

FIRST 5 COMMISSION OF SAN DIEGO
First 5 Commission meeting
1495 Pacific Highway, Suite 201 MS A-211
San Diego, CA 92101-2417
(619) 230-6460

Members Present:

Bill Horn, Chairman
Carol Skiljan, Vice-Chair
Sandra McBrayer, Secretary
Dr. Wilma Wooten

Staff Present:

Kimberly Medeiros, Executive Director
Gloria Corral, Assistant Executive Director
Lynn Eldred, Program & Evaluation Manager
Grace Young, Contracts and School Readiness Program Manager
David Smith, Sr. Deputy County Counsel

Members Excused:

Nick Macchione

Minutes for November 5, 2012

Call to Order

Chairman Horn called the meeting of the First 5 Commission of San Diego to order at 2:01 p.m.

Approval of the Minutes of the Meeting of the First 5 Commission of San Diego – October 8, 2012
ON MOTION OF Commissioner Wooten, seconded by Commissioner McBrayer, the Commission approved the minutes of October 8, 2012.

AYES: Horn, McBrayer, Wooten
ABSENT: Macchione, Skiljan
ABSTAIN: None
NOES: None

Opportunity for Public Comments

Three (3) speakers from Cal State San Marcos/National Latino Research Center spoke about the Emerging Critical Needs application they submitted supporting the farm workers, indigents, and migrant families that live in North County and other rural areas.

Commissioner Recusal Reminder

Chairman Horn reminded the Commissioners to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest.

Consent Calendar

On MOTION OF Commissioner McBrayer, Seconded by Commissioner Wooten, the Commission approved the formation of the consent calendar with items 1, 3, 4, and 5 approved on consent.

AYES: Horn, McBrayer, Wooten
ABSENT: Macchione, Skiljan
ABSTAIN: None
NOES: None

1. **Recommendation for Award: *Kit for New Parents - Support Services***
ON MOTION OF Commissioner McBrayer, seconded by Commissioner Wooten, during the formation of the consent calendar, the Commission:
 - 1) **Found that the proposed First 5 San Diego *Kit for New Parents - Support Services* are consistent with the Commission's Strategic Plan, furthers the support and improvement of early childhood development within the County and provides a public benefit.**

- 2) Received and approved the recommendation from the Source Selection Committee for contract award to the Regents of the University of California.
- 3) Authorized the Executive Director, or her designee, to negotiate and execute a contract with the Regents of the University of California for up to \$1,150,000 as a project length budget for Fiscal Years 2012-13 through 2014-15 for *Kit for New Parents – Support Services*. The approval of this request obligated funds for three (3) years:
 - Up to \$250,000 will be approved for FY 2012-13 from the current year’s budget.
 - Up to \$450,000 will be approved for FY 2013-14 from that year’s budget.
 - Up to \$450,000 will be approved for FY 2014-15 from that year’s budget.
- 4) Authorized two (2) additional option periods (one-year each) for FY 2015-16 and FY 2016-17 with funding to be approved as part of each fiscal year’s budget approvals.

AYES: Horn, McBrayer, Wooten
ABSENT: Macchione, Skiljan
ABSTAIN: None
NOES: None

2. Emerging Critical Needs Funding Request

The Commission discussed the Kindergarten Readiness Camp and Maternal Depression Screening and Treatment program. Commissioner McBrayer asked staff to identify the school district with the highest need; look at the intensity and the duration of the program; ensure that the services match the cost; and that the cost is in a competitive range. She also asked staff to look at the curriculum that other counties have developed on their kindergarten camps and match that with the selected school district and use what has been successful in some of the other Kindergarten Camps to reduce the cost.

Commissioner Skiljan arrived at this time.

Executive Director Medeiros reported that Commission staff is always looking for ways to be cost effective. Staff will report back once the school district has been identified and once the evaluation and the curriculum have been designed.

Commissioner Wooten recommended doing an assessment to identify best practices.

ON MOTION OF Commissioner Skiljan, seconded by Commissioner Wooten, the Commission:

- 1) Found that the proposed Kindergarten Readiness Camp and Maternal Depression Screening and Treatment programs are consistent with the Commission’s Strategic Plan, furthers the support and improvement of early childhood development within the County and provides a public benefit.
- 2) Directed staff to execute a contract amendment with Healthy Development Services providers for Maternal Depression Screening and Treatment.
- 3) Directed staff to identify partnerships with school district sites meeting criteria in the Request and Justification section for a Kindergarten Readiness Camp program contract.
- 4) Approved funding for the following to be allocated from the Emerging Critical Needs line in the approved FY 2012-13 budget.
 - (a) Up to \$350,000 is awarded over two years (\$175,000 per year) for the Kindergarten Readiness Camp project to a provider to be determined by the Executive Director.
 - (b) Up to \$500,000 is awarded over two years (\$250,000 per year) for the Maternal Depression Screening and Treatment program to the current providers of the Healthy Development Services program.
- 5) Authorized the Executive Director, or her designee, to negotiate a project length budget and to execute a contract amendment and a contract with a contractor approved in recommendations 2 and 3 above. Approval will obligate funding for the requested two years

for the Kindergarten Readiness Camp pilot, and two years for the Maternal Depression Screening and Treatment pilot.

