

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

**REGULAR COMMISSION MEETING**

**Meeting Minutes**

June 4th, 2025

**1. CALL TO ORDER**

Chair Dr. David Redman called the meeting to order at 12:05 PM

**ROLL CALL / INTRODUCTIONS**

Commissioners Present:

- ❖ Dr. David Redman
- ❖ Dr. Marni Friedman
- ❖ Mary Damm
- ❖ Margie Barrios
- ❖ Cristina Banuelos
- ❖ Mindy Sotelo

Commissioners Absent:

- ❖ Tina Garza
- ❖ Cristina Banuelos
- ❖ Elias Barocio

First 5 Staff Present:

- ❖ Carly Offermann
- ❖ Sarah Beatie
- ❖ Alexia Magana
- ❖ Samantha Hernandez
- ❖ Maia Diaz Ruiz

Guests:

- ❖ Frederick Northrop, F5SB Legal Counsel

**2. AGENDA MODIFICATIONS**

Carly Offermann notes that there was a late addition of agenda item #8 regarding an update on F5CA grant initiatives as it involves the approval of contracts for the new fiscal year.

**3. PUBLIC COMMENT**

NONE

**4. PUBLIC HEARING ON FIRST 5 SAN BENITO BUDGET AND STAFFING PLAN**

Margie talks about the finances from the different Fiscal Years. She points out the change to the title, but everything else is status quo. The decrease in revenue comes from HV-RTA Grant from F5CA as the grant initiative is ending and First 5 San Benito will no longer be the Fiscal Lead. F5CA is not expected to renew the grant initiative at this time. The biggest expense change is the release of the Foundation building and no longer having those expenses within our budget. Marni Friedman asks about storage costs and Carly Offermann explains that program materials and audit boxes are kept

there with an expansion occurring during COVID when donations of supplies were at an all-time high. There is the potential to go down to 1 unit and the staff is working on that. Carly Offermann explains that utilities are expected to increase significantly in the new fiscal year because the main building CAM reconciliations are going up per landlord. In the past it was about 10k a year; that fee now includes property taxes and insurance, so it is going up to an estimated \$28k annually. The lease includes this info, but they haven't yet enforced it.

*Approval of item 4:*

Dr. Marni Friedman makes a MOTION to approve the First 5 San Benito FY 2025-2026 Budget and Staffing Plan

SECOND: Cristine Banuelos

All in favor, MOTION PASSED.

## **5. CONSENT CALENDAR**

*The Consent Calendar may be voted in one motion. If you wish to discuss any of these items, please request the item be removed from the consent calendar.*

The group notes that most Commission meetings on the calendar fall on the first Wednesday of the month, but October is the last Wednesday due to the scheduled presentations of the audit and evaluation report. Margie and Mary looked at Budget Revision during the finance committee meeting and asked a lot of questions. The orange columns show anticipated vs actual expenses. There is a note about the significant increase in professional development. This is due to onboarding a new staff member as well as a regional contract for the HUB grant. Mindy Sotelo thinks that the revised budget should be used as the starting point for next year's comparison, instead of using the July 1 budget each time. Notes that an \$8k difference is misleading figure when things can change drastically over the course of the year. Marni Friedman states that each year is unpredictable. Margie Barrios agrees that not knowing where we landed makes it difficult to know what we should be budgeting. The group agrees it would make more sense to see where we ended up by using the most recently approved budget for the year to reference actuals.

*Approval of item 5:*

Mary Damm made a MOTION to approve all consent calendar items with the budget format change moving forward.

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

## **6. CONSIDER RECOMMENDATIONS FOR SERVICE PROVIDERS AND CONTRACTORS**

Carly Offermann explains that item 6.1 is related to the renewal of the existing contract with Financial Administrative Support Services (FASS). The renewal is simply an amendment to the current agreement due to the rising cost per month. Everything else in the contract is set to remain the same, and price increases are consistent with the past. For item 6.2, Carly Offermann explains that she had a discussion with Nathan Edelman at Eide Bailly and he updated her about the county moving forward with a new audit contractor. While F5SB is not required to do the same, we have reached our 6-year mark with Nathan, which would require the agency to find a new auditor within Eide Bailly. On top of that, the proposed costs have nearly doubled for that agency while the county's new auditor is willing to honor our previously paid prices. Carly Offermann makes a recommendation to move forward with the new County Auditor.

