

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

REGULAR MEETING

**Meeting Minutes
September 7, 2011**

1. CALL TO ORDER

Chair Dr. David Redman called the meeting to order at 9:05 AM

2. ROLL CALL

Commissioners Present: Dr. David Redman, Margie Barrios, Kim Dryden, Kathy Flóres, Dr. Marni Friedman and Cindy Lerma

Commissioners Excused: Kendra Bobsin, Randy Brown and Dr. Alvaro Garza

County Personnel Present: Lisa Faulkner, First 5 Executive Director, Martha G. Ruíz, First 5 Staff Services Analyst and Irma València, County Counsel

Guests: Deanna Zachary, Applied Survey Research

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. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES/MONTHLY BUDGET REPORT

- a. Margie Barrios made a motion seconded by Dr. Friedman to approve the minutes for June 27, 2011. The vote was all in favor. Kim Dryden made a motion seconded by Kathy Flóres to approve the First 5 budget reports for June and July 2011. The vote was all in favor.

6. ANNOUNCEMENTS/AGENDA MODIFICATIONS

Due to time constraints, the agenda was re-ordered to move Action Item 9-C up to Item 9-A.

7. COMMUNICATION

- a. Written – None.

7. COMMUNICATION (Continued)

- b. Below is a brief summary of Lisa Faulkner's Executive Director Report:
- The Raising-A-Reader book bag program is underway at 16 sites with over 700 families.
 - 24 participants have been enrolled for CARES Plus. Public Service Announcements will be done for CARES funding through CMAP (Community Access Media Partnership).
 - Lisa met with Melissa Flóres from the Pinnacle Newspaper on publishing Parenting Tips.
 - The Tobacco Coalition is working on an ordinance to present to the Hollister City Council to make all licensed childcare facilities 100% smoke free because of the danger of third hand smoke. Third-hand smoke is nicotine residue that sticks to clothes, hair and skin after smoking a cigarette. This residue can be found on walls, carpets and furniture of rooms where an individual has smoked a cigarette. When this residue is exposed to nitrous acid, tobacco-specific nitrosamines (TSNAs) are formed. TSNAs are carcinogens and have the potential to cause cancer in individuals who are exposed to them. Nitrous acid is a common indoor pollutant that is found in homes with unventilated gas appliances.
 - Lisa is working with Assemblyman Luis Alejo's staff on signing a letter of support for First 5 San Benito and partners on the Promise Neighborhood effort.
 - The Hollister School District is coordinating with First 5 to continue their First Thursday workshops on professional development.
 - First 5 San Benito was awarded a \$2K grant from Target for Raising-A-Reader materials.
 - Lisa has been working with the Packard Foundation on submitting a proposal for family wellness. The Commission reviewed a draft of the budget with Packard for FY11-12. Lisa noted the final proposal is due to Packard by September 16th.

8. INFORMATION & DISCUSSION

- a. The Commission discussed their meeting time and agreed that an hour earlier to 9AM might be better. The new time will take effect with the October meeting.
- b. Lisa Faulkner has been working with First 5 Grantees on incorporating the Parents-As Teachers curriculum into their programs.
- c. The Commission agreed to table discussion on Promise Neighborhoods to a future meeting.
- d. A draft of the schedule and fees with CMAP was reviewed. Dr. Redman and Margie Barrios have agreed to participate in the first of three public service announcements for First 5 San Benito planned for October.

9. ACTION

- a. The Commission reviewed a proposed contract with Creative Alternatives for FY11-12. After some discussion the Commission agreed to publish a Request for Qualifications to select a consultant to develop tools for a social marketing and community engagement campaign. Kathy Flóres made a motion, seconded by Margie Barrios to authorize Lisa Faulkner to draft a Request for Qualifications for the Family Engagement and Marketing Consultant. The vote was all in favor.
- b. A request for budget revision was received from the Emmaus House for FY10-11. Irma València from County Counsel stated requests for budget revisions must be made within a contract period. The contract with Emmaus House expired July 31st so the time limit for a budget revision has expired. No action was taken.
- c. The Commission reviewed a scope of work revision from the Hollister Youth Alliance (HYA) for FY11-12. HYA has modified their scope of work to include implementation of the Parents-As-Teachers program into their service delivery. Their budgeted amount for FY11-12 would not change and remain at \$55,196. Kathy Flóres made a motion, seconded by Dr. Friedman to approve a FY11-12 Contract Amendment with Hollister Youth Alliance. The vote was all in favor.

10. OTHER – Future Agenda Items

- o Presentation
 - Parents-As-Teachers
 - FY10-11 Evaluation Report
 - FY10-11 First 5 Audit Report
- o Discussion
 - Update on Packard Funding
- o Action
 - Approval of FY10-11 First 5 San Benito Audit Report
 - Approval of FY11-12 Family Engagement and Marketing Consultant Contract
- o The next regular Commission meeting is scheduled to be held on Wednesday, October 5, 2011 at 9:00 AM in Suite 9 of the Early Learning Center located at 1011 Line Street – Hollister.

11. CLOSED SESSION

None

12. ADJOURN

No further business coming before the Commission, Margie Barrios made a motion for adjournment. Dr. Friedman seconded the motion. All in favor, meeting adjourned at 10:20 AM.