

FIRST 5 COMMISSION OF SAN DIEGO
1495 Pacific Highway, Suite 201 MS A-211
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Members Present:

Fred Baranowski, Chair
Grace Chang
(Alternate for Rob Castetter)
Patti Groulx
(Alternate for Andy Pease)
Brian Hagerty

Staff Present:

Kimberly Medeiros, Executive Director
Gloria Corral, Asst. Executive Director
Martin Cherry, Operations Manager
Victor Crandall, Fiscal Manager
Petra Montiel, Administrative Secretary

Excused:

David Smith
Roger Gordon

Finance Committee Meeting
Minutes for August 21, 2012

1. Call to Order and Introductions

Chairman Baranowski called the Finance Committee meeting to order at 9:00 am. He asked the members to introduce themselves.

2. Opportunity for Public Comments

There were no public comments received.

3. Recusal Reminder

Chairman Baranowski reminded the Finance Committee Members to recuse themselves from voting on any agenda items that have a real or perceived conflict of interest.

4. Approval of Finance Committee Meeting Minutes - April 17, 2012

ON MOTION OF member Hagerty, seconded by member Groulx, the Committee approved the minutes for the April 17, 2012 meeting.

AYES: Hagerty, Groulx, Chang, Baranowski

ABSENT: Gordon

ABSTAIN: None

NOES: None

5. Update on Independent Audit

Jay Siegel from Moss, Levy & Hartzheim,LLP gave a brief update on the Audit Process. He reported that no deficiencies were found in the internal controls of the First 5 Commission. A draft audit report will be presented to the Finance Committee at its September 25 meeting.

Mr. Siegel noted that they are on their 3rd and final year of their contract with the County of San Diego. Staff member Cherry reported that the Commission will work with the Office of Audits to exercise the option year in the contract with Moss, Levy & Hartzheim, and LLP.

6. Commission Financials - June 30, 2012 (FY 2011-12 Final) & July 31, 2012

The Committee reviewed and discussed the Balance Sheet and the Comparative Statement of Revenues and Expenditures as of June 30, 2012 which includes the year-end closing analysis. The Committee also reviewed the July 31, 2012 Balance Sheet.

ON MOTION OF member Groulx, seconded by member Hagerty, the Committee approved the Commission Financials.

AYES: Groulx, Hagerty, Chang, Baranowski
ABSENT: Gordon
ABSTAIN: None
NOES: None

7. Executive Director Report

Chairman Baranowski inquired about the seat vacated by Finance member Robert Yarris. Staff member Cherry explained the process of filling the vacancy. Executive Director Medeiros noted that a temporary appointment can be made if needed.

Executive Director Medeiros reported the following:

- The Commission's contracts are in place for July 1, 2012.
- Award letters were received for the Child Signature Program and Race to the Top.
- Commission staff is reviewing the contractor's goals to make sure that they are set at appropriate levels.
- The Emerging Critical Needs funding will be address by the Source Selection Committee and recommendations will be made in October.
- Organizational structure of staff currently being revised to utilize employees' to their optimum.

8. Future Agenda Items

- Audit report presentation
- Balance sheet as of August 31, 2012

9. Adjournment

Chairman Baranowski adjourned the meeting at 9:20 a.m. to reconvene on September 25, 2012.