

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

REGULAR MEETING

Meeting Minutes

December 7, 2020

1. CALL TO ORDER

Chair Dr. David Redman called the meeting to order at 12:02 PM

Commissioners Present:

- ❖ Dr. David Redman
- ❖ Margie Barrios
- ❖ Dr. Marni Friedman
- ❖ Mary Damm

Commissioners Absent:

- ❖ Peter Hernandez
- ❖ Elias Barocio
- ❖ Tracey Belton

First 5 Staff Present:

- | | |
|----------------------------|--------------------|
| ❖ Lisa Faulkner | ❖ Monica Hernandez |
| ❖ Cristina Gomez-Hernandez | ❖ Sarah Beatie |
| ❖ Samantha Hernandez | ❖ Madison Kennedy |
| ❖ Priscilla Favella | ❖ Carly Offermann |

Guests:

- ❖ Frederick J. Northrop,
First 5 San Benito Attorney

2. AGENDA MODIFICATIONS

NONE

3. PUBLIC COMMENT

NONE

4. CONSENT CALENDAR

Margie Barrios made a comment stating the Finance committee met regarding the budget prior to the meeting. Executive Director, Lisa Faulkner stated that the minutes be approved with a change in language regarding the funding for the First 5 Bay Region Sustainability funding. She requested that the minutes be approved with the addition of “as well as other potential funding sources” to go along with potential funding from the Vape tax. Commissioners acknowledged the change in language and proceeded to approve item 4.1 Minutes from the October 26,2020 Commission Meeting, item 4.2 Grant Report, 4.3 FY2020-2021 YTD Financial Report, and item 4.4 FY 2020-2021 Proposed Budget.

Approval of Agenda items 4.1-4.1

Margie Barrios made a MOTION to approve item 4.1 Minutes from the October 26,2020 Commission Meeting, item 4.2 Grant Report, 4.3 FY2020-2021 YTD Financial Report, and item 4.4 FY 2020-2021 Proposed Budget.

SECOND: Mary Damm

All in favor, MOTION PASSED.

5. PUBLIC HEARING ON STATE COMMISSION’S FY 2019.2020 ANNUAL REPORT 1, 2, & 3 PURSUANT TO HEALTH & SAFETY CODE SECTION 130140(D)(3)

Executive Director, Lisa Faulkner states that preliminary AR1 is based on draft audit. She requests a motion to upload preliminary AR1 and make changes to AR1 after the completion of the audit by end of January 2021. Lisa states that once the FY 19.20 Audit is completed, the draft AR1 will be compared to ensure there are no material difference between the AR1 and FY 19.20 Audited Financials.

Dr. Marni Friedman made a MOTION to approve the FY 2019.2020 Annual Report 1, 2, &3 pursuant to Health and Safety Code Section 130140(d)(3).

SECOND: Mary Damm

All in favor, MOTION PASSED.

6. SAN BENITO COUNTY INVOICES FY 2018-2019 QUARTER 3 OPEB AND CALPERS PENSION LIABILITY FOR A TOTAL AMOUNT OF \$11, 418.00.

FY 18-19	OPEB	CalPERS
QUARTER 1	PAID	PAID
QUARTER 2	PAID	PAID
QUARTER 3	\$3,855.00	\$7,563.00
QUARTER 4	PAID	PAID

Carly Offerman, First 5 Administrator, states that the credit applied to the last commission meeting was due to a missing 18.19 quarter that was unpaid. Margie Barrios states that so long as this is not a duplicate payment then she is fine with approving the payment.

Margie Barrios made a MOTION to authorize the Executive Director to pay San Benito County INVOICES 2019-00000004 & 2019-00000005 for a total amount of \$11,418.00.

SECOND: Mary Damm

All in favor, MOTION PASSED.

7. PRESENTATION OF MEMORANDUM OF UNDERSTANDING BETWEEN FIRST 5 SAN BANITO AND SAN BENITO COUNTY OFFICE OF EMERGENCY SERVICES

Family Impact Center’s Home Visiting Systems Coordinator, Madison Kennedy presents the Memorandum of Understanding that allows the Family Impact Center to become an evacuation site. She also states that the MOU includes a list of responsibilities for both FIC as well as the San Benito County Office of Emergency Services.