*Approval of items 6.1 & 6.2:*

Margie Barrios makes a **MOTION** to approve items 6.1 & 6.2 together, inclusive of approving the contract amendment between First 5 San Benito and FASS, as well as approving that First 5 San Benito move forward with Brown Armstrong CPA and sign the engagement letter for FY 24-25 audit services.

SECOND: Cristina Banuelos

All in favor, MOTION PASSED.

## **7. FIRST 5 SAN BENITO ADMINISTRATIVE OFFICE LEASE AGREEMENT**

Carly Offermann opens the discussion by letting the group know that the current lease agreement for the main admin office is set to end August 31, 2025. They have provided us with another 5-year proposed lease renewal that applies a small percentage increase in rent from last year, similar to years past. There is a reminder of the increased utility charges for the property because of the now included property tax and property insurance rates, known as CAM reconcile, at a prorated amount. Mindy Sotelo says it's standard now for rentals that those costs are attributed to the tenant rather than the landlord. The group begins the voting process.

*Approval of item 7:*

Margie Barrios makes **MOTION** for the Interim Executive Director to negotiate, execute, and amend the new lease agreement between First 5 San Benito and K&S Market, Inc. Beginning September 1, 2025, and ending August 31, 2030, for a total amount of \$221,304.00.

SECOND: Mary Damm

All in favor, MOTION PASSED.

## **8. REVIEW OF FIRST 5 CALIFORNIA GRANT INITIATIVE FOR FY2025-2026**

Sarah Beatie opens the discussion by reminding the group that First 5 San Benito has served as the fiscal lead for both the IMPACT Legacy/HUB and HV-RTA grant initiatives provided by F5CA over the last 2 years. She sums up the experience of our agency by serving as the fiscal lead and emphasizes the benefits in funding and regional connections that it provides to us. She notes that while HV-RTA is not getting renewed by the state, IMPACT Legacy/HUB has been renewed for 1 more year and the region would like First 5 San Benito to continue serving as the fiscal lead for the coming year. She provides a summary of what the funding looks like for the region in its entirety, as well as what is allocated to San Benito directly, and asks for a blanket authority to move forward with the necessary contracts associated with the grant.

*Approval of item 8:*

Mindy Sotelo makes a **MOTION** to authorize the Interim Executive Director to serve as the fiscal lead and pay all future invoices submitted by First 5 regional subcontractors according to the budgets outlined within the GAN for the First 5 California IMPACT Legacy Grant.

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

## **9. FIRST 5 SAN BENITO EXECUTIVE DIRECTOR SEARCH – UPDATES**

David Redman opens the discussion by reminding the group that the ED Search Committee consists of him, Tracey Belton, and Elias Barocio. He states that they have narrowed it down to 2 final candidates that they are very excited about and there is an estimated start date of July 15<sup>th</sup>. He

instructs Carly Offermann to follow up with Susan Cowen from Kittleman & Associates to answer a few pending questions.

**10. ANNOUNCEMENTS**

NONE

**11. OTHER – FUTURE AGENDA ITEMS**

Next Commission Meeting: Wednesday, August 6, 2025 @ 12noon-2pm

Next Executive Committee Meeting: Wednesday, August 6, 2025 @ 11:30am-12noon

Next Finance Committee Meeting: TBD

\*\*\*\*\***BEGIN CLOSED SESSION**\*\*\*\*\*

**12. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO THE GOVERNMENT CODE SECTION 54956.9(1)(d)**

Frederick Northrop gives updates to the Commission about existing litigation.

**13. ADJOURN**

No further business before the Commission; meeting adjourned at 12:58pm