

FIRST 5 SAN BENITO CHILDREN AND FAMILIES COMMISSION

REGULAR MEETING

Meeting Minutes March 2, 2005

1. CALL TO ORDER

Chair Dr. Elizabeth Falade called the meeting to order at 10:00 AM

2. ROLL CALL

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

Commissioners Excused: Kim Dryden

County Personnel Present: Casey Castillo, First 5 Executive Director, Martha Ruíz, First 5 Staff Services Analyst, Joyce Swett, First 5 School Readiness Coordinator, Darren Bogié, County Counsel

* Donna Caffiero was absent from the meeting from 10:00 a.m. to 10:14 a.m.

3. ACKNOWLEDGE OF POSTING OF AGENDA

Confirmation was made of agenda posting in Rooms 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 February 2005 and the Commission and School Readiness budgets for January 2005. Kathy Flóres seconded the motion and it was approved.

5. ANNOUNCEMENTS/AGENDA MODIFICATIONS

None.

6. PUBLIC HEARING

Confirmation was made of a public hearing to review First 5 San Benito's proposed 2005-2008 Strategic Plan. Dr. Falade opened the public hearing at 10:04 AM. Copies of the proposed Strategic Plan for 2005-2008 were made available for public input. The Commission reviewed the proposed 2005-2008 Strategic Plan. There being no further written or oral protests or endorsements, the public hearing was adjourned at 10:15 AM.

7. COMMUNICATION

- a. There was no audience communication.
- b. Casey Castillo referred the Commission to a letter in their agenda packet from Victoria Grimmert stating how Mini-Grants benefit family daycares and requesting the Commission extend Mini-Grant funding. Casey stated she and Joyce Swett visited Ms. Grimmert's daycare.

- c. Below is a brief summary of Casey Castillo's Executive Director Report:
- Leadership Summit - Discussed potential regional efforts on advocacy and projects focusing on childcare and early learning (Monterey, San Benito, San Mateo, Santa Clara, Santa Cruz).
 - Social Services - Met with Donna Elmhurst to gather information on Foster Care.
 - Local Government - Met with Anthony Botelho and Reb Monaco from the County Board of Supervisors.
 - Daycares - Casey conducted an informal meeting with Lynette Jewett from Net's Play-N-Learn.
 - Conferences - Attended 1-Day Sustainability Conference that gave an overview of the Finance Project's Sustainability Model. Emails were sent to Grantees inviting them to upcoming 2-day Facilitator and Funding Partners trainings.
 - First 5 Association - A group of Executive Directors will be meeting with legislators who will be on committees focusing on the Flóres and Chan Assembly Bills.
 - Changes are being proposed to the Kit for New Parents.
 - The GFOA is expected to release their final report in April.
 - First 5 California will be holding a conference for County Commissioners in April. Casey invited Commissioners to review conference brochures.
 - Evaluation - Met with PEDS, SRI and Harder+Company.
 - Hollister School District - Met with Superintendent Judith Barranti on the Jump Start Summer Program and inclusion for children with special needs. Met with Michael Slater and Don Fanning on storage for the First 5 Preschool and the issue of the title to the buildings at 1011 Line Street.

8. INFORMATION AND DISCUSSION

- a. Below is a brief summary of Joyce Swett's School Readiness Report:
- The Kindergarten transition team is working on standardizing registration procedures. Hollister School District added a field to their ARIES database indicating if a child attended preschool.
 - A Preschool for All survey was sent to center based preschools to gather information.
 - Joyce met with HSD Superintendent Judith Barranti on inclusion for special needs children into preschool programs on Line Street and the possibility of writing an Even Start grant. Preschool teachers outside the school district are being sought.
 - ROAR (Reach Out And Read) Parent Book Club meetings are proceeding.
 - Joyce met with Harder+Company and Julie Dupris from Tres Pinos to help with the Rural Mobile Preschool's evaluation plan. They have decided to use Brigance assessment tools.
 - Training on the IBM Young Explorer program was held for teachers at the Early Learning Center.
- b. The First 5 Preschool is currently being funded through the Commission and administered through contracts with Hollister School District. To ensure the Preschool's sustainability, First 5 San Benito is looking into family literacy grants from Even Start. The grants are for up to 4 years and range from \$125k to \$345k. Joyce Swett stated she would update the Commission at a future meeting.

