

FIRST 5 SAN BENITO CHILDREN AND FAMILIES COMMISSION

REGULAR MEETING

Meeting Minutes

May 4, 2005

1. CALL TO ORDER

Vice-Chair Kendra Bobsin called the meeting to order at 10:00 AM

2. ROLL CALL

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

Guests: Muree Reafs RN, San Benito Health and Human Services, Blanca Gómez-Anaya, Hollister School District – Migrant Education

* Dr. Marni Friedman was absent from the meeting from 10:00 a.m. to 10:12 a.m.

** Kim Dryden was absent from the meeting from 10:00 a.m. to 11:15 a.m.

3. ACKNOWLEDGE OF 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 questioned why March's School Readiness budget showed increased costs for salary and benefits. Martha Ruíz explained that salary and benefits for the School Readiness Coordinator were not divided equally between the First 5 and School Readiness budgets for July and August of 2004. Retroactive corrections were made to the Commission and School Readiness budgets to split those costs in March. Lou Medeiros moved to approve the minutes for April 2005 and the Commission and School Readiness budgets for March 2005. Donna Caffiero seconded the motion and it was approved unanimously.

5. ANNOUNCEMENTS/AGENDA MODIFICATIONS

None.

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:
 - Meetings attended
 - Prop. 63 Steering Committee – upcoming meeting on May 19th will review compiled survey results and provide input into new and innovative programs to be considered for first phase funding.
 - County sponsored workshops on Grievance & Mediation, and Sexual Harassment.

6. COMMUNICATION (Continued)

- First 5 Statewide Conference
 - Pre-Conference Day focused on topics in Financial Management.
 - GOFA's Template for the manual will not be out until July.
 - Attended session on Improving Early Childhood Nutrition.
 - Evaluation Committee gave a preliminary report stating they plan to continue PEDS and streamline the list of Indicators. Data and activities will be incorporated into Policy Briefs used for legislative and associated bodies.
- Casey plans to meet with Mike Slater from the Hollister School District (HSD) this Friday to discuss building title, insurance and budgets.
- No Grantee Meeting was conducted in April. A final meeting is scheduled on May 20th.
- Quarterly reports were due the 30th – all except a couple have been turned in. Some agencies will not receive checks as they are still working off monies already advanced.

7. INFORMATION AND DISCUSSION

- a. Below is a brief summary of Joyce Swett's School Readiness Report:
 - First 5 Preschool – Met with Larry Drury and Kendra Bobsin from Go Kids, Inc. regarding overseeing the preschool in the future and to be our primary CBO for the Even Start grant.
 - Participated in the First Thursdays, Kindergarten Collaboration. Next meeting is this Friday.
 - Participated in 2 Go Kids training sessions; one on DRDP and incorporating Math and Science into the curriculum, the other on Language and Literacy.
 - Joined the ECE department for field trip to Modesto to see their full inclusion program.
 - Facilitated a Parent Book club meeting focused on alphabet and how to use letters in our daily lives. Final meeting will be held next week.
 - Even Start – Met with an instructor from SBHS for ESL to discuss assessment and curriculum. Met with staff from library's "Born to Read" program. Attended the Workforce Investment Board meeting to become familiar with what is available in the county for Adult Education.
 - Sat in on parent classes offered at R.O. Hardin in English and Calaveras in Spanish. Topic is Conscious Parenting; Redirecting Children's Behavior. Instructor is Marisa Segovia.
 - Attended Pre-Readers Conference and scoring meeting for the teams judging the RFP's for the next round of funding.
 - Participated in interviews for the Commission's Evaluation RFQ.
 - Parents of children in the First 5 Preschool put backpacks together for graduation.
 - First 5 Conference – Attended "Preschool for All" forum. There is a tax proposition pending which would tax top 1% of income earners (handout was given to Commission).
- b. Casey Castillo discussed the matter of title to the buildings previously in her Executive Director's report. Casey noted a "bill of sale" is the only evidence of ownership.
- c. Kendra Bobsin reported she attended the First 5 Conference in Los Angeles and she had handouts from the conference which the Commission was welcome to view. Kendra stated she met with various members of other county commissions and she noted San Francisco County is getting ready for "Preschool for All". Kendra reported some county commissions are using local colleges for their evaluation.

