

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

REGULAR MEETING

Meeting Minutes
July 13, 2005

1. CALL TO ORDER

Chair Kim Dryden called the meeting to order at 10:03 AM.

2. ROLL CALL

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

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

Guests Present: Lee Jacobs, M.D., Pinnacles Urgent Care

* Kathy Flores was absent from the meeting from 10:00 a.m. to 10:08 a.m.

** Dr. Marni Friedman was absent from the meeting from 10:00 a.m. to 10:15 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

Jaime De La Cruz moved to approve the minutes for June 2005 and the Commission and School Readiness budgets for May 2005. Kendra Bobsin seconded the motion and it was approved with the following roll call vote: Ayes – De La Cruz, Bobsin, Caffiero, Dryden, Falade, Mazzullo and Medeiros. Opposed – None. Abstained – None.

5. ANNOUNCEMENTS/AGENDA MODIFICATIONS

Jaime De La Cruz announced the Department of Alcohol and Drug Programs decided to fund the 2 county Substance Abuse Counselors who were facing layoffs due to changes in the redistribution formulas under the Substance Abuse and Crime Prevention Act of 2000 (SACPA). Jaime thanked the Commission for supporting the Board of Supervisors Resolution in regards to the Department of Alcohol and Drug Programs at last month's meeting.

6. COMMUNICATION

- a. There was no audience communication.
- b. Casey Castillo announced a letter was received from Kim Belshé. Secretary of the California Health and Human Services Agency indicating funding for the 2 county Substance Abuse Counselors had been reinstated.
- c. Below is a brief summary of Casey Castillo's Executive Director Report:
 - Casey will not be able to attend the Association meeting on July 20th as she will be on vacation next week.
 - San Mateo's Executive Director has been chosen as the new Executive Director for the State First 5 Commission.
 - Casey and Joyce Swett are planning to attend the 2005 Staff Development Summit in Long Beach beginning August 17th.

6. COMMUNICATION (continued)

- The state has hired a new public relations firm. Regional media training is scheduled for tomorrow and Casey plans to attend.
- First 5 San Benito staff will begin doing time studies. Casey will contact other counties for time-study models.
- The deadline for Grantees 4th quarter reports (4/05-6/05) is July 31st. Because of the change to a “reimbursement” system of payment, several grantees are expected to receive their final FY04-05 payment in August. This will impact the contract line item so the First 5 operating budget will have to be amended (increased) to include those FY04-05 payments paid in FY05-06.

7. INFORMATION AND DISCUSSION

- a. Below is a brief summary of Joyce Swett’s School Readiness Report:
 - First 5 Preschool FY04-05 sessions have ended.
 - The Even Start Family Literacy Grant was completed and submitted. Funding awards are expected to be announced on July 15th.
 - A new shade structure was installed for the First 5 Preschool. The grant for reimbursement from the American Academy of Dermatology is still pending. Final awards will be announced at the end of August.
 - Attended a grantee evaluation meeting to discuss the tools to be used for the 05/06 year by newly funded programs.
 - Anita Franchi from the Hollister School District met with Joyce regarding the inclusion of preschool into the LEAP for the upcoming year; possibility of attending the Principals meeting during the year.
 - Met with the Oaxacan Women’s Project; did a lesson on the alphabet and how to share a simple picture book with a child.
 - Kendra Bobsin from Go Kids and Joyce attended a cluster Packard Foundation meeting to discuss how to better work as a region on school readiness. A member of the Knight Foundation was present and expressed interest in working with smaller communities to enhance and enrich family programs.
 - Attended a Gary Benton seminar (sponsored by Public Health) on working with difficult and angry children entitled “Fire Spitters”.
 - Met with Muree Reafs from Public Health and Anthony Botelho and Pat Loe from the Board of Supervisors regarding the bus transportation system in the county and how it can be better utilized to support community programs and training sessions.
- b. Dr. Falade reported the Evaluation Subcommittee met twice with Larry Imwalle from the Action Council. Larry met with all Grantees and he came up with data performance measures and indicators for each Grantee. Dr. Falade stated several Grantees have raised the issue of how cuts in funding will limit their program activities. After some discussion, the Commission agreed the Evaluation Subcommittee needs to meet again on this issue and give a follow-up report at next month’s meeting.
- c. Kendra Bobsin reported the CARES proposal was submitted and she anticipates the State to work with counties. Gavilan’s Spanish Early Childhood Educator has agreed to participate on the Local Childcare Planning Council. Kendra invited the Commission to review the CARES proposal at their leisure.
- d. Kim Dryden requested a Subcommittee be formed to process Casey Castillo’s annual Executive Director evaluation. The Commission agreed to form a subcommittee to move forward on the annual Executive Director Evaluation process. Irma Valencia advised Casey to call Human Resources for an updated performance report. It was noted results of the Subcommittee’s report would be discussed in Closed Session at next month’s meeting.

8. ACTION

- a. Casey Castillo reported the RFP Review Committee recommends funding of the CARES project at the local level. Casey noted approval of this contract was postponed until after the proposal for matching state funds was submitted. Jaime De La Cruz made a motion, seconded by Dr. Friedman to award funding CARES for 2005-2006 with an operating budget of \$70K. The motion carried with the following roll call vote: Ayes – De La Cruz, Friedman, Caffiero, Falade, Flores, Mazzullo and Medeiros. Opposed – None. Abstained – Bobsin, Dryden.

9. CLOSED SESSION

At 11:04 AM the Board recessed the public portion of the meeting. Kim Dryden, Chair of the Commission, announced that the Commission would be considering the following in closed session:

Public Employee Appointment (Section 54957)
Title: Sustainability Coordinator

Closed Session discussion began at 11:05 AM and ended at 11:28 AM.
All Board Members were present during the closed portion of the meeting.

10. RECONVENE OPEN SESSION

- a. The Board reconvened the public portion of the meeting at 11:28AM. All Board Members were present during the public portion of the meeting.
- b. Report Out – The Commission agreed on a first choice candidate for Sustainability Coordinator.
- c. Report on Action(s) taken in Closed Session – The Commission agreed to make offers to the first choice candidate for the Sustainability Coordinator position.
- d. Other - Next meeting is scheduled for 10:00 a.m. on Wednesday, August 3, 2005 in Suite 9 of the Early Learning Center at 1011 Line Street - Hollister.
 - Future Agenda Items:
 - Presentation from the Children’s Dental Project
 - Update on the status of the Even Start Proposal
 - Update from Evaluation Subcommittee
 - Approval of 05-06 First 5 Preschool Contract
 - Closed Session for Executive Director Evaluation
- e. Adjournment – There being no further business, Jaime De La Cruz made a motion for adjournment. Dr. Friedman seconded the motion and it was approved unanimously. The meeting was adjourned at 11:31 AM.