

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

REGULAR MEETING

Meeting Minutes

12/11/2024

1. CALL TO ORDER

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

ROLL CALL / INTRODUCTIONS

Commissioners Present:

- Dr. David Redman
- Elias Barocio
- Dr. Marni Friedman
- Mary Damm
- Margie Barrios

Commissioners Absent:

- Tracy Belton
- Supervisor Bea Gonzalez
- Cristina Banuelos

First 5 Staff Present:

- Carly Offermann
- Alexia Magana
- Maria Diaz Ruiz
- Ana Alfaro Lezama

2. AGENDA MODIFICATIONS

NONE.

3. PUBLIC COMMENT

NONE.

4. Consent Calendar

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. Carly Offermann explains that the only change in the budget revision is to shift funds between categories. She explains that Sarah Beatie worked to get First 5 an operational grant for \$75,000, but given the need

to replenish the Fund Balance, the budget will show that First 5 is working with fewer expenses to help reach that goal. The Commission decides to vote on items 4.1, 4.2,4.3,4.4 all at once. (No further discussions occurred).

Approval of items 4.1-4.4

Elias Barocio makes a MOTION to approve items 4.1, 4.2, 4.3, 4.4 which include the approval of minutes from the commission meetings that occurred on October 30th and November 5th Special Commission meeting, following the approval of YTD Financial report of September 30th, 2024, and the approval of FY 2024-2025 Budget Revision.

SECOND: Mary Damm

All in favor, MOTION PASSED.

5. Eide Bailly INVOICE for FY 2023-2024 Financial Auditing Services for a total amount of 22,511.00.

Carly provides attachments and copies of the invoice while explain costs and cost rates. The Commissioners all agree that the expense is within what is expected compared to previous years, Dr. David Redman commends Carly and the staff for their work to get the audit to completion. No Further discussions occurred. Voting begins.

Approval of item 5.1

Mary Damm Makes a MOTION to authorize the fiscal administrator to pay Eide Bailly invoice EI01761629 for a total amount of \$22,511.00

SECOND: Margie Barrios

All in favor, MOTION PASSED.

6. Consider Recommendations for First 5 San Benito Service Providers and CONTRACTORS.

Carly Offermann opens the discussion by noting that we are in need of renewing our agreement with ASR as there has been a slight gap in service in the absence of the ED. Renewing this contract would allow ASR to continue their program evaluation work for the remainder of FY 24-25 with a budget that is estimated based on scaled down services compared to the previous year. There is a note that much of their pricing and scope of work remains similar to previous years. The staff and Commission agree that ASR has provided great evaluation reports for us in the past and they continue to be a great agency to work with. (No further discussion)

Approval of item 6.1 and 6.1(a) items were voted together

Margie Barrios makes a MOTION to approve the new service AGREEMENT between First 5 San Benito and Applied Survey Research for the purpose of evaluation and data consultant services for a total amount of \$32,550.00 beginning December 1, 2024, and ending June 30th, 2025.

& 6.1 (a) the approval of delegating authority to the to the Fiscal Administrator, with the Chairman's approval to negotiate, execute, and amend the SERVICE AGREEMENT between First 5 San Benito and ASR in the amount of \$32,550.00 beginning December 1, 2024, and ending on June 30, 2025.

SECOND: Mary Damm

All in favor, MOTION PASSED.

**7. Review Conflict of Interest Code POLICY REVISION - Legal Counsel
Recommendations**

Frederick provides attachments and explains that the amendment to the code does not affect the original policy but can allow an agency to incorporate rules and allow staff/employees to file statements. While the Executive Director and Commissioners will continue to file statements, this will also allow First 5 to add employee categories for those handling expenses and revenues. He begins to explain that it is still waiting for approval and will be filed with First 5 San Benito, after approval from the Board of Supervisors, and he highly recommends adapting this code revision. This will also satisfy the open finding on the most recent audit. (No further discussion)

Approval of item 7.1

Margie Barrios makes a MOTION to approve the Conflict-of-Interest REVISION effective December 11, 2024.

SECOND: Elias Barocio

All in favor, MOTION PASSED.

8. First 5 San Benito Pending Program Needs and Staff Updates

Carly Offermann opens the discussion with a summary of an existing partnership opportunity with SBCOE. Maria Diaz explains that the SBCOE is looking to host a monthly program for families that involves different learning topics. She notes that they reached out to First 5 as they need a space to hold the program, however they also want First 5 to support the cost of childcare and materials. Margie questions if the budget allows First 5 to support. Carly describes how this would replace our previous Family Fun Nights, as we could still reach the same number of families in a more concise program timeline. Carly lets the commission know that while the First 5 space, La Sala, can be used, there is typically a small rental/cleaning cost associated with its use. The Commission agrees that First 5 can support the program with a maximum cost amount per month (\$1,000) and in turn, we will allow SBCOE to use the space free of cost as a part of our contribution.

Following with the discussion of the continuation with CalWORKs, Carly Offermann opens the discussion by questioning the ability to bring on more participants should they become available. The staff addressed that the CalWORKs program has been beneficial on both sides and is a huge help to staff. The Commission agrees that since there is no expense related to this program, new participants are welcome as needed.

Approval of item 8.1&8.2

Dr. Marni Friedman makes a MOTION to approve both 8.1 & 8.2 which includes the partnerships with San Benito County Office of Education and the approval to bring in more CALWORKS employees.

SECOND: Mary Damm

All in favor, MOTION PASSED.

9. Continued Discussion of Executive Director Hiring Process and Next Steps

Carly Offermann gives updates on the RFQ and where they are being sent to, she mentions the support she has had from the First 5 Association and that they are open to supporting the San Benito Commission where needed. Dr. Marni Friedman gives info of nonprofits that help agencies find an Interim Executive Director to help fill the gap during the search. She shares thoughts, concerns, and feelings about these last couple months. Carly Offermann describes the services provided by the two headhunter agencies that were contacted. One, used by First 5 Santa Clara, could not take on new clients now, but the cost served as an average for other bids. Carly met with Kittleman who is already working in San Benito County, and they have a guarantee within their services that serves as a safety net for the search and justifies the cost to do so. The process described can take up to 4-6 months until an Executive Director can be found/hired, but their knowledge of the county makes them a highly recommended choice. (No further discussion)

Margie Barrios makes a MOTION to approve contracting with Kittleman for a minimum amount of \$50,000 (set by agency) to aide in the new Executive Director search process.

SECOND: Marni Friedman

All in favor, MOTION PASSED.

10. ANNOUNCEMENTS

- 211 Program situation currently being worked on by United of San Benito with the help of Mary Damm
- U.S. Bank Christmas Tree donations open to everyone
- Vets collecting new blankets for those in need

11. OTHER – FUTURE AGENDA ITEMS

The Commission agrees to hold their next in-person meeting on Wednesday, February 5, 2025, from 12noon-2pm.

No further business coming before the Commission, meeting adjourned at 12:59PM.