

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
Dr. Wilma Wooten
Nick Macchione

Staff Present:

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

Minutes for April 2, 2018

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 January 29, 2018.

ON MOTION OF Commissioner Macchione, seconded by Commissioner Skiljan, the Commission approved the Minutes of January 29, 2018.

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

Opportunity for Public Comments

No public comment was received

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 Skiljan, seconded by Commissioner McBrayer, the Commission approved the formation of the consent calendar with Item 3, and 6 approved on consent.

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

1. Acceptance of the FY 2016-17 First 5 California Annual Report

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

- 1) Opened the Public Hearing
- 2) Received no public comment
- 3) Accepted the Annual Report of First 5 California for Fiscal Year 2016-17.
- 4) Closed the Public Hearing
- 5) Authorized the Executive Director to submit public comment, if any, to the State Commission.

AYES: Jacob, Skiljan, McBrayer, Macchione, Wooten
ABSENT: None
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 the following public comments:
 1. Lucia Garay from San Diego County Office of Education
 2. Laurie Han from YMCA Childcare Resource Service
 3. Karen Kobzeff from Healthright 360
 4. Kim McDougal from YMCA Childcare Resource Service
 5. Tara Ryan, San Diego County Office of Education
- 3) Reviewed and accepted the current First 5 San Diego Strategic Plan with no changes.
- 4) Closed the Public Hearing

AYES: Jacob, Skiljan, Macchione, McBrayer, Wooten

ABSENT: None

ABSTAIN: None

NOES: None

3. Approval of the FY 2018-19 Operating Budget, Sustainability Fund Budget, Financial Spending Plan, and Budget Amendments

ON MOTION OF Commissioner Skiljan, seconded by Commissioner McBrayer, the Commission approved the formation of the consent calendar with item 3 approved on consent. The Commission:

- 1) Found that 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 the FY 2018-19 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 and fiscal years shown.
- 4) Authorized the Executive Director, or her designee, to negotiate a project length budget and execute an amendment with each contractor approved in recommendation 3.

AYES: Jacob, Skiljan, Macchione, McBrayer, Wooten

ABSENT: None

ABSTAIN: None

NOES: None

4. Budget Adjustment for Contract #545596 with The Children's Initiative for the Childhood Injury Prevention Program.

Commissioner McBrayer recused from item due to employment with the Children's Initiative and left the room.

ON MOTION OF Commissioner Skiljan, seconded by Commissioner Wooten, the Commission approved the formation of the consent calendar with Item 4 approved with a separate vote:

- 1) The Commission found that the proposed First 5 San Diego Funding for the Childhood Injury Prevention Program 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) Approved funding for Contract #545596 with the Children's Initiative for up to \$233,529 for FY 2018-19.
- 3) Authorized the Executive Director, or her designee, to negotiate a project length budget and execute an amendment with the Children's Initiative for FY 2018-19.

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

5. Budget Adjustment for Memorandum of Understanding (MOU) F5CSD-00020 with The Health and Human Services Agency for the Breastfeeding Friendly Environment Initiative.

Commissioners Macchione and Wooten recused from the item due to employment with the Health and Human Services Agency and left the room.

ON MOTION OF Commissioner McBrayer, seconded by Commissioner Skiljan, the Commission approved the formation of the consent calendar with item 5 approved with a separate vote:

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

6. Sunset Review of Commission Policies

ON MOTION OF Commissioner Skiljan, seconded by Commissioner McBrayer, the Commission approved the formation of the consent calendar with Item 6 approved on consent. The Commission:

- 1) Adopted the revised Commission Policies on:
 - Commission Funding Process F5C-003
 - Media Procedures F5C-007
 - Executive Director Signatory Authority F5C-008
 - Administrative Rate Policy F5C-012
 - Contracting and Procurement Policy F5C-013
 - Salaries and Benefits Policy F5C-014
 - Finance Committee Membership Policy F5C-017
 - Guidelines for Authorizing Research Using Commission Resources F5C-019
 - Guidelines for Human Subject Protection and Data Security for Research and Evaluation Activities F5C-020
- 2) Set a sunset review date of April 2021 for each policy approved.

