

FIRST 5 COMMISSION OF SAN DIEGO
First 5 Commission Meeting
1600 Pacific Highway, Room 302/303
San Diego, CA 92101

Members Present:

Dianne Jacob, Chairwoman
Carol Skiljan, Vice-Chair
Sandra McBrayer, Secretary
Nick Macchione
Dr. Wilma Wooten

Staff Present:

Kimberly Gallo, Executive Director
Gloria Corral-Terrazas, Asst. Executive Director
Martin Cherry, Operations Manager
Grace Young, Contracts Manager
Naomi Chavez, Community Engagement & Planning Manager
Kyle Sand, Sr. Deputy County Counsel

Minutes for October 19, 2015

Call to Order

Chairwoman Jacob called the meeting of the First 5 Commission of San Diego to order at 2:05 p.m.

Approval of the Commission Meeting Minutes from June 29, 2015

ON MOTION OF Commissioner Skiljan, seconded by Commissioner McBrayer, the Commission approved the Minutes of June 29, 2015.

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

Opportunity for Public Comments

Christine Connell from Alpine Library Friends Association provided an overview of the Alpine Library Discovery Zone and thanked the Commission for the funding.

Commissioner Recusal Reminder

Chairwoman Jacob reminded all 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 Macchione, seconded by Commissioner Skiljan, the Commission approved the formation of the consent calendar with items 3, 5, and 6 approved on consent.

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

1. State Annual Report of the First 5 Commission of San Diego for FY 2014-15

Staff Member Honna Feldman, Epidemiologist for First 5 San Diego gave an informational presentation on the State Annual Report.

ON MOTION OF Commissioner Macchione, seconded by Commissioner McBrayer, the Commission:

- 1) Opened the Public Hearing
- 2) Received Presentation
- 3) Received no public comment
- 4) Approved the First 5 Commission of San Diego Annual Report for FY 2014-15
- 5) Authorized the Executive Director to submit the Annual Report to First 5 California.
- 6) Closed the Public Hearing

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

2. Annual Audit for FY 2014-15

Staff Member, Martin Cherry reported that the annual audit is a requirement in the California Health & Safety Code. The audit was performed by the Accounting offices of Christy White Associates and no deficiencies were noted.

ON MOTION OF Commissioner Macchione, seconded by Commissioner McBrayer, the Commission:

- 1) Opened the Public Hearing
- 2) Received Presentation
- 3) Received no public comment
- 4) Approved the First 5 Commission of San Diego Audit for FY 2014-15
- 5) Authorized the Executive Director to submit the Audit to First 5 California and the California State Controller.
- 6) Closed the Public Hearing

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

3. Commission Bylaw Change – Second Review and Approval

ON MOTION OF Commissioner Macchione, seconded by Commissioner Skiljan during the formation of the consent calendar the Commission:

- 1) Approved the proposed changes to the Commission Bylaws.

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

4. FY 2015-16 Budget Adjustment and Funding Approval

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

- 1) Found the proposed First 5 San Diego funding allocations 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) Approved a budget adjustment to the FY 2015 – 16 Operating Budget to add \$310,333 to the Community Water Fluoridation line.
- 3) Authorized the Executive Director, or her designee, to execute a contract amendment with a project length budget with Sweetwater Authority, and add \$310,333 to the contract and extend the initial contract term through December 31, 2017 with two additional one-year option periods.
- 4) Authorized the Executive Director, or her designee, to negotiate and execute a sole source contract with a project length budget with MJE Marketing, Inc. for up to \$265,000 for FY 2015-16.
Additionally authorize:
 - a. Four (4) option years for fiscal years 2016-17, 2017-18, 2018-19, and 2019-20, not to

exceed \$515,000 per year, funding to come from each fiscal years approved budget.

- b. The Executive Director to access the Department of Purchasing and Contracting's blanket agreement with MJE Marketing, Inc. for up to \$515,000 per year.
- 5) Authorized the Executive Director, or her designee, to execute a MOU with a project length budget with the San Diego County Library for up to \$42,000, for two family early literacy stations, for two fiscal years (2015-16 and 2016-17) through June 30, 2017.

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

5. Recommendation for Award: Oral Health Initiative (OHI) Services

ON MOTION OF Commissioner Macchione, seconded by Commissioner Skiljan, during the formation of the consent calendar the Commission:

- 1) Found that the proposed Oral Health Initiative allocation is 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 Community Clinics Health Network.
- 3) Authorized the Executive Director, or her designee, to negotiate and execute a contract with a project length budget with Community Clinics Health Network for up to \$975,000 for FY 2015-16 (a 6-month contract) and up to \$1,950,000 annually for FY 2016-17, and FY 2017-18. Funding for each fiscal year will come from that years approved budget.
- 4) Authorized two additional option periods (one-year each) for FY 2018-19 and FY 2019-20 with funding to be approved as part of each fiscal year's budget approval.

YES: Jacob, Macchione, McBrayer, Skiljan, Wooten
ABSENT: None
ABSTAIN: None
NOES: None

6. Sunset Review of a Commission Policy

ON MOTION OF Commissioner Macchione, seconded by Commissioner Skiljan, during the formation of the consent calendar the Commission:

- 1) Adopted the Commission Policy F5C-009 Supplantation.
- 2) Set a new sunset review date of October 2018.

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

7. Quality Preschool Initiative Presentation

Steven Smith, Early Childhood Education Projects Manager, gave an informational presentation on the Quality Preschool Initiative.

Seven (7) individuals offered favorable public comments regarding the Quality Preschool Initiative program.

8. Finance Committee Report

Martin Cherry, Operations Manager for First 5 San Diego, gave an update on the Commissions financial status as of August 31st 2015. Additionally, the Statement of Revenues and Expenditures as of June 30, 2015 (end of FY 2014-15) was presented.

9. Executive Director Monthly Report

Executive Director Gallo reported that most contracts on the dashboard are in the green range with two in the yellow range. Those two measures are being addressed.

Executive Director Gallo recognized Grace Young, Contracts Manager for First 5 San Diego, who will be retiring in November. Commissioner Jacob presented Grace Young with a Proclamation for her, excellent work with the County of San Diego. The Proclamation proclaimed October 19, 2015 as Grace Young Day in the County of San Diego. All five of the Board of Supervisors signed the proclamation.

10. Future Agenda Items

- Annual Report to the Community for FY 2014-15

Chairwoman Jacob adjourned the meeting at 3:25 p.m. to reconvene November 9, 2015.

Respectfully submitted for your review and approval:

Sandra McBrayer

Date

Notes by: Petra Montiel