

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

REGULAR COMMISSION MEETING

Meeting Minutes

October 29, 2025

1. CALL TO ORDER

Commission Vice Chair Dr. Marni Friedman called the meeting to order at 12:11 PM

ROLL CALL / INTRODUCTIONS

Commissioners Present:

- ❖ Dr. Marni Friedman
- ❖ Mary Damm
- ❖ Margie Barrios
- ❖ Cristina Banuelos
- ❖ Mindy Sotelo
- ❖ Elias Barocio
- ❖ Tracey Belton

Commissioners Absent:

- ❖ Tina Garza
- ❖ Dr. David Redman
- ❖ Angela Curro

First 5 Staff Present:

- ❖ Carly Offermann
- ❖ Sarah Beatie
- ❖ Alexia Magana
- ❖ Gabino Romero
- ❖ Ana Alfaro Lezama
- ❖ Maria Daiz Ruiz

Guests:

- ❖ Frederick Northrop, F5SB Legal Counsel

2. AGENDA MODIFICATIONS

Modification to agenda item #5 to include approval of “Highlights Snapshot” instead of the F5SB FY 24-25 Data and Evaluation Final Report.

3. PUBLIC COMMENT

NONE

4. PUBLIC HEARING ON FIRST 5 SAN BENITO’S FY 2024-2025 AUDITED FINANCIALS STATEMENTS PURSUANT TO HEALTH & SAFETY CODE SECTION 130140(d)(2).

Lindsey Zimmerman with Brown Armstong CPA presents the First 5 San Benito FY 2024-2025 audit. She begins by reviewing all highlights of the audit document, reporting that First 5 San Benito has what is considered a clean audit overall. Starting with MD&A, she emphasizes the year’s evaluation and financial highlights, stating it is still in draft form as they make a few edits. On page

12, she goes over the statement of net position, inclusive of grant revenue and expenses. Then, shows the breakout of revenues and detail of expenditures for the year, showing an increase in Fund Balance. This year the First 5 implemented GASB 101, no major changes, but she emphasizes the GASB regulations to come in the next year. Page 23 shows the capital assets, followed by program evaluation. Note 7 details OPEB liabilities and other assets for the year, noting that First 5 San Benito has a total asset overall. The end of the report details internal controls and compliance. There are no findings reported by the auditors for FY 24-25.

Margie asks if the auditors have any recommendations. They looked in depth and are happy to report that Carly and the team are doing a great job and have no recommendations. Marni asks for any other questions before voting begins.

Approval of item 4:

Margie Barrios makes a MOTION to approve the First 5 San Benito FY 2024-2025 Audit Report as presented by Brown Armstong CPA pending no material changes to the financials.

SECOND: Mary Damm

All in favor, MOTION PASSED.

5. PUBLIC HEARING ON THE FY 2024-2025 FIRST 5 SAN BENITO AND FAMILY RESILIENCY CENTER EVALUATION AND DATE REPORT PRESENTATION.

Daphna Ram from Applied Survey Research presents the FY 2024-2025 Highlights Snapshot, a reflection of the year's main data points and accomplishments. She reviews the 4 goal areas and the family's needs and concerns from the year. She provides context of San Benito County data versus First 5 rates and goes over county indicators. She then reviews programs First 5 San Benito offers: Talk Read Sing, Food Distribution, New Parents Kits, Raising a Reader, Quality Counts, Hola Bebe, Help Me Grow, Home Visiting, and Case Management. Daphna reviews the strong community section and then presents the five protective factor evaluation findings.

Mindy Sotelo asks about the poverty scale on page 4 being 0% and how that is. Daphna explains it could be a small decimal rate that rounded down. The group agrees that it should be reflected even if small. There is a mention of the page 6 Sample size being over 1,000, which is a duplicated count. Mindy asks if this is a good number of people to be serving and how to know that. Luisa says with salary funds wavering year to year, the numbers ebb and flow due to limitations on how many people can be served with current staff capacity. The Commission asks that moving forward there are more details to explain the data points for each program. Tracey says it may be helpful to extract monthly and unduplicated numbers as a reference and to reflect this in the report.

Mindy asks how many parents we are reaching with New Parent Kits in comparison to the number of births in San Benito County to see what percentage the agency is reaching. Margie asks for page 4 and other county data points to reflect additional information on race classification. Instead of showing only Hispanic versus White, there should be more inclusion of all races. For example, "Hispanic versus Non-Hispanic."

Approval of item 5:

Margie Barrios makes a MOTION to approve the First 5 San Benito FY 2024-2025 First 5 San Benito and Family Resiliency Center Highlights Snapshot pending the requested revisions by the group.

SECOND: Mary Damm

All in favor, MOTION PASSED.

