

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

REGULAR MEETING

Meeting Minutes

June 7, 2006

1. CALL TO ORDER

Chair Kendra Bobsin called the meeting to order at 10:03 AM.

2. ROLL CALL

Commissioners Present: Kendra Bobsin, Ricki Mazzullo, Kathy Flóres, Lou Medeiros, Pat Loe* and Dr. Marni Friedman**

Commissioners Excused: Kim Dryden, Dr. Elizabeth Falade

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

*Pat Loe was absent from the meeting from 10:03 a.m. to 10:07 a.m.

**Dr. Marni Friedman was absent from the meeting from 10:03 a.m. to 10:12 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

Ricki Mazzullo moved to approve the minutes for May 2006 and the Commission and School Readiness budgets for April 2006. Lou Medeiros seconded the motion and it was approved with the following roll call vote: Ayes – Mazzullo, Medeiros, Bobsin, Flóres and Loe. Opposed – None. Abstained – None.

5. ANNOUNCEMENTS/AGENDA MODIFICATIONS

Casey Castillo stated a letter was received from First 5 California in regards to certifying the Commission has adopted the required state policies. A letter was drafted which the Commission Chair will sign at the completion of this meeting.

In order to accommodate for late arrivals, the Communication portion of the meeting was reviewed before the Public Hearing. (Items 6 – 7)

6. COMMUNICATION

- a. There was no audience communication.
- b. There was no written communication.
- c. The Commission reviewed Casey Castillo's Executive Director Report (see detailed handout).
- d. The Commission reviewed Kellie Guerra's Sustainability Coordinator Report (see detailed handout).
- e. The Commission reviewed Joyce Swett's School Readiness Report (see detailed handout).
 - A site visit was done on the Even Start program. They were given a complementary report as well as a list of areas which could be improved. The program's termination may be appealed. Dr. Crates from the Hollister School District is interested in appealing. A collaborative will try to recreate the program by leveraging Migrant and School Readiness funds. The intent is to continue the ESL (English as a Second Language) portion of the program at R.O. Hardin at a reduced level as well as 1 or 2 preschool sessions.
 - Several "Raising a Reader" programs will be operational next fiscal year.

7. PUBLIC HEARING

Commissioner Bobsin stated the public hearing portion of the meeting was next on the agenda and noted for the record that no members from the public were in attendance.

