

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

REGULAR MEETING

Meeting Minutes
February 6, 2008

1. CALL TO ORDER

Chair Kendra Bobsin called the meeting to order at 10:06 AM.

2. ROLL CALL

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

Commissioners Excused: Kim Dryden

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

Guest(s): Ricki Mazzullo, Paul Terry

* Kathy Flóres was absent from the meeting from 10:06 a.m. to 10:13 a.m.

**Dr. Marni Friedman was absent from the meeting from 10:06 a.m. to 10:16 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

Kendra Bobsin reported Lou Medeiros has resigned so 4 Commissioners are needed to establish a quorum. Pat Loe moved to approve the minutes for January 2008 and the First 5 and School Readiness budget reports for December 2007. Randy Brown seconded. Ayes – Loe, Brown, Bobsin, and Falade. Opposed – None. Abstained – None.

5. ANNOUNCEMENTS/AGENDA MODIFICATIONS

None

6. PUBLIC HEARING

- a. A public hearing was commenced at 10:11 AM by Commissioner Bobsin to review a draft of the FY08-11 First 5 San Benito Strategic Plan. Copies of the FY08-11 Strategic Plan draft were available for public input. Casey Castillo reviewed key points of the draft and the Commission requested a few minor language changes. 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 10:14 AM. Randy Brown moved to direct First 5 staff to notify the State Commission on the Strategic Plan review. Pat Loe seconded the motion. Ayes – Brown, Loe, Bobsin, Falade and Flóres. Opposed – None. Abstained – None.

6. PUBLIC HEARING (Continued)

- b. A public hearing was commenced at 10:15 AM by Commissioner Bobsin to review a draft of the FY08-12 First 5 San Benito 5-Year Financial Plan. Copies of the FY08-12 Financial Plan draft were available for public input. Casey Castillo gave a brief synopsis of proposed revisions on the Financial Plan. 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 10:18 AM. Pat Loe moved to direct First 5 staff to notify the State Commission on the 5-Year Financial Plan review. Kathy Flores seconded the motion. The vote was all in favor.

7. COMMUNICATION

- a. There was no audience communication.
- b. Kendra Bobsin reported the following written communications:
 - A formal letter of resignation from the First 5 San Benito Commission effective the end of January was received from Lou Medeiros. For all of his contributions, the Commission conveys it's thanks to Mr. Medeiros.
- c. The Commission reviewed Casey Castillo's Executive Director Report: (see detailed handout).
 - The "Rural Mobile Preschool" program was featured in the Pinnacles. Casey will email the article to the Commission.
 - Countywide data gathered during the Collaborative Partners process was submitted to the county for inclusion in GIS mapping.
 - The State Commission has agreed to continue CARES (Comprehensive Approaches to Raising Educational Standards) funding for FY08-09.
- d. The Commission reviewed Joyce Swett's School Readiness Coordinator Report: (see detailed handout)
 - Recalled "Raising a Reader" bags have been fully replaced.
 - Hollister School District moved their Kindergarten registration date up by 3 weeks. Registration begins next Monday, February 11th. Kendra Bobsin recommended Joyce draft a letter as a follow-up after the 11th to notify parents/guardians that registration can still be done at their local schools.

8. INFORMATION & DISCUSSION

- a. Randy Brown reported the Evaluation Subcommittee will be sending a survey to participants in the Collaborative Partners process. This information will be used to access First 5 for systems improvement change. A focus group component on evaluation will be included in the next funding cycle. Evaluation tools will also be reevaluated since programs will be changing once the funding cycle is completed.
- b. Casey Castillo reported she sent an email to various persons and agencies within the county notifying them of First 5 Commission vacancies to which a few responses were received. Casey noted it is difficult to recruit because the language of the ordinance requires Commissioners to be "representatives of" instead of "have knowledge" in areas of early childhood development. Casey will look into making revisions to the ordinance language and forward them to Commissioners for input.
- c. Ricki Mazzullo reported two final collaborative partnership meetings were held. The deadline for Phase 3 forms was last Friday. Initially 23 applicants requested funding totaling over \$1.5 million, because of the collaborative process that amount has decreased to 9 applicants requesting a little over \$500K. Letters will be sent to all Phase 3 partners inviting them to submit a complete proposal for FY08-11 funding. Due to a prior commitment, Randy Brown excused himself from the remainder of the meeting.

9. ACTION

- a. Next on the Agenda were Action Items. Pat Loe moved to approve the FY08-11 First 5 San Benito Strategic Plan with suggested modifications. Dr. Falade seconded. The vote was all in favor
- b. Pat Loe moved to approve the FY08-12 First 5 San Benito 5-Year Financial Plan. Kathy Flóres seconded the motion. The vote was all in favor.
- c. The Commission reviewed the FY08-11 Request for Proposals (RFP). Casey Castillo noted the RFP will be available for download on the Commission's website. Pat Loe moved to approve the RFP. Kathy Flóres seconded the motion. The vote was all in favor
- d. The Commission reviewed proposed contracts with Hollister School District for FY07-08 School Readiness services. Kendra Bobsin advised the Commission to file separate motions for each program recommended for funding.
 - i) Pat Loe made a motion, seconded by Dr. Falade to approve Hollister School District's Jump Start Preschool Program for FY07-08 in the amount of \$23,989. The vote was all in favor.
 - ii) Kathy Flóres made a motion seconded by Dr. Friedman to approve Hollister School District's Kindergarten Transition Program for FY07-08 in the amount of \$11,139. The vote was all in favor.

10. OTHER – Future Agenda Items

- o Action
 - o First 5 San Benito Appeal Policy
- o The next Commission meeting is scheduled to be held on Wednesday, March 5, 2008 at 10:00 AM in Suite 9 of the Early Learning Center located at 1011 Line Street – Hollister.

11. CLOSED SESSION

None

12. ADJOURN

Kathy Flóres made a motion for adjournment. Dr. Falade seconded the motion. The vote was all in favor. The meeting was adjourned at 11:38AM.