

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

**SPECIAL MEETING  
(via zoom teleconference)**

**Meeting Minutes**

November 5, 2024

**1. CALL TO ORDER**

Chair Dr. David Redman called the meeting to order at 1:01 PM

**ROLL CALL / INTRODUCTIONS**

Commissioners Present:

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

Commissioners Absent:

- ❖ Supervisor Bea Gonzalez
- ❖ Cristina Banuelos
- ❖ Tina Garza

First 5 Staff Present:

- ❖ Sarah Beatie
- ❖ Carly Offermann

**2. AGENDA MODIFICATIONS**

NONE.

**3. PUBLIC COMMENT**

NONE.

**4. REVIEW OF THE EXECUTIVE DIRECTOR RFQ AND DISCUSSION OF THE HIRING PROCESS**

Dr. David Redman opens by acknowledging that the Executive Director, Lisa Faulkner, has submitted her letter of resignation to First 5 San Benito effective 11/2/2024. He states that he would like to put together a subcommittee to help look for a new ED and review any applications that are submitted to First 5 San Benito. There is a brief review of the draft RFQ for Executive Director and the Commission agrees to review and edit the RFQ to be finalized by Friday, November 15, 2024. All edits are to be sent to Sarah Beatie and Carly Offermann by the end of day for posting. Sarah Beatie notes that she has a good connection with other First 5 agencies in the region to help share the RFQ and possibly recommend potential candidates. Carly Offermann notes that the RFQ can also be posted to the website and shared locally.

The Commission also discusses the potential of working with outside agencies to help in the ED search. Cristina Banuelos suggests a company used by another agency within that county that supported them in finding a new CEO. Sarah Beatie also notes that First 5 Santa Clara contracted with an agency recently in their search for a new ED, so she states that she will ask them for the name of the agency. Dr. David Redman asks Carly Offermann to follow up with the suggested agencies to gather an understanding of the services that they provide along with their costs.

Finally, the Commission discusses the need to contract with an HR firm, highly recommended by First 5 legal counsel, in order to support with existing and future HR needs. They note that hiring an in-house person might not be logical considering the small size of the staff. Elias Barocio suggests reaching out to TPO, an HR consulting agency already being used by the county of San Benito. Dr. David Redman also asks Carly Offermann to look into ADP for potential HR services that can be added to our existing payroll contract. The Commission plans to discuss the findings and narrow down a plan of action at the upcoming meeting.

No further business coming before the Commission, meeting adjourned at 1:56 pm.