

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

REGULAR MEETING

Meeting Minutes

June 5, 2024

1. CALL TO ORDER

Chair Dr. David Redman called the meeting to order at 12:06 PM

ROLL CALL / INTRODUCTIONS

Commissioners Present:

- ❖ Dr. David Redman
- ❖ Elias Barocio
- ❖ Tina Garza
- ❖ Dr. Marni Friedman
- ❖ Mary Damm
- ❖ Margie Barrios
- ❖ Cristina Bañuelos

Commissioners Absent:

- ❖ Tracey Belton
- ❖ Supervisor Bea Gonzalez

First 5 Staff Present:

- | | |
|-------------------|----------------------|
| ❖ Raymond Garcia | ❖ Maria Diaz Ruiz |
| ❖ Carly Offermann | ❖ Samantha Hernandez |
| ❖ Alexia Magaña | ❖ Deanna Torres |

2. AGENDA MODIFICATIONS

NONE.

3. PUBLIC COMMENT

NONE.

4. PUBLIC HEARING ON FIRST 5 CALIFORNIA ANNUAL REPORT

The Commission reviews the First 5 California Annual Report via the link provided. Raymond Garcia provides a basic summary of the report as a whole and notes the great work of the state in the way the report was developed. He directs the Commission to the section that discusses First 5 San Benito's specific county highlights in which the work of First 5 San Benito is congratulated, and the staff is thanked. Raymond Garcia recommends that the Commission reviews the report in more detail on their own time.

Approval of item 4.1

Margie Barrios makes a MOTION to approve the First 5 California FY 2022-2023 Annual Report pursuant to health and safety code section 130140 (d)(3).

SECOND: Elias Barocio

All in favor, MOTION PASSED.

5. PUBLIC HEARING ON THE EXTENSION OF THE FIRST 5 SAN BENITO FY 2018-2023 STRATEGIC PLAN TO FY 2018-2025 PURSUANT TO HEALTH AND SAFETY CODE 130140 (A)(1)(D), (E), AND (F).

Raymond Garcia opens the discussion by explaining that First 5 San Benito continues to be heavily focused on the priority areas outlined in the existing strategic plan, so it is understandable to extend the plan until the Commission can reconvene and determine any new priority areas going forward. The Commission discusses an upcoming meeting to focus on the development of the new strategic plan, with a session hold in early November for the group to do so. The Commission agrees that extending the plan in the meantime is necessary as First 5 San Benito continues to address the ongoing focus areas and there is no further discussion.

Approval of item 5.1

Dr. Marni Friedman makes a MOTION to approve the extension of the First 5 San Benito FY 2018-2023 Strategic Plan to FY 2018-2025 pursuant to health and safety code 130140 (a)(1)(D), (E), and (F).

SECOND: Mary Damm

All in favor, MOTION PASSED.

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

Raymond Garcia and Carly Offermann present the FY 2023-2024 proposed budget and informs the Commission of changes associated with expected funding for the new year. First 5 San Benito continues to lead the state efforts for Region 4, including the HVC-RTA and IMPACT/HUB grants, so funding for those is updated accordingly. The budget presented is in accordance with all know revenues and expected expenses at the time it was developed, but Carly Offermann plans to update it after the state finalizes their figures for the year to ensure we have a revision accurate to state trends and grant rollovers.

Finally, the Commission reviews the expected salary of the Executive Director for FY 24-25 for approval, a salary of \$165,464.00 and benefits of \$43,020.64, in accordance with COLA adjustments. There is no further discussion.

Approval of items 6.1

Elias Barocio makes a MOTION to approve the FY 24-25 Proposed Budget.

SECOND: Margie Barrios

All in favor, MOTION PASSED.

Approval of item 6.2

Cristina Banuelos makes a MOTION to approve the FY 24-25 Executive Director/CEO Salary.

SECOND: Elias Barocio

All in favor, MOTION PASSED.

7. CONSENT CALENDAR

Approval of item 7.1-7.4

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.

Elias Barocio makes a MOTION to approve items 7.1-7.4 as a whole, including the Minutes from February 7, 2024, the YTD Financial Report as of March 31, 2024, the FY 23-24 Budget Revision, and the FY 24-25 Commission Meeting Calendar.

