

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

**REGULAR MEETING**

**Meeting Minutes**

October 30, 2024

**1. CALL TO ORDER**

Chair Dr. David Redman called the meeting to order at 12:03 PM

**ROLL CALL / INTRODUCTIONS**

Commissioners Present:

- ❖ Dr. David Redman
- ❖ Elias Barocio
- ❖ Dr. Marni Friedman
- ❖ Tracey Belton
- ❖ Margie Barrios
- ❖ Cristina Bañuelos

Commissioners Absent:

- ❖ Tina Garza
- ❖ Mary Damm
- ❖ Supervisor Bea Gonzalez

First 5 Staff Present:

- ❖ Carly Offermann
- ❖ Alexia Magaña
- ❖ Maria Diaz Ruiz

**2. AGENDA MODIFICATIONS**

NONE.

**3. PUBLIC COMMENT**

NONE.

**4. PUBLIC HEARING ON FIRST 5 SAN BENITO'S FY 2023-2024 AUDITED FINANCIAL STATEMENTS PURSUANT TO HEALTH AND SAFETY CODE SECTION 130140(d)(2).**

The FY 2023-2024 audited financial statements are presented by Nathan Edelman, Edie Bailly representative, and he notes that the audit process went very smoothly overall and that there was nothing out of the ordinary to worry about. He states that the financial statements were very straightforward once there was a common understanding of the changes within the year, such as First 5 becoming the fiscal lead for 2 large F5CA grant initiatives. He makes a note of two minor findings that do not affect the outcome of the audit, one being related to OPEB reporting, in which he notes that the issue has already been solved and there is no further action needed on First 5's part. The second finding he mentions is legal counsel's recommendation to update the Conflict of Interest policy, while still in compliance there is some unclear language, in which the Commission and legal counsel notes that a policy amendment is already in process and they expect to have a new policy in place before the next audit. Overall, the audit had a positive outcome and the work of the staff was commended.

*Approval of item 4.1*

Margie Barrios makes a MOTION to approve the First 5 San Benito FY 2023-2024 Audited Financial Statements pursuant to health and safety code section 130140(d)(2).

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

**5. PUBLIC HEARING ON THE FY 2023-2024 FIRST 5 SAN BENITO AND FAMILY RESILIENCY CENTER EVALUATION AND DATA REPORT PRESENTATION.**

Maria Usacheva, Applied Survey Representative, provides her slideshow presentation on the summary of the data report. She touches on all subdivisions of care that First 5 San Benito aims to address and notes the programs that are in place to serve each one. She presents the overall populations reached and participants within each program, as well as presents the Commission with pre- and post- data from direct clients of the programs and shows the impact that the programs had on the community. Margie Barrios notes the small percentage of parents not being fully satisfied with the program outcomes and asks how that can be resolved in the coming year. Maria Usacheva points out that while many parents benefit from the programs, some find that it is not new information and so most of their responses are due to a lack of change between pre- and post- data. It is important for us to continue to survey the families and needs of the community in order to better understand and address the current gaps in care.

*Approval of item 5.1*

Elias Barocio makes a MOTION to approve the FY 2023-2024 First 5 San Benito and Family Resiliency Center Evaluation and Data Report

SECOND: Tracey Belton

All in favor, MOTION PASSED.

**6. PUBLIC HEARING ON THE SUBMISSION OF FIRST 5 SAN BENITO'S ANNUAL REPORT 1, 2, AND 3 TO FIRST 5 CALIFORNIA PURSUANT TO HEALTH AND SAFETY CODE SECTION 130140(d)(2)**

The Commission briefly reviews the annual report summary documents as pulled directly from the F5CA portal. Carly Offermann notes her and Sarah Beatie worked to upload the necessary information to complete the report, however, the majority of the information is pulled directly from our audit report and data report. Both reports provide us with the necessary information around revenue/expenses and client data by program to better understand and summarize our activities for the year. Carly Offermann notes that evaluators, Applied Survey Research also support in the development of this report and it is ready for submission to the state pending approval.

*Approval of item 6.1*

Elias Barocio makes a MOTION to approve the Submission of the First 5 San Benito Annual Report 1,2, and 3 to First 5 California pursuant to Health and Safety Code Section 130140(d)(2).

SECOND: Tracey Belton

All in favor, MOTION PASSED.

*Item 6.2*

Dr. David Redman directs the staff of First 5 San Benito to submit the Annual Report to the state via the portal.

**7. CONSENT CALENDAR**

*Approval of item 7.1-7.2*

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. The Commission chooses to vote on each item separately given that some members were not at both meetings, voting begins.

Elias Barocio makes a MOTION to approve item 7.1, including the minutes from June 5, 2024.

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

Margie Barrios makes a MOTION to approve item 7.2, including the FY 2024-2025 YTD financial report as of August 31, 2024.

SECOND: Elias Barocio

All in favor, MOTION PASSED.

## **8. REVIEW OF LEASE AGREEMENT BETWEEN FIRST 5 SAN BENITO AND H&M PROPERTY MANAGEMENT – LEGAL COUNSEL RECOMMENDATIONS**

Carly Offermann opens the discussion by providing a summary of the conversation between herself and the current ED, including recommendations from Frederick Northrop. In short, the landlord of the administrative building has transferred First 5's lease to a new company and given that the Tres Pinos office comfortably holds staff, we'd like to execute an early termination of the lease if possible. Per Frederick Northrop and the current landlord, there is no direct opt out of the lease as it is a fixed term, however, per conversations with Carly Offermann they understand our desire the end the lease early and are willing to do so assuming they can find a new tenant to occupy the property. The Commission notes that Carly Offermann can work through the negotiating process and suggested that she work to execute a lease termination if we are able to do so.

### *Approval of item 8.1*

Tracey Belton makes a MOTION to authorize the Executive Director to execute a lease termination letter to H&M Property management for the premises located at 829 San Benito St., Ste 200 in Hollister, CA 95023

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

## **9. INTRODUCTION OF FIRST 5 SAN BENITO CONSULTANT YVETTE DURAZO, UNITIVE CONSULTING**

Third-party consultant, Yvette Durazo, formally introduces herself to the Commission and explains her role in supporting the group to review existing policies and protocols to make recommendations on potential changes that are necessary to stay in compliance. Her role is inclusive of meeting with staff to address any concerns or questions that may arise throughout the process and determine where the gaps may be within the organizations structure.

## **10. ANNOUNCEMENTS**

NONE.

## **11. OTHER – FUTURE AGENDA ITEMS**

The Commission agreed to hold their next regular Commission meeting on Wednesday, December 4, 2024 at 12noon – 2pm, the next Executive Committee Meeting on Wednesday, December 4, 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.

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

Frederick Northrop opens the discussion by noting the existing litigation that has been presented to the Commission and notes that the case itself is still pending, so there isn't much action that can be taken at this time. There is a recommendation from multiple parties to get setup with an outside HR firm, given the small size of the First 5 staff, to help mitigate and lead the Commission on the needs at hand. Yvette Durazo explains her role in supporting the Commission and working with the existing firm to make recommendations based on her current findings.

Margie Barrios makes a MOTION to adjourn the meeting.

SECOND: Tracey Belton

No further business coming before the Commission, meeting adjourned at 2:06 pm.