

First 5 Commission of San Diego
Finance Committee

September 21, 2021
9:00am – 10:00am

*This meeting is being held virtually via Zoom.
Details are posted on the First 5 Web Site.*

AGENDA

ITEM	SUBJECT	PRESENTER
1	Call to Order	Chairman Baranowski
2	Opportunity for Public Comments Items not on the Agenda – Limit two minutes per speaker (<i>Request to Speak</i> slips for this item or any other item on the agenda must be submitted to Commission staff prior to meeting being called to order).	Chairman Baranowski
3	Recusal Reminder All Finance Committee Members are reminded to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest.	Chairman Baranowski
4 Action	Approval of Finance Committee Meeting Minutes from April 13, 2021 Supporting Document	Chairman Baranowski
5 Action	Comprehensive Annual Financial Report (CAFR) for FY 2020-21 Supporting Document (shared during the meeting) This item includes a presentation and review of the final draft of the FY 2020 – 21 Comprehensive Annual Financial Report (CAFR) audited by Moss, Levy, and Hartzheim. The Principal Auditor Hadley Hui will be in the meeting to present the audit.	Martin Cherry Operations Administrator

<p>6 Action</p>	<p>Commission Financials Approval Supporting Document</p> <p>This item includes a review and discussion of the Balance Sheet as of August 31, 2021.</p>	<p>Tina Bagic Fiscal Manager</p>
<p>7 Action</p>	<p>Schedule of Finance Committee Meetings for 2022 Supporting Document</p> <p>This item includes the proposed schedule for Finance Committee meetings for the 2022 calendar year.</p>	<p>Martin Cherry Operations Administrator</p>
<p>8</p>	<p>Executive Director Report</p> <p>This item will update the Finance Committee on issues affecting the Commission's operations.</p>	<p>Executive Director Arguilez</p>
<p>9</p>	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • 2nd Quarter reports & budget projections FY 21 – 22 (January 2022 meeting) 	<p>Chairman Baranowski</p>
<p>10</p>	<p>Adjournment</p>	<p>Chairman Baranowski</p>

If you are planning to attend and need special accommodations, you must call Karen Hays at (858) 285-7720 at least three days in advance of the meeting.

NEXT FINANCE COMMITTEE MEETING:
January 21, 2022 (pending approval)
9:00 a.m. to 10:00 a.m.

9655 Granite Ridge Drive, Suite 120, San Diego, CA 92123

Pursuant to Government Code section 54957.5, written materials distributed to the Finance Committee in connection with this agenda less than 72 hours before the meeting will be made available to the public at 9655 Granite Ridge Drive, Suite 120, San Diego, CA 92123

Public Comment on specific agenda items is taken throughout the meeting at the end of each agenda item.

Visit the Commission's website at www.first5sandiego.org

First 5 Commission of San Diego
9655 Granite Ridge Drive, Suite 120, MS A-211
San Diego, CA 92123
(858) 285-7710

Members Present:

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

Staff Present:

Alethea Arguilez, Executive Director
Martin Cherry, Operations Manager
Tina Bagsic, Fiscal Manager
Karen Hays, Executive Secretary

Members Absent:

None

Alternate Member(s) Present:

Cameron Urquhart

FINANCE COMMITTEE MEETING MINUTES

April 13, 2021

1. Call to Order

Chair Baranowski called the Finance Committee meeting to order at 9:00am.

2. Opportunity for Public Comments

There were no public comments received.

3. Recusal Reminder

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 March 16, 2021 and March 30, 2021.

ON MOTION OF Member Drager, seconded by Vice-Chair Thompson, the Committee approved the minutes for the March 16, 2021 and March 30, 2021 meetings.

AYES: Baranowski, Thompson, Drager, Kim

ABSENT: Macedo

ABSTAIN: None

NOES: None

** Member Macedo arrived **

FINANCE COMMITTEE MEETING MINUTES

April 13, 2021

Page 2 of 2

5. Approval of the Commission Financials for the 3rd Quarter FY 2020-21

The Commission reviewed and discussed the Balance Sheet as of March 31, 2021, and the 3rd Quarter Statement of Revenues & Expenditures, including Budget Projections for FY 2020-21.

ON MOTION OF Vice-Chair Thompson, seconded by Member Kim, the Committee approved the Commission Financials for the 3rd Quarter FY 2020-21.

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

6. Executive Director Report

Executive Director Arguilez reported on the following with the Committee:

- The Committee received copies of the 2015 – 2020 Strategic Plan Summary Report for their review. The document is a synthesis and highlight report but, more importantly, is a call-to-action which will be presented to the Commission on April 20th 2021.
- The County will be receiving substantial monies from the American Rescue Plan (ARP). In anticipation of this, a local coalition of stakeholders are compiling a Memorandum of Recommendations to present to the Board of Supervisors which focuses on Child Care Recovery, Resilience, and Working Families. Some of the specific “asks” are reactivating the Emergency Child Care Vouchers and Child Care Provider Grants, but also addresses early childhood mental health needs, workforce pipeline support, childcare supply (as it relates to development and improvement) and County infrastructure.
- Congratulations to Finance Committee Vice-Chair Thompson on her recent, well-deserved promotion to HHSA CFO.