AYES: Horn, Skiljan, McBrayer, Wooten
ABSENT: Macchione
ABSTAIN: None
NOES: None

3. Parent Education and Family Engagement Activities: Update and Approval

ON MOTION OF Commissioner McBrayer, seconded by Commissioner Wooten, during the formation of the consent calendar, the Commission authorized the Executive Director, or her designee, to purchase “Daddy’s Tool Bag” educational DVD’s, exclusively created and distributed by El Dorado Media LLC, for up to \$150,000.

AYES: Horn, McBrayer, Wooten
ABSENT: Macchione, Skiljan
ABSTAIN: None
NOES: None

4. Finance Committee Member Appointments

ON MOTION OF Commissioner McBrayer, seconded by Commissioner Wooten, during the formation of the consent calendar, the Commission:

1) Appointed the following members to the Finance Committee for calendar years 2013 and 2014:

- Andy Pease – Health and Human Services Agency, Assistant Finance Director
- Fred Baranowski – Market Manager for America West Bank
- Brian Hagerty – Finance and General Government Group, Director of Finance
- Rob Castetter – Treasurer / Tax Collector, Chief Investment Officer
- Roger Gordon – Certified Public Accountant
- Nedra Bickel – TPAC member

2) Appointed Fred Baranowski as the Chairperson and Andy Pease as the Vice-Chairperson of the Finance Committee for the 2013 and 2014 calendar years.

AYES: Horn, McBrayer, Wooten
ABSENT: Macchione, Skiljan
ABSTAIN: None
NOES: None

5) Technical and Professional Advisory Committee (TPAC) Membership

ON MOTION OF Commissioner McBrayer, seconded by Commissioner Wooten, during the formation of the consent calendar, the Commission:

1) Appointed the following members to the TPAC for calendar years 2013 and 2014:

- Nedra Bickel – Retired Educator
- Jo Ann Leone, LCSW – Assistant Executive Director Maloney-Wilding Foundation for Children and Teens
- Elizabeth Maruchau – Administrator and Lecturer SDSU School of Social Work

2) Appointed Commissioner Skiljan to Chair the Technical and Professional Advisory Committee for the 2013 calendar year.

AYES: Horn, McBrayer, Wooten
ABSENT: Macchione, Skiljan
ABSTAIN: None
NOES: None

6) Presentation on FY 2011-12 Annual Report

Executive Director Medeiros reported that at the October 2012 meeting that the Commission was provided with the demographic data on the number of children and families served by its projects. This data was from a report that was submitted to First 5 California. She noted that this report fulfills the Commission's requirement to submit an Annual Report to the State Commission.

Jennifer James, Vice President of Harder+Company, presented the results from the Commission's initiatives and key projects in each of the Commission's four strategic goal areas: Health, Learning, Family and Community. The presentation also provided a snapshot of the comprehensive data collected to measure the impact of First 5 projects.

Executive Director Medeiros thanked staff and the contractors for getting the report completed two months ahead of the normal timeline so the Commission can use this data and move forward with budget preparations for next year.

7) Finance Committee Report

Staff member Cherry gave an update on the Commission's financial status as of September 30, 2012. He presented the Balance Sheet and the 1st Quarter Statement of Revenues and Expenditures which includes a Budget Projection for Fiscal Year 2012-13.

Chairman Horn expressed his concern with the amount of money that the Commission has in its reserves.

Executive Director Medeiros reported that that for over a year First 5 Commissions across the state have been discussing their reserves. She stated that in the Financial Spending Plan that was approved by the Commission last spring, and as a result of AB99, additional funding was added to the current fiscal year and the following two years so that the Commission will spend down its reserves in a strategic manner. Some commissions are investing in one-time capital project as a way to reduce their reserves. First 5 San Diego chose to prepare and enhance our services and scale back in a glide slope manner. It is expected that the Commission will be living on its revenues in 7 years as our reserves will be gone.

8) Commission Bylaw Change - First Review

Executive Director Medeiros reported that the Bylaws were changed in June 2009 to include language to limit terms of TPAC members to two consecutive two-year terms. She stated that finding and retaining qualified professionals to volunteer on TPAC can be very difficult and challenging. Staff is proposing that the Commission's Bylaws be changed so that existing TPAC members can be reappointed for additional terms if they are willing to serve.

Commissioner Skiljan encouraged the Commissioners to consider changing the Bylaws.

The action on this item will be taken at the next Commission meeting.

9) Executive Director Monthly Report

Executive Director Medeiros reported the following:

First 5 San Diego will be launching its fall campaign set to begin the second week of November. The campaign will focus on the importance of developmental milestones and healthy development screenings.

Staff has been out in the community participating in a lot of events such as Hope in the Park, the Postpartum Health Alliance, and the Sharp Women's Health Conference. There will also be presentations on First 5 Programs at the National Zero to Three Conference at the end of November.

10) Future Agenda Items

- 2013 Meeting Calendar
- Bylaw change approval

11) Adjournment

This being his last meeting, Chairman Horn thanked and relayed his holiday greetings to all. Executive Director Medeiros acknowledged Chairman Horn for his service and support to the Commission. She extended an invitation for Chairman Horn to attend the January Commission meeting to accept official recognition of his service.

Chairman Horn adjourned the meeting of the First 5 Commission at 2:39 p.m. to reconvene in early 2013.

Respectfully submitted for your review and approval:

Sandra McBrayer

Date

Notes by: Rosa Lemus