8. ACTION

- a. Casey Castillo reported Harder's FY04-05 contract states payments were to be divided into 14 installments beginning 9/04 and ending 10/05. Casey asked the Commission to approve an amendment in order to pay the contract in full before the end of this fiscal year. Casey noted there would be no change to Harder's scope of services. After some discussion, Ricki Mazzullo made a motion, seconded by Lou Medeiros to amend Harder's contract for FY04-05. The motion carried with the following roll call vote: Ayes – Mazzullo, Medeiros, Bobsin, Caffiero, De La Cruz, Falade, Flóres and Friedman. Opposed – None. Abstained – None.
- b. Joyce Swett reported that in order to cover vacation costs, a revision was needed on the FY04-05 First 5 Preschool Budget. Joyce explained operating expenses would be decreased by \$1,568 and personnel would be increased by \$1,568 so the bottom line would not change. Kathy Flóres made a motion, seconded by Lou Medeiros to approve a budget reallocation on the FY04-05 First 5 Preschool budget. The motion carried with the following roll call vote: Ayes – Flóres, Medeiros, Bobsin, Caffiero, De La Cruz, Falade, Friedman and Mazzullo. Opposed – None. Abstained – None.

8. ACTION (Continued)

- c. Casey Castillo spoke next about the First 5 operating budget for FY05-06. Casey referred the Commission to budget drafts in their agenda packets. After some discussion, Dr. Falade moved to approve funding a 1.0 Executive Director and Staff Services Analyst, a .50 School Readiness Coordinator and a .80 Sustainability Coordinator with a total budget of \$1,044,369 for FY05-06. Ricki Mazzullo seconded the motion and it carried with the following roll call vote: Ayes – Falade, Mazzullo, Bobsin, Caffiero, De La Cruz, Flóres, Friedman and Medeiros. Opposed – None. Abstained – None.
- d. Joyce Swett asked about postponing the School Readiness budget for FY05-06. Joyce explained she is waiting for a budget proposal on the First 5 Preschool from Go Kids. It is not known how Go Kids budget proposal will differ from Hollister School District's. After some discussion the Commission agreed to table the matter to a future meeting. No action taken.
- e. Guests from the audience were asked if they wished to comment on the 05-08 RFP process. Blanca Gómez-Anaya from Hollister School District's Migrant Program remarked that limiting the proposal to 8 pages made it difficult to comment fully on their program. Muree Reafs from the San Benito County Health and Human Services Agency remarked it was hard to show a program's "true match" on the application. Both guests thanked the Commission for providing them with the opportunity to participate in the funding process. The Commission reviewed the RFP Subcommittee's funding recommendations for FY05-08. After some discussion, Dr. Friedman made a motion, seconded by Donna Caffiero to approve the RFP Subcommittee's funding recommendations for FY05-08 in the amount of \$595,000. The motion carried with the following roll call vote: Ayes – Friedman, Caffiero, Bobsin, Dryden, Mazzullo. Opposed – None. Abstained – De La Cruz, Flóres, Falade, Medeiros
- f. Casey Castillo reported the RFQ Subcommittee interviewed two candidates. Larry Imwalle from the Action Council of Monterey County was recommended as the Evaluation Consultant for FY05-06. Muree Reafs from the audience asked if the evaluator would develop an evaluation plan for each of the Grantees. Casey responded he would work with the Grantees and also incorporate PEDS into the evaluation component. Dr. Friedman moved to approve the RFQ Subcommittee's recommendation to hire Larry Imwalle from the Action Council of Monterey County as the Commission's Evaluation Consultant for FY05-06. Kathy Flóres seconded the motion and it was approved with the following roll call vote: Ayes – Friedman, Flóres, Bobsin, Caffiero, De La Cruz, Dryden, Falade, Medeiros. Opposed – None. Abstained – Mazzullo.

9. OTHER - FUTURE AGENDA ITEMS

- o Update
 - FY05-06 School Readiness Budget
- o Action
 - FY05-06 Dental Contracts
 - FY05-06 Direct Service Contracts
- o A special "Post RFP Appeal" meeting is scheduled for 10:00 a.m. on Wednesday, May 18, 2005 in Suite 9 of the Early Learning Center at 1011 Line Street - Hollister. If there are no appeals, the meeting will be cancelled
- o The next regularly scheduled Commission meeting will be held on Wednesday, June 1, 2005 at 10:00 a.m. in Suite 9 of the Early Learning Center located at 1011 Line Street – Hollister.

10. CLOSED SESSION

None

11. ADJOURN

Kathy Flóres made a motion for adjournment. Donna Caffiero seconded the motion and it was approved unanimously. The meeting was adjourned at 11:40 AM.