

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

Members Present:

Bill Horn, Chairman
Carol Skiljan, Vice-Chair
Sandra McBrayer, Secretary
Nick Macchione
Dr. Wilma Wooten (late)

Staff Present:

Kimberly Gallo, Executive Director
Gloria Corral-Terrazas, Asst. Executive Director
Naomi Chavez, Program Administrator
Martin Cherry, Operations Administrator
Kyle Sand, Sr. Deputy County Counsel

Absent:

N/A

Minutes for April 4, 2016

Call to Order

Chairman Horn called the meeting of the First 5 Commission of San Diego to order at 2:03p.m.

Approval of the Commission Meeting Minutes from February 1, 2016.

ON MOTION OF Commissioner Macchione, seconded by Commissioner Skiljan, the Commission approved the Minutes of February 1, 2016.

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

Opportunity for Public Comments

No comments were received from the public.

Commissioner Recusal Reminder

Chairman Horn 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 McBrayer, the Commission approved the formation of the consent calendar with Item 4 approved on consent.

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

1. Acceptance of the FY 2014-15 First 5 California Annual Report

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

- 1) Opened the Public Hearing.
- 2) Received no public comment.
- 3) Accepted the Annual Report of First 5 California for Fiscal Year FY 2014-15.

- 4) Closed the Public Hearing.
- 5) Authorized the Executive Director to submit public comment, if any, to the State Commission.

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

2. First 5 San Diego Strategic Plan 2015-2020 Annual Review

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

- 1) Opened the Public Hearing.
- 2) Received no public comment.
- 3) Reviewed and accepted the current First 5 San Diego Strategic Plan 2015-2020 with no changes.
- 4) Closed the Public Hearing.

(Dr. Wilma Wooten arrived.)

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

Commissioners Macchione and McBrayer recused themselves from Item 3 and both left the room.

3. Approval of the FY 2016-17 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan

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

- 1) Found that the proposed First 5 San Diego funding allocations are consistent with the Commission's Strategic Plan, further the support and improvement of early childhood development within the County and provides a public benefit.
- 2) Approved the FY 2016 – 17 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan.
- 3) Approved funding for the contracts listed in Item 3-1 for up to the amounts, fiscal years, and option years shown. Option years will allow the contracts to be extended as funding is approved. Funding for each fiscal year will come from that year's budget.
- 4) Authorized the Executive Director, or her designee, to negotiate a project length budget and execute a contract with each contractor approved in recommendation number 3 above.
- 5) Authorized the Executive Director to do a budget adjustment to the FY 2015-16 Operating Budget to increase contact #551749 with Harder & Co. by \$10,000 for additional evaluation services required in accordance with the IMPACT Grant.
- 6) Authorized the Executive Director to do a budget adjustment to the FY 2015-16 Operating Budget and to increase contact #528231 with Mi Escuelita by \$155,000 to allow for additional services for children 0-5.
- 7) Authorized the Executive Director to extend contract #549546 with the Jacobs & Cushman San Diego Food Bank for the Good Start for Women & Children Program for one year and add up to \$34,892 for FY 2016-17.
- 8) Authorized the Executive Director to contract in accordance with County of San Diego contracting policies and increase the FY 2016-17 budget for up to the IMPACT Grant award amount of \$6.9 million to support systems improvement efforts to better coordinate, assess, and improve the quality of early learning settings in San Diego County.
- 9) Authorized the Executive Director to contract in accordance with County of San Diego contracting policies and increase the FY 2016-17 budget for up to the award amount as detailed in the IMPACT TA Hub award letter (not yet received) to support coordination, project management, and systems-

building activities for early learning Quality Rating Improvement Systems over the 4 fiscal years 2016-17 through 2019-20.

- 10) Authorized the Executive Director to contract with the YMCA Childcare Resource Service (CRS) as a Single Source contract for referral services funded by the IMPACT grant. The YMCA-CRS is the only source of these services as the sole state-funded San Diego Childcare Resource and Referral Agency. Contracting authority was approved to establish a contract with the YMCA-CRS as follows:
 - a) Authorized a contract for up to \$21,423 for FY 2015-16 with 4 one-year option periods.
 - b) Authorized contract funding for FY 2016-17, 2017-18, 2018-19 and 2019-20 in the amount of up to \$170,977 per year. Funding for each fiscal year will come from that year's budget.

AYES: Horn, Skiljan, Wooten
ABSENT: Macchione & McBrayer (left the room)
ABSTAIN: None
NOES: None

Commissioners Macchione and McBrayer returned to the meeting.

4. Sunset Review of Commission Policies

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

- 1) Adopted the revised Commission Policies on:
 - Letters of Support or Acknowledgement / Memorandums of Understanding to Local Programs F5C-001
 - Legislative Advocacy F5C-002
 - Conflict of Interest and Incompatible Activities/Outside Employment Policy F5C-015
 - Communication of Financial Condition Policy F5C-018
 - Reimbursement of Expenses F5C-023

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

5. Grant Application Update

Gloria Corral-Terrazas, Assistant Executive Director, gave a presentation on the status of the Targeted Home Visiting Initiative, First 5 First Steps.

6. Finance Committee Report

Fred Baranowski, Chair of the Finance Committee, gave a brief overview of the Balance Sheet as of February 29, 2016.

7. Executive Director Monthly Report

Executive Director Gallo reported the following:

The Community Clinics Health Network, the contractor for the Oral Health Initiative has changed its name to Health Quality Partners of Southern California.

In Partnership with the San Diego County Office of Education (SDCOE), First 5 received the Infant / Toddler Quality Rating and Improvement System Block Grant. For a 2 year period, First 5 San Diego will receive \$1.6 million to provide training, technical assistance & resources to help infant and toddler care providers meet a higher quality as determined by the local Quality Rating and Improvement System.

The home visitation program, First 5 First Steps is going through accreditation by Healthy Families America to be recognized as the first County to be accredited as a multi-site system.

First 5 staff participated in Read across America Day. They read to preschoolers and handed out books and materials.

Executive Director Gallo reported that Commissioner McBrayer asked (at the last meeting) for an update on the current Tobacco Bills at this meeting. A one page handout is included on the subject in the materials for this agenda item.

8. Future Agenda Items

- Approval of the First 5 San Diego Annual Report for FY 2015-2016
- Approval of the Annual CPA Audit for FY 2015-2016

9. Adjournment

Chairman Horn adjourned the meeting at 2:34 p.m. to reconvene October 17, 2016.

Respectfully submitted for your review and approval:

Sandra McBrayer

Date

Notes by: Jenny Pietila