

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

**REGULAR MEETING**

**Meeting Minutes**

June 7, 2023

**1. CALL TO ORDER**

Chair Dr. David Redman called the meeting to order at 12:02 PM

**ROLL CALL / INTRODUCTIONS**

Commissioners Present:

- ❖ Dr. David Redman
- ❖ Elias Barocio
- ❖ Supervisor Bea Gonzalez
- ❖ Dr. Marni Friedman
- ❖ Mary Damm
- ❖ Tracey Belton

Commissioners Absent:

- ❖ Margie Barrios

First 5 Staff Present:

- ❖ Lisa Faulkner
- ❖ Carly Offermann
- ❖ Alexia Magaña

Guests:

- ❖ Cristina Bañuelos
- ❖ Tina Garza

**2. AGENDA MODIFICATIONS**

NONE.

**3. PUBLIC COMMENT**

NONE.

**4. CONSENT CALENDAR**

*Approval of item 4.1-4.5*

Commission Chairperson Dr. David Redman opens the discussion with the proposition to pull any items if needed, or to begin voting on the items as a whole. No further discussion, voting begins.

Mary Damm made a MOTION to approve items 4.1-4.5 as a whole, including the Minutes from April 5, 2023, the YTD Financial Report, the FY 22-23 Budget Revision, the YTD Grant Report, and the FY 23-24 Commission Meeting Calendar.

SECOND: Elias Barocio

All in favor, MOTION PASSED.

## 5. PUBLIC HEARING ON FIRST 5 SAN BENITO ELECTION OF NEW COMMISSION MEMBERS

Lisa Faulkner reintroduces Tina Garza and Cristina Bañuelos, from the City of Hollister and Seniors Council respectively, who are interested in becoming Commission members for First 5 San Benito. Both take the time to briefly introduce themselves and explain their interest in a Commissioner position. The Commission introduces themselves and their affiliation and briefly discusses their roles as a part of the Board. The Commission begins the voting process to elect the nominees as new members.

### *Approval of item 5.1*

Dr. Marni Friedman made a MOTION to elect the two nominees as members of the First 5 San Benito Commission

SECOND: Tracey Belton

All in favor, MOTION PASSED.

## 6. PUBLIC HEARING OF FIRST 5 SAN BENITO FY 2023-2024 PROPOSED BUDGET AND STAFFING PLAN

Lisa Faulkner presents the FY 2023-2024 proposed budget and informs the Commission know of changes associated with expected funding for the new year. She points out that First 5 San Benito has applied to be the fiscal lead for Region 4 grants through first 5 California, both HVC-RTA and IMPACT Legacy, which would involve First 5 San Benito being the distributor of funding to all Region 4 counties. She notes that this role would show an increase in expenses within the “contractor” budget item, which would in turn also balance the large increase in revenue that needs to be reflected. She also notes that the staffing plan, in part due to these grants, would allow us to fund two more home visitors, a Help Me Grow coordinator, and a staff analyst along with the ongoing funding of a QC Director to continue the success of that program.

Finally, the Commission reviews the expected salary of the Executive Director for FY 23-24 for approval. There is no further discussion.

### *Approval of item 6.1*

Tracey Belton made a MOTION to approve the FY 23-24 Proposed Budget.

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

### *Approval of item 6.2*

Elias Barocio made a MOTION to approve the FY 23-24 Staffing Plan.

SECOND: Mary Damm

All in favor, MOTION PASSED.

### *Approval of item 6.3*

Tracey Belton made a MOTION to approve the FY 23-24 salary for the Executive Director, including benefits.

SECOND: Elias Barocio

All in favor, MOTION PASSED.

## 7. REVIEW OF FIRST 5 CALIFORNIA INITIATIVES BEGINNING FY 2023-2024

Lisa Faulkner goes further into detail regarding the two F5CA initiatives that F5SB plan to lead going into the new fiscal year. She states that HVC-RTA has already been submitted and the Commission reviews the table listing the funding allocations for Region 4 counties. Lisa Faulkner explains that IMPACT Legacy is a similar grant initiative that would involve us leading the region’s funding allocations, which would also involve paying quarterly invoices from each participating county over the next two years. In order to avoid any payment delay on our behalf, Lisa Faulkner asks the Commission to pre-approve all invoice payments related to these two grant initiatives going forward.

*Approval of items 7.1*

Dr. Marni Friedman made a MOTION to approve First 5 San Benito as the fiscal lead for the two Region 4 grant initiatives and authorized the Executive Director to pay all future invoices related to Region 4 work.

SECOND: Elias Barocio

All in favor, MOTION PASSED.

**8. SAN BENITO COUNTY INVOICES FOR FY 2022-2023 OPEB AND CALPERS LIABILITIES FOR A TOTAL AMOUNT OF \$23,027.31**

The Commission reviews San Benito County invoices for OPEB and CalPERS liabilities. There is no further discussion related to the matter and voting begins.

*Approval of item 8.1*

Tracey Belton made a MOTION to approve the Executive Director to pay the San Benito County invoices for FY 22-23 OPEB and CalPERS liabilities for a total amount of \$23,027.31.

SECOND: Mary Damm

All in favor, MOTION PASSED.

**9. LETTER OF ENGAGEMENT WITH EIDE BAILLY, LLP FOR FY 2022-2023 AUDITING SERVICES**

The Commission reviews the engagement letter for FY 22-23 auditing services submitted by Eide Bailly, LLP. Lisa Faulkner notes positive remarks about working with Eide Bailly in the last few years for auditing services and there is no further discussion.

*Approval of item 9.1*

Dr. Marni Friedman made a MOTION to authorize the Executive Director to negotiate, execute, and amend the agreement between Eide Bailly, LLP and First 5 San Benito for FY 22-23 auditing services.

SECOND: Elias Barocio

All in favor, MOTION PASSED.

**10. DIRECTOR'S REPORT**

Lisa Faulkner states that the majority of her director's report was related to the upcoming year plans and the Region 4 grant initiatives, which she has already touched on earlier in the meeting, so she extends gratitude to the existing programs and staff. She notes there are a lot of changes coming to First 5 San Benito, but they continue to help us grow and move into a space of helping the surrounding community as best as we can and she is thankful for the support of the staff in helping us reach our goals.

**11. ANNOUNCEMENTS**

NONE.

**12. OTHER – FUTURE AGENDA ITEMS**

The Commission agreed to hold their next regular Commission meeting on Wednesday, August 2, 2023 at 12noon – 2pm, the next Executive Committee Meeting on Wednesday, August 2, 2023 @ 11:30am – 12noon and the next Financial Committee Meeting on Thursday, September 21, 2023 @ 10am – 11am

No further business coming before the Commission, meeting adjourned at 1:08 pm.