

**FIRST 5 COMMISSION OF SAN DIEGO**  
9655 Granite Ridge Drive, Suite 120, MS A-211  
San Diego, CA 92123  
(858) 285-7710

**Members Present:**

Supervisor Nathan Fletcher, Chair  
Rick Richardson, Secretary  
Nick Macchione, Commissioner  
Dr. Wilma Wooten, Commissioner

**Staff Present:**

Alethea Arguilez, Executive Director  
Martin Cherry, Operations Manager  
Lenette Javier, Program & Evaluations Administrator  
Katherine Hart, Sr. Deputy County Counsel  
Karen Hays, Executive Secretary

**Members Absent:**

Sandra McBrayer, Vice-Chair

**COMMISSION MEETING MINUTES**

April 20, 2021

**Call to Order**

Chair Fletcher called the meeting of the First 5 Commission of San Diego to order at 2:01pm.

**Approval of Commission Meeting Minutes from February 2, 2021.**

**ON MOTION OF Commissioner Macchione, seconded by Commissioner Wooten, the Commission approved the minutes for the February 2, 2021 meeting.**

**AYES:** Fletcher, Richardson, Macchione, Wooten  
**ABSENT:** McBrayer  
**ABSTAIN:** None  
**NOES:** None

**Opportunity for Public Comments**

Christine Cole, YMCA Childcare Resource Services, spoke as an individual in favor of Item 2.

**Commissioner Recusal Reminder**

Chair Fletcher reminded all Commissioners to recuse themselves from voting on any agenda item(s) that have a real or perceived conflict of interest.

**Consent Calendar**

**ON MOTION OF Chair Fletcher, seconded by Commissioner Richardson, the Commission approved the formation of the consent calendar with Items 3 and 4 approved on consent.**

**Item 3:** FY 2021-22 Operating Budget, Sustainability Fund Budget, Financial Spending Plan and Contract Amendments

**Item 4:** Sunset Review of Commission Policies

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### Items 3 and 4

**AYES:** Fletcher, Richardson, Macchione, Wooten  
**ABSENT:** McBrayer  
**ABSTAIN:** None  
**NOES:** None

#### 1. **Public Hearing: Acceptance of the FY 2019-20 First 5 California Annual Report**

The Commission was asked to accept the FY 2019-20 First 5 California Annual Report.

**ON MOTION OF Chair Fletcher, seconded by Commissioner Wooten, the Commission accepted the FY 2019-20 First 5 California Annual Report**

- 1) Opened Public Hearing.
- 2) Accepted the Annual Report of First 5 California for Fiscal Year 2019-20.
- 3) Closed Public Hearing.
- 4) Authorized the Executive Director to submit public comment, if any, to the State Commission.

**AYES:** Fletcher, Richardson, Macchione, Wooten  
**ABSENT:** McBrayer  
**ABSTAIN:** None  
**NOES:** None

#### 2. **Public Hearing: First 5 San Diego Strategic Plan 2020-2025 Annual Review**

The Commission is asked to review the 2020-2025 Strategic Plan in a public hearing as required annually by Sections 130140 (C)(iii) and (E) of the California Health and Safety Code.

**ON MOTION OF Chair Fletcher, seconded by Commissioner Macchione, the Commission approved the First 5 San Diego Strategic Plan 2020-25 Annual Review**

- 1) Opened Public Hearing.
- 2) Received public comment.
  - Christine Cole, YMCA Childcare Resource Services, spoke as an individual in favor of Item 2.
- 3) Reviewed and accepted the current First 5 San Diego Strategic Plan 2020-2025 Annual Review with the following recommendation for future Strategic Plans:
  - The Evaluation Team to include a health equity assessment to evaluate our efforts going forward.
- 4) Closed Public Hearing.

**AYES:** Fletcher, Richardson, Macchione, Wooten  
**ABSENT:** McBrayer  
**ABSTAIN:** None  
**NOES:** None

#### 3. **FY 2021-22 Operating Budget, Sustainability Fund Budget and Financial Spending Plan**

The Commission was asked to approve the FY 2021-22 Operating Budget, Sustainability Fund Budget, Financial Spending Plan.