SECOND: Cristina Banuelos

All in favor, MOTION PASSED.

8. CONSIDER RECOMMENDATIONS FOR FIRST 5 SAN BENITO SERVICE PROVIDERS AND CONTRACTORS

Raymond Garcia opens the discussion by explaining that in past years, First 5 San Benito has renewed the agreement with Social Solutions for use of the Apricot 360 database system on an annual basis. Apricot 360 has been significantly effective in helping First 5 San Benito track their client services, while also serving as a tool to our evaluators for tracking all program data for evaluation purposes. Raymond Garcia explains that the benefit to First 5 San Benito to renew the agreement on a 3-year term is that it discounts the annual cost for each extra year, which ultimately decreases the cost of the system over the entire 3-year period. The Commission agrees it makes sense to move forward assuming the system is expected to be utilized for the next 3 years, there is no further discussion.

Approval of item 8.1

Margie Barrios makes a MOTION to approve the 36-month renewal term with Social Solutions for the Apricot 360 Database system for a total amount of \$78,471.00.

SECOND: Elias Barocio

All in favor, MOTION PASSED.

9. REVIEW OF LEASE AGREEMENT BETWEEN FIRST 5 SAN BENITO AND SANTA CLARA COUNTY OFFICE OF EDUCATION FOR USE OF THE PRESCHOOL CLASSROOMS 7 & 9 AT 1011 LINE STREET, HOLLISTER, CA 95023 TO BE USED FOR THE HEAD START PRESCHOOL PROGRAM

Raymond Garcia opens the discussion by explaining that the current lease agreement between First 5 San Benito and Santa Clara County Office of Education is set to end on June 30, 2024, so we are looking to renew the agreement with them for the next 4 years. Head Start is requesting that the spaces be used for an extra day of the week (previously only used for 4/5 days), so the rent price has been adjusted accordingly. The proposed rent price also accounts for COLA adjustments each year as in previous lease agreements. No further discussion.

Approval of item 9.1

Elias Barocio makes a MOTION to authorize the Executive Director to negotiate, execute, and amend the new lease agreement between First 5 San Benito and Santa Clara County Office of Education for the use of the preschool classrooms at Line St. for the Head Start Preschool Program.

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

10. SAN BENITO COUNTY INVOICES FOR FY 2023-2024 OPEB AND CALPERS PENSION LIABILITIES FOR A TOTAL AMOUNT OF \$42,879.67

Carly Offermann presents the pending invoices from San Benito County to the Commission and explains that the charges are in line with previous years, aside from typical increases that are expected as prices rise. No further discussion.

Approval of item 10.1

Margie Barrios makes a MOTION to approve San Benito County invoices for Q1-Q3 FY 23-24 OPEB and CalPERS pension liabilities for a total amount of \$42,879.67.

SECOND: Mary Damm

All in favor, MOTION PASSED.

11. ANNOUNCEMENTS

Raymond Garcia announces and clarifies that First 5 San Benito is experiencing a issue with the existing email domains that may require a change in domain altogether. Admin staff is working as quickly as possible to resolve the issue and retrieve the original domains, but in the case that the domains need to be changed the staff will be reaching out to all clients and partners with an update of the change asap.

Mary Damm requested a progress update on 211 and if First 5 San Benito is set to officially take over. Raymond Garcia explains that the application has been submitted to the state, however, we are still waiting for a response and official approval for First 5 San Benito to begin as the lead of the 211 program with July 1, 2024 being the expected date that the program would begin.

12. OTHER – FUTURE AGENDA ITEMS

The Commission agreed to hold their next regular Commission meeting on Wednesday, October 30, 2024 at 12noon – 2pm, the next Executive Committee Meeting on Wednesday, October 30, 2024 @ 11:30am – 12noon and the next Financial Committee Meeting is pending an official date as we await updated financials from FASS for FY 24-25 post audit completion.

Dr. Marni Friedman makes a MOTION to adjourn the meeting.

SECOND: Margi Barrios

No further business coming before the Commission, meeting adjourned at 12:56 pm.