7. Future Agenda Items

- FY 2020-21 CPA audit approval.
- Report on the FY 2020-21 year-end actual expenses and revenues.

8. Adjournment

Chair Baranowski adjourned the meeting at 9:26am to reconvene on September 14, 2021.

Notes by Karen Hays

	A	C	E	G	I	K		
1	FIRST 5 COMMISSION OF SAN DIEGO							
2	COMPARATIVE BALANCE SHEET As of August 31, 2021 with Comparative Totals for August 31, 2020							
3	** FOR MANAGEMENT PURPOSES ONLY** ** PER ORACLE ** NON GAAP**							
4	Item 6-1							
5								
6	BALANCE SHEET SECTION				FY 2021-22		FY 2020-21	
7	Yield	Budget	Current	August 31, 2020	49217	49218		
8	Treasury:	0.50%	0.74%	1.46%	As of August 31, 2021			31-Aug-20
9	Invested:	0.50%	0.74%	1.46%	Prop 10	Prop 10	Total	
10					Operating Fund	Sustainability Fund	Prop 10	Total
11	Current Assets							Prop 10
12	Cash and Investment in County Treasury				\$ 25,334,585	\$ 16,136,665	\$ 41,471,250	\$ 38,482,566
13	Cash Invested (see lines 8 - 9 for yield)							(458,223)
14	Imprest (Petty) Cash				250		250	250
15	Due from Other Funds							
16	Accounts Receivable							
17	Interest Receivable							
18	Due from Other Funds: Interest					-		
19	Prepaid Expense (Insurance)				2,196		2,196	2,081
20	TOTAL ASSETS (Lines 12 - 19)				\$ 25,337,031	\$ 16,136,665	\$ 41,473,696	\$ 38,026,674
22	Liabilities & Fund Balance							
23	Accounts Payable				\$ 5,000		\$ 5,000	\$ 192,278
24	AP Internal Agreement ZSI							
25	MTB-T Due to Other Funds							
26	GL Prior Year Transfers							
27	Deferred Revenue							
28	Due to Other Funds							
29	Total Liabilities				\$ 5,000	\$ -	\$ 5,000	\$ 192,278
30	Fund Balance				\$ 25,332,031	\$ 16,136,665	\$ 41,468,696	\$ 37,834,396
31	TOTAL LIABILITIES & FUND BALANCE (Lines 29 - 30)				\$ 25,337,031	\$ 16,136,665	\$ 41,473,696	\$ 38,026,674
32	Beginning Fiscal Year Balances							
33	TOTAL FUND BALANCE				\$ 47,666,844	\$ 25,332,031	\$ 16,136,665	\$ 41,468,696
34	Encumbrances for Contributions to Community				\$ (36,539,811)	(\$31,588,578)	\$ (31,588,578)	\$ (33,715,346)
35								
36								
37	Obligations for FY 21/22				Per Commission Budget	Available for Allocation		
38	Evaluation of Contracts				(560,000)			
39	Contract Management and Evaluation Data System				(263,770)			
40	Healthy Development Services				(10,000,000)			
41	KidSTART				(800,000)			
42	Reducing Childhood Injuries				(150,000)			
43	Oral Health Education & Treatment				(1,000,000)			
44	Learn Well Initiative				(8,000,000)			
45	Mi Esculita				(653,160)			
46	Targeted Home Visits				(8,651,929)			
47	Maternity Shelter				(125,000)			
48	Parent & Public Education				(400,000)			
49	Community Projects				(100,000)			
50	Information & Referral				(300,000)			
51								
52	Total Committed Funds (lines 34 - 51)				(\$31,588,578)	\$ -	\$ (31,588,578)	\$ (33,715,346)
53	Funds Committed for Sustainability (I-33 minus I-52)				N/A	\$ (6,256,547)	\$ 16,136,665	\$ 9,880,118
54								
55								

**Proposed
2022 Finance Committee Meeting Schedule**
September 14, 2021

Background:

At its meeting on September 22, 2009, the Committee decided to meet on a quarterly basis or as needed per significant events in the Commission's schedule.

Proposed 2022 Meeting Schedule:

As a result of a review of significant fiscal events, this is the proposed calendar of Finance Committee meetings:

Month	Date	Agenda Items
January	January 21, 2022	<ul style="list-style-type: none"> ▪ 2nd Quarter reports & projections
March	March 17, 2022	<ul style="list-style-type: none"> ▪ Review of FY 2021 - 22 Budget and Financial Spending Plan
April	April 14, 2022	<ul style="list-style-type: none"> ▪ 3rd Quarter reports & projections
August	N/A	<ul style="list-style-type: none"> ▪ Year-end (4th quarter) reports and current year July Balance Sheet e-mailed to the Committee
September	September 15, 2022	<ul style="list-style-type: none"> ▪ Final audit report presentation by the auditor