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

7. The Urgency to Act: Cannabis and Impacts on Children 0-5 (Proposition 64)

Moira Kenney from The First 5 Association gave a presentation to the Commission on Proposition 64 that focused on the First 5 Commission's current and future role with respect to the voter approved Proposition 64.

All Commissioners made comments about the impacts of Proposition 64.

8. First 5 San Diego Strategic Plan 2020-2025 Update

Executive Director Arguilez made the Commission aware that the first ad hoc Committee meeting for the planning process of the Commission's Strategic Plan 2020-2025 was held on Monday, March 19, 2018. Six (6) of the eleven (11) committee members were in attendance and Andy Pendoley from MIG / MJE facilitated the meeting. The committee members in attendance were:

- Dr. Leon Kelley, Retired Pediatrician
- Dina Polus, Newcomers Support & Development Programs
- Dr. Jeffrey Rowe, HHSA - Behavioral Health Services

- Dr. Alyson Shapiro, SDSU - Dept. of Child and Family Development
- Dr. Dean Sidelinger, HHSA - Medical Care Services Division
- Dr. Howard Taras, UCSD School of Medicine

The Chair of the Ad Hoc Committee, Commissioner Skijan, gave a brief report.

9. Finance Committee Report

Operations Administrator Cherry gave an overview of the Balance Sheet as of February 28, 2018.

10. Executive Director Report

Executive Director Arguilez reported the following:

The San Diego County of Education has been selected to present at the First 5 California 2018 *Child Health, Education, and Care Summit* in April. They also were chosen to present at the July 2018 *BUILD and QRIS National Meeting*.

The YMCA Childcare Resource Service (YMCA-CRS) continues to recruit and train new family child care providers on using developmental screening tools. They have also received positive feedback from home visitors across the county on the newly-developed Supporting Families Guidebook, a resource guide that gives home visitors, as well as the families, the tools to make the best choice in choosing a quality early care and education program.

First 5 San Diego's public education campaign continues to run intermittently through June 2018. The campaign promotes early childhood literacy and encourages parents to Talk, Read, Sing and be active with their children. Staff are currently exploring event opportunities in the community.

The University of California at San Diego (UCSD) Center for Community Health has recruited 17 Family Child Care Homes and 4 Child Care Centers for the implementation of breastfeeding-friendly policies and lactation accommodation.

First 5 San Diego is proud to have sponsored or participated in the following community events:

- First 5 CA Express Tour – Escondido Farmers Market – January 21, 2018 (participated)
- First 5 CA Express Tour – SD County Library Poway – January 22, 2018 (participated)
- Annual Life Skills Conference – January 29, 2018 (participated)
- It's How We Live event – February 3, 2018 (sponsored)
- Reach Out and Read San Diego – Read and Romp event – February 24, 2018 (sponsored)
- Balboa Park Health Fair – February 24, 2018 (participated)
- MEMO Health Fair – March 3, 2018 (participated)
- NHA – Head Start Olympics – March 10, 2018 (sponsored)
- Grandparents Raising Grandchildren – March 17, 2018 (participated)
- 5th Annual County Ethics Fair – March 23, 2018 (participated)

Dashboard:

The Oral Health Initiative (OHI) is at 116.3% of the target. This is a second quarter figure; it is expected that the percentage will come down later in the fiscal year.

11. Future Agenda Items

- Approval of the First 5 San Diego Annual Report for FY 2017-2018
- Approval of the Annual CPA Audit for FY 2017-18

12. Adjournment

Chairwoman Jacob adjourned the meeting at 3:21 p.m. to reconvene October 1, 2018.

Respectfully submitted for your review and approval:

Sandra McBrayer

Date