9. ACTION

- a. It was noted the terms for Chair and Vice-Chair end on March 31st. After some discussion, Kendra Bobsin made a motion, seconded by Kathy Flóres to appoint Kim Dryden as Commission Chair effective April 1st. The motion carried with the following roll call vote: Ayes - Bobsin, Flóres, Falade, Friedman, Medeiros, De La Cruz, Mazzullo and Caffiero. Opposed - None. Abstained - None. Jaime De La Cruz then made a motion, seconded by Donna Caffiero to appoint Kendra Bobsin as Vice-Chair effective April 1st. The motion carried with the following roll call vote: Ayes - De La Cruz, Caffiero, Flóres, Falade, Friedman, Medeiros and Mazzullo. Opposed - None. Abstained - Bobsin.

- b. Joyce Swett stated to the Commission that a budget reallocation was needed in order to fund a 5-week summer Preschool program. Joyce explained the Special Projects line item would be decreased by \$4,750 and the Contract line item would be increased by \$4,750 so the bottom line would not change on the FY04-05 School Readiness budget. Jaime De La Cruz moved to approve a budget reallocation on the 04-05 School Readiness budget. Dr. Friedman seconded the motion and it was approved.
- c. Casey Castillo spoke next about the Commission's 5-Yr Financial Plan. Casey referred the Commission to review the different plans which were included in the Commission's agenda packets. After some discussion, Ricki Mazzullo made a motion, seconded by Kendra Bobsin to approve version B of the 5-Yr Financial Plan. The motion carried with the following roll call vote: Ayes - Mazzullo, Bobsin, De La Cruz, Flóres, Falade, Friedman and Medeiros. Opposed - None. Abstained - Caffiero.
- d. The Commission reviewed a draft of the Sustainability Coordinator job description. The Commission suggested a few minor changes be done to the job description. Jaime De La Cruz moved to approve the Sustainability Coordinator job description with modifications. Dr. Friedman seconded the motion and it was approved.
- e. The Commission reviewed a draft of the Request for Qualifications (RFQ) for the Evaluation Consultant. Kathy Flóres moved to approve the Evaluation RFQ. Jaime De La Cruz seconded the motion and it was approved.
- f. The Commission reviewed a draft of the 05-06 Foster Care Planning Grant RFP. The Commission suggested a few minor changes be made to the RFP draft. Jaime De La Cruz moved to approve the 05-06 Foster Care Planning Grant with modifications. Donna Caffiero seconded the motion and it was approved.
- g. The Commission reviewed a draft of the 05-08 Dental RFP. After some discussion, Jaime De La Cruz moved to approve the 05-08 Dental RFP. Dr. Friedman seconded the motion and it was approved.
- h. The Commission reviewed a draft of the 05-08 Direct Services RFP. The Commission suggested a few minor changes be made to the RFP draft. Jaime De La Cruz moved to approve the 05-08 Direct Services RFP with modifications. Dr. Friedman seconded the motion and it was approved.
- i. The Commission reviewed a draft of the 05-08 Strategic Plan Update. The Commission agreed the 05-08 Strategic Plan Update needed to reflect components of the 5-yr Financial Plan. The Commission decided to revisit approving the final 05-08 Strategic Plan Update at their next Commission meeting. No action taken.

10. OTHER - FUTURE AGENDA ITEMS

- Public Hearing on First 5 California Annual Report for FY03-04
- Updates
 - Letters of Intent
 - Title to Modular Buildings
- Action
 - 2005-2008 Strategic Plan Update
 - Amendment to FY04-05 First 5 Budget
- Next meeting is scheduled for 10:00 a.m. on Wednesday, April 6, 2005 in Suite 9 of the Early Learning Center at 1011 Line Street - Hollister.

11. CLOSED SESSION

None

12. ADJOURN

Donna Caffiero made a motion for adjournment. Kendra Bobsin seconded the motion and it was approved. The meeting was adjourned at 12:05 PM.