson provided information about the program as well as about the work she has done at First 5 SLO County in the areas of evaluation, outreach, advocacy, and administration.

Ms. Hughes reported on the state's elimination of the California ELAC (Early Learning Advisory Council). She also reported that for the first time, the state Commission is relying solely on current-year revenues. In addition, state revenue projections for FY 2010-11 through FY 2014-15 have been lowered from previous projections. She also announced the dates for the joint First 5 CA Conference (Feb. 8, 2012) and The Water Cooler Conference (Feb. 9, 2012), which will be held in Sacramento.

Ms. Hughes continued with a First 5 CA Association update, about AB99 and about bills the Association is supporting. She also provided an update on regional activities, including a staff summit in Chowchilla, and reported that First 5 SLO County will host the regional Executive Directors' meeting in October.

Ms. Hughes then provided an update on local activities, including a public records request, the new First 5 California data collection tool (PROOF), the upcoming audit and annual report, a Walk to School event and policy development with HEAL-SLO, as well as recent and upcoming outreach events.

She announced there would be no September meeting unless something happens that requires action at that time.

Commissioner Comments and Announcements

There were no Commissioner comments or announcements.

Closed session

The Commission adjourned to closed session at 6:12 PM, to consider the performance evaluation of the Executive Director.

Open session

The Commission reconvened at 6:28 PM. Chairperson Crocker announced that the Commission had conducted the evaluation review, and that he and Vice-Chair Dennison would have a conversation with Ms. Hughes following the meeting.

Adjournment

The meeting was adjourned at 6:29 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, October 26, 2011, 4:00-6:30 PM
Dept. of Social Services, 3433 Higuera Street, Room 115, San Luis Obispo, CA