First 5 Attorney, Frederick J. Northrop comments that some wording in the MOU should be clarified with San Benito County Office of Emergency Services.

Executive Director, Lisa Faulkner asks for authorization to work with the county council.

Margie Barrios suggests to approve the MOU with understanding that there will be additional conversation between Lisa Faulkner and the county council.

Margie Barrios made a MOTION to authorize Executive Director to negotiate, amend, and enter into Memorandum of Understanding (MOU) and all other agreements between First 5 San Benito and San Benito County Office of Emergency Services.

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

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

Executive Director, Lisa Faulkner explains that amendment is needed for contract with AI Cleaning Services in order to include the cleaning of the FIC center.

Dr. Marni Friedman made a MOTION to approve delegating authority to the Executive Director to negotiate, execute, and amend the SERVICE AGREEMENT between First 5 San Benito and AI Cleaning Services for the purpose of office cleaning services at First 5 San Benito & the Family Resource Impact Center located at 351 Tres Pinos Rd., Ste. 100A & 103A in Hollister, not to exceed \$17,400.00 beginning January 1, 2020 and ending June 30, 2021.

SECOND: Margie Barrios

All in favor, MOTION PASSED.

9. REVIEW FIRST 5 SAN BENITO POLICIES COMPLIANT WITH AUDIT GUIDELINES

Lisa Faulkner reviews the *Conflict of Interest Policy* explaining this policy was amended in 2015 and was approved by the Commission.

Lisa Faulkner reviews the *Contracting and Procurement policy* and states this policy may stay the same and any amendments to be made will be approved at the newly proposed Commission Meeting in January 2021.

Lisa Faulkner then reviews the *Budgeting and Administrative Cost Policy* and states the admin cost percentage may change and to look for amendments for the policy on the agenda for the January meeting. She explains that no action needs to be taken at the current meeting and the policies will be placed on the following meeting agenda in January.

10. DIRECTOR'S REPORT

10.1 Review FY 2018- 2025 First 5 San Benito Long- Term Financial Plan

Executive Director, Lisa Faulkner reviews the FY 2018- 2025 First 5 San Benito Long-Term Financial Plan in order to review's this years' projections. Lisa states that we are ahead of where we expected we would be in 2020.

Margie Barrios made a MOTION to verify the review and adopt the FY2018- 20205 First 5 San Benito LONG- TERM FINANCIAL PLAN

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

10.2 Family Impact Center Collaborative Presentation

Samantha Hernandez, First 5 Quality Counts Director, presented her work in the Quality Counts California program. She provided updates on what the program is doing and who they are serving. Priscilla Favela, First 5 Home Visitor, also presented her plans for Road Map to Kindergarten with the help of Samantha Hernandez.

Cristina Gomez- Hernandez, Intervention Services Director, presents the four primary services the Family Impact Center has offered the community and the number of participants within each. Cristina also introduced FIC Resource & Referral Social Worker, Monica Hernandez, who spoke on the high needs of San Benito County during this time.

10.3 First 5 San Benito Master Evaluation Plan Dashboard

Executive Director, Lisa Faulkner, reviews the First 5 San Benito Master Evaluation Plan Dashboard. The commissioners have no questions and agree to adopt.

Mary Damm made a MOTION to verify the review and adopt the FY2018- 20205 First 5 San Benito LONG- TERM FINANCIAL PLAN

SECOND: Margie Barrios

All in favor, MOTION PASSED.

11. ANNOUNCEMENTS

Commissioner Margie Barrios asks for clarification on next Commission Meeting. Executive Lisa Faulkner asks that all Commissioners be present for an additional meeting Wednesday January 27, 2020 at 12 noon- 12:30 PM. The Commission agreed to meet at this time.

12. OTHER- FUTURE AGENDA ITEMS

- The Commission agreed to hold their next regular Commission meeting on Monday, February 8, 2021 at 12 noon- 2 PM
- The Executive Committee will meet on February 8, 2021 at 11:30 AM- 12 noon
- The Financial Committee will meet on February 1, 2021 at 1 PM

No further business coming before the Commission, meeting adjourned at 1:54 PM.