**ON MOTION OF Chair Fletcher, seconded by Commissioner Richardson, the Commission approved the formation of the consent calendar with Item 3 approved on consent. The Commission:**

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- 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 care and education throughout the County and provides a public benefit.
- 2) Approved the FY 2021-22 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 identified.
- 4) Authorized the Executive Director, or designee, to negotiate a project length budget and execute an amendment with each contractor approved in Recommendation Item 3.

**AYES:** Fletcher, Richardson, Macchione, Wooten

**ABSENT:** McBrayer

**ABSTAIN:** None

**NOES:** None

### 4. Sunset Review of Commission Policies

**ON MOTION OF Chair Fletcher, seconded by Commissioner Richardson, the Commission approved the formation of the consent calendar with Item 4 approved on consent. The Commission:**

- 1) Adopted the Commission Policies on:
  - Media Procedures F5C-007
  - Executive Director Signatory Authority F5C-008
  - Administrative Rate Policy F5C-012
  - Salaries and Benefits Policy F5C-014
  - 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 the sunset review date of April 2024 for each policy approved in Recommendation Number 1.

**AYES:** Fletcher, Richardson, Macchione, Wooten

**ABSENT:** McBrayer

**ABSTAIN:** None

**NOES:** None

### 5. Strategic Plan 2015 - 2020 Summary Report

Executive Director Arguilez presented this summary report which highlights the key accomplishments during the 2015-2020 Strategic Plan period and serves as a call to action on behalf of the First 5 SD network. Further, this report aims to position First 5 San Diego as a systems-change leader and elevates the priority of a race equity agenda for the emerging future. The Commissioners were asked to engage in this call-to-action in support of First 5 San Diego's strategic directions focusing on: Resilient Families, Integrated Leadership, Coordinated Systems of Care and Sustained funding. Ultimately, the plan brought about greater collaboration among key leaders/stakeholders on behalf of the most vulnerable children and families in the region.

### 6. Finance Committee Report

The Finance Committee met March 16, 2021, and March 30, 2021. The FY 2021-22 Operating Budget, Sustainability Fund Budget, and a revised Financial Spending Plan were reviewed in addition to the Balance Sheet as of February 28, 2021. The Budgets and Financial Spending Plan were approved to go forward to the Commission for final approval (presented in Agenda Item 3).

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Fred Baranowski, Finance Committee Chair, presented the Balance Sheet as of February 28, 2021 to the Commission.

### 7. Executive Director Report

Executive Director Arguilez gave an update on the activities of the First 5 Commission:

- Contractors suggested that some performance / target measures needed to be adapted to the COVID climate which has been addressed.
- Our community engagement has slowed down but we continue to launch into some new opportunities including:
  - The “San Diego is Global” initiative which reaches thousands of local families;
  - Elevating our breastfeeding campaign in partnership with the San Diego Milk Bank at UCSD;
  - Executive Director Arguilez is, once again, chairing the March For Babies drive-through event this year, the theme of which is “A Mother of a Movement”;
  - Working with The New Children’s Museum and ComicCon to elevate awareness of the importance of a child’s early years;
  - In conjunction with the County, “Summer Movies in the Park” is being reactivated for 2021 which has reached 10’s of thousands of families in the past;
  - Continuing to partner with San Diego for Every Child, Catalyst San Diego (formerly SD Grantmakers) and SD Foundation coalescing around the shared priority.
- First 5 San Diego welcomes Stephanie Escobar, Administrative Analyst II, as the newest member of our team.

### 8. Future Agenda Items

- 1) Approval of the First 5 San Diego Annual Report for FY 2020-21
- 2) Approval of the Annual CPA Audit for FY 2020-21

Chair Fletcher adjourned the meeting at 3:04pm to reconvene on October 8, 2021.

Respectfully submitted for your review and approval:

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Rick Richardson

October 8, 2021  
Date

Notes by Karen Hays