

**FIRST 5 COMMISSION OF SAN DIEGO
2750 Womble Rd. Suite 201 MS A-211
San Diego, CA 92106
(619) 523-7700**

Members Present:

Fred Baranowski, Chair
Amy Thompson, Vice-Chair
Tracy Drager
Hank Kim

Staff Present:

Alethea Arguilez, Executive Director
Martin Cherry, Operations Administrator
Victor Crandall, Fiscal Manager
Petra Montiel, Administrative Assistant

**Finance Committee Meeting Minutes
For September 20, 2018**

1. Call to Order

Committee Chair Baranowski called the Finance Committee meeting to order at 9:03 am.

2. Opportunity for Public Comments

There were no public comments received.

3. Recusal Reminder

Committee Chair 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 from April 17, 2018

ON MOTION OF Vice-Chair Thompson, seconded by Member Kim the Committee approved the Minutes for the April 17, 2018 meeting.

AYES: Baranowski, Drager, Kim, Thompson

ABSENT: None

ABSTAIN: None

NOES: None

5. Comprehensive Annual Financial Audit Report for FY 2017-18.

Michael Ash, Senior Auditor from Christy White Associates, gave an overview of the Audit Report. He reported that their independent Auditor's Report Opinion is that the audit presented fairly, in all material respects, the financial position of the First 5 Commission of San Diego on June 30, 2018; this is the best opinion possible.

The Finance Committee dismissed commission staff and met alone with the auditor. Staff was called back after a few minutes and Chair Baranowski reported that Michael Ash, Senior Auditor had only positive comments concerning the audit.

ON MOTION OF Member Kim, seconded by Member Drager the Committee approved the Comprehensive Annual Financial Report for FY 2017 – 18.

AYES: Baranowski, Drager, Kim, Thompson

ABSENT: None

ABSTAIN: None

NOES: None

6. Commission Financials Approval

The Commission reviewed and discussed the Balance Sheet of August 31, 2018.

ON MOTION OF Member Kim, seconded by Member Drager the Committee approved the Balance Sheet of August 31, 2018.

AYES: Baranowski, Drager, Kim, Thompson
ABSENT: None
ABSTAIN: None
NOES: None

7. Finance Committee Membership for 2019 and 2020

Staff member Cherry informed the Committee that the term for all positions were up for reappointment on December 31, 2018. There are no term limits for the Finance Committee appointments. The Finance Committee determined and approved the positions of Chair and Vice-Chair for the upcoming 2 year term that will commence in January 2019; they determined that Chair Baranowski and Vice-Chair Thompson will continue in their positions. They also reported that members Kim and Drager will continue on the Committee.

ON MOTION OF Vice-Chair Thompson seconded by Member Drager the Committee approved the position of Chair and Vice-Chair.

AYES: Baranowski, Drager, Kim, Thompson
ABSENT: None
ABSTAIN: None
NOES: None

8. Schedule of Finance Committee Meetings for 2019

The Finance Committee reviewed and approved the proposed schedule for the Finance Committee meetings for the 2019 calendar year.

ON MOTION OF Member Kim seconded by Member Drager the Committee approved the proposed schedule for the Finance Committee meetings for the 2019 calendar year.

AYES: Baranowski, Drager, Kim, Thompson
ABSENT: None
ABSTAIN: None
NOES: None

9. Executive Director Report

Executive Director Arguilez reported:

- She has begun to analyze as to the how First 5 San Diego will align, collaborate or partner with others in the community; either by state, federal funds or unrestricted funds. First 5 Organizations Statewide are looking toward philanthropy.
- She also made the Finance committee aware that Assistant Executive Director Gloria Corral-Terrazas has been reassigned to the Executive Office.

10. Future Agenda Items

- 2nd Quarter reports & budget projections for FY 2018-19 (January 2019 meeting)

11. Adjournment

Chair Baranowski adjourned the meeting at 9:40 am to reconvene on January 15, 2019.