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

Carly Offermann notes to the Commission that the Annual Report is a culmination of information from both the FY 2024-2025 approved financial audit and evaluation report data. Both her and Sarah Beatie have translated the information into the F5CA portal format and submitted a copy of the draft for Board review and approval.

Approval of item 6.1-6.2:

Tracey Belton makes a MOTION to approve the First 5 San Benito FY 2024-2025 First 5 San Benito Annual Report 1, 2, and 3 for finalization and submission to F5CA pursuant to Health & Safety Code Section 130140(d)(2).

SECOND: Cristina Banuelos

All in favor, MOTION PASSED.

7. PUBLIC HEARING ON THE REVISION OF THE FIRST 5 SAN BENITO 2018-2025 STRATEGIC PLAN PURSUANT TO HEALTH & SAFETY CODE SECTION 130140(a)(1)(D), (E), and (F).

Carly Offermann states that F5 San Benito is actively working with Applied Survey Research on the development of the new Strategic Plan, expected to take effect in the new fiscal year. Luisa Power to provide more details on the work with ASR thus far in her director's report to the Commission. In the meantime, the Executive Director makes a recommendation that the current strategic plan is extended through the remainder of the fiscal year in order to guide the current work of the agency. Margie Barrios clarifies that only the date of the plan is being revised, and all other content is to remain the same. Carly Offermann confirms only the date is being extended.

Approval of item 7:

Mary Damm makes a MOTION to approve the revision of the First 5 San Benito Strategic Plan from 2018-2025 to 2018-2026 pursuant to Health & Safety Code Section 130140(a)(1)(D), (E), and (F).

SECOND: Tracey Belton

All in favor, MOTION PASSED.

8. 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.

Tracey Belton makes a comment that she was present at the August 6th Commission meeting, but is not listed as an attendee, so her name needs to be added to the minutes. Carly Offermann states that F5 San Benito has been granted both \$5,000 from Taylor Farms and \$50,000 from Monterey Peninsula Foundation since the last meeting, so the revenue and associated expenses are now reflected in the proposed budget revision.

Approval of items 8.1-8.3:

Elias Barocio makes a MOTION to approve all consent calendar items inclusive of the minutes from August 6, 2025, the FY 2025-2026 Budget Revision, and the FY 2025-2026 YTD Financial Report as of August 31, 2025, pending the revision to the minutes.

SECOND: Margie Barrios

All in favor, MOTION PASSED.

9. PROPOSED REVISIONS TO FIRST 5 SAN BENITO EMPLOYEE HANDBOOK – UPDATED POLICIES AS RECOMMENDED BY TPO HR SERVICES

Caron Pearce from TPO presents to the group that she has completed a review of the F5 San Benito Employee Handbook in accordance with the start of the agency’s membership. She notes that the last revision was in 2020 and that many state regulations have been updated since then, so she wants to include all necessary compliance changes and simplify the wording to make it more employee friendly. She reviews her list of proposed changes that correlate with each page in the handbook. Dr. Marni Friedman suggests that the Commission create a sub-committee to handle the review due to capacity and time constraints at the present meeting. The group agrees that the sub-committee will consist of Tracey Belton, Elias Barocio, and Mary Damm. Approval of the agenda item is postponed until the sub-committee has a chance to meet and brings the proposed changes back to the group at a future meeting.

10. DIRECTOR’S REPORT

Luisa Power shares the YTD program highlights of what has occurred since the previous Commission meeting. She has been meeting consistently with the F5 Association and other counties to share ideas and learn about what is happening regionally/state-wide. The agency has been gathering data from a community needs survey that will guide the strategic planning work with ASR. Strategic planning is set to kick off in November as ASR continues to gather responses from the community. F5 San Benito is working with Strategies TA to plan for the FRC work in tandem with ASR. Luisa plans to visit other FRCs and ensure the staff has the necessary professional development opportunities to make the FRC process authentic. Proposed partners are SBC Behavioral Health, SBCOE, and Hazel Hawkins to expand services at the FRC. Consistent funders and a set budget is needed to fully run the space as intended.

11. ANNOUNCEMENTS

F5 San Benito is hosting an Open House on November 13th from 4-6pm for agencies to come and share information about what they do/connect with other agencies. Commissioners are encouraged to attend.

For the upcoming December 3rd meeting we are looking at reviewing/revising the F5SB Bylaws and reelecting committees and members.

F5 Association is hosting a Commissioner roundtable on November 18th from 9:30-11am that Luisa encourages members to attend.

12. OTHER – FUTURE AGENDA ITEMS

Next Commission Meeting: Wednesday, December 3, 2025 @ 12noon-2pm

13. ADJOURN

No further business before the Commission; meeting adjourned at 1:54 pm