

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

**Members Present:**

Nathan Fletcher, Chair  
Sandy McBrayer, Vice 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:**

None

**COMMISSION MEETING MINUTES**

October 8, 2021

**Call to Order**

Chair Fletcher called the meeting to order at 2:05pm.

**Approval of Commission Meeting Minutes from April 20, 2021.**

**ON MOTION OF Vice Chair McBrayer, seconded by Commissioner Macchione, the Commission approved the minutes for the April 20, 2021 meeting.**

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

**Opportunity for Public Comments**

Camellia Mortezaadeh of Rady's Children's Hospital, shared general, positive comments about First 5 San Diego.

**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 Wooten, the Commission approved the formation of the consent calendar with Items F, 3 and 4 approved on consent.**

**Item F:** Brown Act Teleconferencing Motion  
**Item 3:** First 5 CA Shared Services Alliance Pilot Grant (not voted on by Commissioner Richardson)  
**Item 4:** Sunset Review of Commission Policies

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**Items F and 4**

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

**Item 3**

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

**F. Brown Act Teleconferencing Motion**

The Commission was asked to authorize the teleconferencing meeting option pursuant to Government Code Section 54953(e) to promote social distancing.

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

- 1) Considered the authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e).
- 2) Found that there is a proclaimed State of Emergency.
- 3) Found that State and local officials have recommended measures to promote social distancing.

**1. Public Hearing: FY 2020-21 Annual Report to First 5 California**

The Commission was asked to approve the submission of the FY 2020-21 Annual Report to First 5 California.

**ON MOTION OF Chair Fletcher, seconded by Commissioner Macchione, the Commission approved the submission of the FY 2020-21 Annual Report to First 5 California. The Commission:**

- 1) Open Public Hearing
- 2) Received a staff Presentation.
- 3) Approved the First 5 Commission of San Diego Annual Report for Fiscal Year 2020-21.
- 4) Authorized the Executive Director to submit the Annual Report to First 5 California.
- 5) Closed the Public Hearing

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

**2. Annual Audit for FY 20 - 21**

The Health and Safety Code requires local commissions to conduct an annual, independent financial audit to provide the State and public with a detailed financial picture of the Commission's fiscal activities.

The Health and Safety Code requires local commissions to hold a public hearing on the audit. The FY 2020-21 audit for First 5 San Diego was performed by the firm of Moss, Levy & Hartzheim. The audit report concluded that

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there were no instances of non-compliance or other matters that are required to be reported, and they did not identify any deficiencies in internal control over financial reporting that they consider to be material weaknesses.

The Finance Committee reviewed the draft audit report at its September 21, 2021 meeting and approved the staff recommendation to forward the audit to the Commission for approval.

**ON MOTION OF Chair Fletcher, seconded by Secretary Richardson, the Commission approved the First 5 San Diego Annual Audit for FY 20-21. The Commission:**

- 1) Opened Public Hearing.
- 2) Received report from the Finance Committee Chair, Fred Baranowski.
- 3) Approved the First 5 Commission of San Diego Audit for FY 2020 - 21.
- 4) Authorized the Executive Director to submit the Audit to First 5 California and the California State Controller.
- 5) Closed Public Hearing.

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

### 3. First 5 CA Shared Services Alliance Pilot Grant

On September 8, 2021, the Commission was notified of an award of \$250,000 over 2 years, October 1, 2021 to June 30, 2023.

The Executive Director is proposing to receive these funds to support the development of a share services model.

The Shared Services Alliance pilot grant will engage community partners to explore the viability and sustainability of a shared services model through a Planning, Pilot and Assessment Cycle.

A shared service model provides efficiencies to early care and education providers, the majority of whom are low-income women of color, expanding care for low-to-moderate income communities by strengthening business and pedagogical leadership and creating technology and staff infrastructure that enable sharing of staff, information, and resources as well as increased business efficiencies.

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

- 1) Authorized the receipt of the grant award for \$250,000 over 2 years, October 1, 2021 to June 30, 2023.
- 2) Authorized award of a contract and approved funding to the local R&R agency, YMCA Childcare Resource Services, in the amount of up to \$250,000 as a project length budget for a twenty-one-month period (October 1, 2021 to June 30, 2023).

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

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**4. Sunset Review of Commission Policies**

In accordance with the sunset review date, Commission staff have reviewed three policies and are recommending the following changes:

- 1) Commission Funding Process F5C-003
  - No material changes. General wording changes and link updates.
- 2) Contracting and Procurement Policy F5C-013:
  - No material changes.
- 3) Contract Extensions F5C-021:
  - No material changes

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

- 1) Adopted the revised Commission Policies on:
  - Commission Funding Process F5C-003
  - Contracting and Procurement Policy F5C-013
  - Contract Extensions F5C-021

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

**5. UC Health Milk Bank Presentation**

Dr. Lisa Stellwegen of the University of CA Health Milk Bank gave a presentation. The Milk Bank opened its new facility in Spring of 2020 and is co-located within the SD Blood Bank headquarters. The University of California Health Milk Bank was established to help support neonatal intensive care units (NICUs) and families in the region and the state. They do this by providing safe, pasteurized human milk that has been donated by breastfeeding or chest feeding parents. The University of California Health Milk Bank, operated by UC San Diego Health, is the second in California to be accredited by the Human Milk Banking Association of North America. It is the only milk bank in the nation that is part of a health care system.

While California has high rates of breastfeeding, there is a large human milk distribution problem. This has resulted in shortages of pasteurized donor milk for ill or premature infants - both in NICUs and for families at home. The University of California Health Milk Bank is designed to address these shortages so the most fragile newborns across the state have access to human milk.

First 5 San Diego is proud to support the UC Health Milk Bank in their community outreach efforts, as well as being an active partner to raise awareness of this very important need.

First 5 San Diego will be sponsoring one freezer at a cost of \$7,000 to support the UC Health Milk Bank with their continued fundraising efforts to purchase two additional milk pasteurizers that are needed to fulfil their full operating needs.

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**6. Finance Committee Report**

The Finance Committee met September 21, 2021. Fred Baranowski, Finance Committee Chairman, reported on the financial status of the Commission as of August 31, 2020.

**7. Executive Director Report**

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

- The Commission was given an update on activities and the State's current economic impacts and the effects on Prop 10 funds.
- A written status report of Commission activities was presented as Item 7-1 in the agenda packet for this meeting.

**8. Future Agenda Items**

- Annual Report to the Community for FY 2020 – 21
- First 5 CA Strategic Plan 2022-2024 presentation by Melissa Stafford Jones, Executive Director

Chair Fletcher adjourned the meeting at 3:08pm to reconvene on November 9, 2021.

Respectfully submitted for your review and approval:

\_\_\_\_\_  
Rick Richardson

November 5, 2021  
Date

Notes by Karen Hays