- a. A public hearing was commenced at 10:15 AM by Commissioner Bobsin to consider language revisions to the First 5 San Benito Ordinance. No verbal or written testimony was received from the public. Commissioner Bobsin concluded the hearing at 10:16 AM. Casey Castillo gave a brief synopsis of proposed language revisions to the First 5 San Benito Ordinance to the Commission. After discussion, Kathy Flóres made a motion, seconded by Pat Loe to adopt revisions to the First 5 San Benito Ordinance. The motion carried with the following roll call vote: Ayes – Flóres, Loe, Bobsin, Friedman, Mazzullo and Medeiros. Opposed – None. Abstained – None.
- b. A public hearing was commenced at 10:17 AM by Commissioner Bobsin to consider language revisions to the First 5 San Benito Bylaws. No verbal or written testimony was received from the public. Commissioner Bobsin concluded the hearing at 10:19 AM. Casey Castillo gave a brief synopsis of proposed language revisions to the First 5 San Benito Bylaws. After discussion, Lou Medeiros moved to adopt revisions to the First 5 San Benito Bylaws. Dr. Friedman seconded the motion and it carried with the following roll call vote: Ayes – Medeiros, Friedman, Bobsin, Flóres, Loe and Mazzullo. Opposed – None. Abstained – None.
- c. A public hearing was commenced at 10:20 AM by Commissioner Bobsin to consider adoption of First 5 San Benito Policies. No verbal or written testimony was received from the public. Commissioner Bobsin concluded the hearing at 10:21 AM. Casey Castillo gave a brief synopsis of each proposed First 5 San Benito Policy before discussion and voting on by the Commission.
 - i. Kathy Flóres made a motion, seconded by Dr. Friedman to adopt First 5 San Benito Contracting and Procurement Policy. The motion carried with the following roll call vote: Ayes – Flóres, Friedman, Bobsin, Loe, Mazzullo and Medeiros. Opposed – None. Abstained – None.
 - ii. Kathy Flóres made a motion, seconded by Dr. Friedman to adopt First 5 San Benito Administrative Cost Policy. The motion carried with the following roll call vote: Ayes – Flóres, Friedman, Bobsin, Loe, Mazzullo and Medeiros. Opposed – None. Abstained – None.
 - iii. Lou Medeiros made a motion, seconded by Pat Loe to adopt First 5 San Benito Conflict of Interest Policy. The motion carried with the following roll call vote: Ayes – Medeiros, Loe, Bobsin, Flóres, Friedman and Mazzullo. Opposed – None. Abstained – None.
 - iv. Pat Loe made a motion, seconded by Dr. Friedman to adopt First 5 San Benito Salaries and Benefits Policy. The motion carried with the following roll call vote: Ayes – Loe, Friedman, Bobsin, Flóres, Mazzullo and Medeiros. Opposed – None. Abstained – None.
 - v. Dr. Friedman made a motion, seconded by Pat Loe to adopt First 5 San Benito Emerging Opportunities Funding Procedures. The motion carried with the following roll call vote: Ayes – Friedman, Loe, Bobsin, Flóres, Mazzullo and Medeiros. Opposed – None. Abstained – None.
 - vi. Kathy Flóres made a motion, seconded by Pat Loe to adopt First 5 San Benito Audit of Financial Status Procedures. The motion carried with the following roll call vote: Ayes – Flóres, Loe, Bobsin, Friedman, Mazzullo and Medeiros. Opposed – None. Abstained – None.
- d. A public hearing was commenced at 10:31 AM by Commissioner Bobsin to consider revisions to the First 5 San Benito 5-Year Financial Plan. No verbal or written testimony was received from the public. Commissioner Bobsin concluded the hearing at 10:32 AM. Casey Castillo gave a brief synopsis of the proposed revisions to the 5-year Financial Plan. After discussion, Dr. Friedman made a motion, seconded by Ricki Mazzullo to adopt revisions to the First 5 San Benito 5-Year Financial Plan. The motion carried with the following roll call vote: Ayes – Friedman, Mazzullo, Bobsin, Flóres, Loe and Medeiros. Opposed – None. Abstained – None.
- e. A public hearing was commenced at 10:43 AM by Commissioner Bobsin to consider revisions to the First 5 San Benito Strategic Plan. No verbal or written testimony was received from the public. Commissioner Bobsin concluded the hearing at 10:44 AM. Casey Castillo gave a brief synopsis of the proposed revisions to the Strategic Plan. After discussion, Dr. Friedman moved to adopt revisions to the First 5 San Benito Strategic Plan. Pat Loe seconded the motion and it carried with the following roll call vote: Ayes – Friedman, Loe, Bobsin, Flóres, Mazzullo and Medeiros. Opposed – None. Abstained – None.

8. INFORMATION AND DISCUSSION

- a. Casey Castillo reported two letters of intent were received on the Dental Request for Proposals. A written letter of acceptance was sent to each. The letter notified applicants it is First 5's preference that they work together and submit a joint application. Dr. Friedman recommended checking each agency's record with the state dental board in regards to sedation dentistry. Kathy Flóres asked about potential liability for the Commission. Irma València from County Counsel stated grantees are liable for their programs, furthermore, grantee's contracts require they carry sufficient insurance to sustain their program(s).

