

**FIRST 5 SAN BENITO  
CHILDREN AND FAMILIES COMMISSION**

**REGULAR MEETING**

Meeting Minutes  
October 31, 2007

**1. CALL TO ORDER**

Chair Kendra Bobsin called the meeting to order at 10:02AM.

**2. ROLL CALL**

Commissioners Present: Kendra Bobsin, Randy Brown, Dr. Elizabeth Falade, Kathy Flóres, Pat Loe, Lou Medeiros and Dr. Marni Friedman\*

Commissioners Excused: Kim Dryden, Ricki Mazzullo

County Personnel Present: Casey Castillo, First 5 Executive Director, Martha G. Ruíz, First 5 Staff Services Analyst, Joyce Swett, First 5 School Readiness Coordinator and Irma València, County Counsel

Guest(s): Bette Grace, Grace & Associates CPA

\* Dr. Marni Friedman was absent from the meeting from 10:03 a.m. to 10:06 a.m.

**3. ACKNOWLEDGE POSTING OF AGENDA**

Confirmation was made of agenda posting in Suites 8 & 10 of the Early Learning Center site on Line Street.

**4. APPROVAL OF MINUTES/MONTHLY BUDGET REPORT**

Pat Loe moved to approve the minutes for September 2007 as well as the First 5 and School Readiness budget reports for August 2007. Randy Brown seconded. Ayes – Loe, Brown, Bobsin, Falade, Flóres and Medeiros. Opposed – None. Abstained – None

**5. ANNOUNCEMENTS/AGENDA MODIFICATIONS**

Due to time constraints, Item 7 (Public Hearing) was put forth before Item 6 (Communication).

**6. PUBLIC HEARING**

Confirmation was made of a public hearing to review results of the following reports being posted according to requirements: FY06-07 First 5 San Benito Audit Report, FY06-07 First 5 San Benito Annual Report and FY06-07 First 5 San Benito School Readiness Annual Report. Kendra Bobsin opened the public hearing at 10:07 AM.

- a. Copies of the FY06-07 First 5 San Benito and School Readiness Annual Audit Reports were made available for public input. Bette Grace from Grace and Associates explained major points of the audit to the Commission. Bette passed out a separate "required communications" form which provides information on the 2006-2007 audit process. This form is for the Commission only and will not be submitted to the state. The Commission thanked Bette for her report.
- b. Copies of the FY06-07 First 5 San Benito Annual Report were made available for public input. Casey Castillo explained major points of the First 5 San Benito Annual Report to the Commission. The Commission thanked Casey for her report.
- c. Copies of the FY06-07 First 5 San Benito School Readiness Annual Report were made available for public input. Joyce Swett explained major points of the School Readiness Annual Report to the Commission. The Commission thanked Joyce for her report.

Commissioner Bobsin asked if there were any public comments or questions. There being no written or oral protests or an endorsement, the public hearing was adjourned at 10:43 AM.

## 7. COMMUNICATION

- a. There was no audience communication.
- b. There was no written communication.
- c. Casey Castillo gave the Executive Director's Report. Below is a brief summary of her remarks:
  - 368 parent surveys were completed at the San Benito County Fair.
  - September's grantee meeting included a presentation on "Meth Mouth" (see notes in agenda packets).
  - Nora Conte from the Library is working on pulling together a collaborative for the bookmobile.
  - Today is the last day for First 5 San Benito Commissioners Ricki Mazzullo and Kendra Bobsin.
  - An application for Emerging Opportunity Funding was received from the Emmaus House which is not being recommended for funding at this time. Pat Loe asked Casey to send a copy of the notice to Joan Gardner who is on the Emmaus House board.
- d. The Commission reviewed Joyce Swett's School Readiness Report (see detailed handout).
  - The "Raising a Reader" program is testing their book bags for lead. 300 families have been given book bags in San Benito County through the program. Joyce will update the Commission as more information is received.
  - Joyce spoke with members of the Hollister School District in regards to applying for new state preschool funding. Applications are due for submission to the California Department of Education by December 12<sup>th</sup>.

## 8. INFORMATION AND DISCUSSION

- a. Fifty participants attended the Commission's October 16<sup>th</sup> Community Input Day. 15 project intent forms were completed and another 4 are due to be submitted. Casey Castillo stated she would send a follow-up mailing to individuals and agencies. A notice will also be posted in a local newspaper and on the Commission's website.
- b. Page 11 on the Prop. 10 Briefings from September outlines the state commission's 5 major goals for their strategic plan. Casey Castillo stated she would update the Commission's 5-year revenue and expenditure projections and present them at next month's Strategic Planning meeting.

## 9. ACTION

- a. Next on the Agenda were Action Items. Kathy Flóres moved to approve the FY06-07 First 5 San Benito Audit Report. Dr. Friedman seconded. The vote was all in favor.
- b. Kathy Flóres moved to approve the FY06-07 First 5 San Benito Annual Report. The report presented to the Commission included the following sections, Part 1, two sections, Part 2 Appendix B, Part 2 Appendix C one for each service and Part 2 Appendix D. Pat Loe seconded the motion. The vote was all in favor.
- c. Kathy Flóres moved to approve the FY06-07 School Readiness Report. The report presented to the Commission included the following sections, Part 4 Appendix A one for each service, Part 4 Appendix E, Part 4 Appendix F, Forms N & P and Expenditure Form X, Cycle 2. Pat Loe seconded the motion. The vote was all in favor.
- d. Casey Castillo reviewed a Request for Qualifications (RFQ) pertaining to the Commission hiring a Collaborative Planning Consultant. Casey will have the notice posted on various consultant lists and in a local newspaper. The RFQ will also be available for download on the Commission's website. Pat Loe moved to approve the RFQ. Kathy Flóres seconded the motion. The vote was all in favor.
- e. The Commission reviewed an outline plan on scope of services and work hours from Marisa Segovia for parenting classes utilizing the "Redirecting Children's Behavior" curriculum. Randy Brown moved to approve a contract for School Readiness services with Marisa Segovia in an amount not to exceed \$5,000 for fiscal year 2007-2008. Pat Loe seconded the motion. The vote was all in favor.

## 10. OTHER – Future Agenda Items

- o Action
  - Approval of Board Membership Applications
  - Approval of Collaborative Planning Consultant
- o The next Commission meeting will include a Strategic Plan Review and is scheduled to be held on Wednesday, November 14, 2007 at 9:30 AM in Suite 9 of the Early Learning Center located at 1011 Line Street – Hollister.

## 11. CLOSED SESSION

None.

## 12. ADJOURN

Lou Medeiros made a motion for adjournment. Dr. Friedman seconded the motion. The vote was all in favor. The meeting was adjourned at 11:23 AM.