

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

REGULAR MEETING

**Meeting Minutes
November 2, 2005**

1. CALL TO ORDER

Chair Kim Dryden called the meeting to order at 10:00 AM.

2. ROLL CALL

Commissioners Present: Kim Dryden, Jaime De La Cruz, Dr. Elizabeth Falade, Kathy Flóres, Ricki Mazzullo, Lou Medeiros, Dr. Marni Friedman* and Donna Caffiero**

Commissioners Excused: Kendra Bobsin

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

Guest: Bette Grace – Grace & Associates

*Dr. Marni Friedman was absent from the meeting from 10:00 a.m. to 10:05 a.m.

**Donna Caffiero was absent from the meeting from 10:00 a.m. to 10:08 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

Lou Medeiros moved to approve the minutes for October 2005 and the Commission and School Readiness budgets for September 2005. Kathy Flóres seconded the motion and it was approved with the following roll call vote: Ayes –Medeiros, Flóres, De La Cruz, Dryden, Falade and Mazzullo. Opposed – None. Abstained – None.

5. ANNOUNCEMENTS/AGENDA MODIFICATIONS

Action Item #9B will be reviewed as Discussion Item #8C

6. COMMUNICATION

- a. There was no audience communication.
- b. There was no written communication.
- c. Below is a brief summary of Casey Castillo's Executive Director Report: (see detailed handout)
 - First 5 California is in the process of updating its website at <http://www.cafc.ca.gov>
 - Sustainability Coordinator - The selected applicant will begin 11/10/05
 - For more information on the Mental Health Services Act (Prop. 63), please visit the California Department of Mental Health website at <http://www.dmh.cahwnet.gov/MHSA/>
 - Gavilan College will begin an ECE Certification program in January 2006. This will help childcare providers who are participating in the CARES (Comprehensive Approaches to Raising Educational Standards) Program.

7. PUBLIC HEARING

Confirmation was made of a public hearing to review results of the 2004-2005 First 5 San Benito Annual Audit Report being posted according to requirements. Kim Dryden opened the public hearing at 10:04 AM. Copies of the First 5 San Benito and School Readiness Annual Audit Reports were made available for public input. Bette Grace from Grace & Associates explained major points of the audit to the Commission. There being no further written or oral protests or endorsements, the public hearing was adjourned at 10:25 AM.

8. INFORMATION AND DISCUSSION

- a. Below is a brief summary of Joyce Swett's School Readiness Report: (see detailed handout)
 - Tri-County School Readiness conference for Pre-K, K Teachers, health educators including mental health and family advocates will be held on Friday, December 9th in Salinas.
 - Joyce is working with Gabilan Hills on finalizing contract changes for the expanded center-based preschool which is expected to begin 11/7/05.
 - The First 5 Even Start Preschool is currently operating with a substitute until a permanent teacher is chosen.
 - Joyce will be working with the English Language Advisory Committee (ELAC) to get 30 families enrolled in the Even Start Program.
- b. Casey Castillo reviewed the process used for approving FY05-06 grants including scorings and the 5-year funding plan to the Commission. Casey recommended leaving unused 05-06 funds from Dental in the fund balance until the Strategic Plan Review is completed in February 2006. Casey noted the 5-year plan will be revised and submitted to the Commission once the State Commission provides her with updated projected revenues.
- c. The Commission decided to form a finance subcommittee to review the 05-08 funding process and provide recommendations on how to redirect unused funds. Lou Medeiros, Ricki Mazzullo and Kim Dryden agreed to be on the finance subcommittee.

9. ACTION

- a. Kathy Flóres moved to approve the FY04-05 First 5 San Benito Audit Report. Dr. Friedman seconded the motion and it was approved with the following roll call vote: Ayes – Flóres, Friedman, Caffiero, De La Cruz, Dryden, Falade, Mazzullo and Medeiros. Opposed – None. Abstained – None.
- b. Topic was reviewed as Discussion Item 8C.

10. OTHER - FUTURE AGENDA ITEMS

- Discussion
 - Report from Finance Subcommittee
 - Recommendations on Financial Reports using the Administration, Program & Evaluation categories.
- The next Commission meeting is scheduled to be held on Wednesday, December 7, 2005 at 10:00 AM. in Suite 9 of the Early Learning Center located at 1011 Line Street – Hollister.

11. CLOSED SESSION

None

12. ADJOURN

Jaíme De La Cruz made a motion for adjournment. Dr. Friedman seconded the motion and it was approved with the following roll call vote: Ayes – De La Cruz, Friedman, Caffiero, Dryden, Falade, Flóres, Mazzullo and Medeiros. Opposed – None. Abstained – None. The meeting was adjourned at 11:25 AM.