9. ACTION

- a. Casey Castillo reported the work being done by the Children's Oral Health Program (COHP) will end June 30th. Although a targeted RFP for children's oral health services has been issued, the earliest that program can begin is September 1, 2006. Casey asked the Commission to approve an amendment in order to extend COHP's contract up through August 31, 2006. Casey noted there would be no change to COHP's FY05-06 budget allocation. Kathy Flóres made a motion, seconded by Ricki Mazzullo to extend COHP's contract for FY05-06 to August 31, 2006. The motion carried with the following roll call vote: Ayes – Flóres, Mazzullo, Bobsin, Friedman, Loe and Medeiros. Opposed – None. Abstained – None.
- b. The Commission reviewed a request for a budget revision for FY05-06 from the Healthy Pathways program. Dr. Friedman made a motion, seconded by Pat Loe to approve Healthy Pathways FY05-06 budget revision. The motion carried with the following roll call vote: Ayes – Friedman, Loe, Bobsin, Mazzullo, and Medeiros. Opposed – None. Abstained – Flóres.
- c. The Commission reviewed a request for a budget revision for FY05-06 from the Rural Mobile Preschool. Dr. Friedman made a motion, seconded by Kathy Flóres to approve the Rural Mobile Preschool's FY05-06 budget revision. The motion carried with the following roll call vote: Ayes – Friedman, Flóres, Bobsin, Loe and Mazzullo. Opposed – None. Abstained – Medeiros.
- d. Two applicants were interviewed by the Executive Director and Commission Chair. Casey Castillo outlined the criteria in considering the applicants. One name was put before the Commission for consideration. Lou Medeiros made a motion, seconded by Pat Loe to appoint Randy Brown to the First 5 San Benito Children and Families Commission. The motion was approved with following roll call vote: Ayes – Medeiros, Loe, Bobsin, Flóres, Friedman and Mazzullo. Opposed – None. Abstained – None.
- e. Casey Castillo reported after reviewing First 5 San Benito's "Detailed Trial Balance Report" the "Reserve Account" balance is not in line with the adopted 5-Year Financial Plan. According to the Financial Plan, the First 5 San Benito reserve balance at the end of 2005/2006 should be \$523,286, however, it is currently at \$823,430. Moving \$300,144 from the Reserve Account to the Fund Account will align account balances with the adopted 5-Year Plan. Casey noted the requested changes will not result in any change to First 5 San Benito's Funding Allocation. After some discussion, Pat Loe made a motion, seconded by Ricki Mazzullo to direct First 5 staff to complete a journal entry moving \$300,144 from Reserve Account No. 311000 to Fund Balance Account No. 400000. The motion carried with the following roll call vote: Ayes – Loe, Mazzullo, Bobsin, Flóres, Friedman, and Medeiros. Opposed – None. Abstained – None.
- f. The Commission reviewed the First 5 operating budget for FY06-07. Ricki Mazzullo noted the operating budget was slightly less than the amount listed on the 5-Year Financial Plan. Casey Castillo stated any differences would be added to align the budgets. Lou Medeiros moved to approve a total operating budget of \$1,079,875 for FY06-07 with revisions. Kathy Flóres seconded the motion and it carried with the following roll call vote: Ayes – Medeiros, Flóres, Bobsin, Friedman, Loe and Mazzullo. Opposed – None. Abstained – None.
- g. The Commission reviewed the School Readiness operating budget for FY06-07. Dr. Friedman moved to approve a total School Readiness operating budget of \$145,000 for FY06-07. Ricki Mazzullo seconded the motion and it carried with the following roll call vote: Ayes – Friedman, Mazzullo, Bobsin, Flóres, Loe and Medeiros. Opposed – None. Abstained – None.

10. OTHER - FUTURE AGENDA ITEMS

- Presentation
Community Foundation for San Benito County – Director Gary Byrne
- The next Commission meeting is scheduled to be held on Wednesday, July 12, 2006 beginning at 10:00 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 and it was approved with the following roll call vote: Ayes – Medeiros, Friedman, Bobsin, Flóres, Loe and Mazzullo. Opposed – None. Abstained – None. The meeting was adjourned at 11:32 AM.