

**FIRST 5 COMMISSION OF SAN DIEGO**  
**CAC Board Chambers, 1600 Pacific Highway, Room 310**  
**San Diego, CA 92101**  
**(858) 285-7710**

**Members Present:**

Monica Montgomery Steppe, Chair  
Rick Richardson, Secretary  
Dr. Eric C. McDonald, Commissioner  
Dr. Wilma Wooten, Commissioner

**Staff Present:**

Alethea Arguilez, Executive Director  
Martin Cherry, Operations Manager  
Katherine Hart, Sr. Deputy County Counsel  
Karen Hays, Executive Secretary

**Members Absent:**

Sandra McBrayer, Vice-Chair

**COMMISSION MEETING MINUTES**

April 18, 2024

**Call to Order**

Chair Montgomery Steppe called the meeting of the First 5 Commission of San Diego to order at 2:32pm.

**Approval of Commission Meeting Minutes from February 8, 2024**

**ON MOTION OF Secretary Rick Richardson, seconded by Commissioner McDonald, the Commission approved the minutes for the February 8, 2024 meeting.**

**AYES:** Montgomery Steppe, Richardson, McDonald, Wooten  
**ABSENT:** McBrayer  
**ABSTAIN:** None  
**NOES:** None

**Opportunity for Public Comments**

There were (5) public comments received.

**Commissioner Recusal Reminder**

Chair Montgomery Steppe 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 Commissioner McDonald, seconded by Secretary Richardson, the Commission approved the formation of the consent calendar with Items 3, 4 and 5 approved on consent.**

**Item 3:** Approval of the FY 2024-25 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan

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

**Item 5:** Budget Adjustment, Receipt of Revenue, and Contract Amendment for the San Diego County Office of Education

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**Items 3, 4 and 5**

**AYES:** Montgomery Steppe, Richardson, McDonald, Wooten

**ABSENT:** McBrayer

**ABSTAIN:** None

**NOES:** None

**\*\*\* OPENED PUBLIC HEARING \*\*\***

- 1) **Item 1: Acceptance of the FY 2022-23 First 5 California Annual Report**  
**ON MOTION OF Commissioner Wooten, seconded by Commissioner McDonald, the Commission accepted the FY2022-23 First 5 California Annual Report.**

- 1) Opened public hearing.
- 2) Received public comment.
- 3) Accepted the Annual Report of First 5 California for Fiscal Year 2022-23.
- 4) Closed Public Hearing.
- 5) Authorized the Executive Director to submit public comment, if any, to the State Commission.

**AYES:** Montgomery Steppe, Richardson, McDonald, Wooten

**ABSENT:** McBrayer

**ABSTAIN:** None

**NOES:** None

- 2) **Item 2: First 5 San Diego Strategic Plan 2020-2025 Annual Review**  
**ON MOTION OF Commissioner Wooten, seconded by Commissioner McDonald, the Commission approved the First 5 San Diego Strategic Plan 2020-2025.**

- 1) Opened Public Hearing.
- 2) Received public comment.
- 3) Reviewed and accept the existing First 5 San Diego Strategic Plan 2020-2025 and corresponding Roadmap for Systems Change with no changes.
- 4) Closed Public Hearing.

**AYES:** Montgomery Steppe, Richardson, McDonald, Wooten

**ABSENT:** McBrayer

**ABSTAIN:** None

**NOES:** None

**\*\*\* CLOSED PUBLIC HEARING \*\*\***

- 3) **Item 3: Approval of the FY 2024-25 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan**  
**ON MOTION OF Commissioner McDonald, seconded by Secretary Richardson, the Commission approved the formation of the consent calendar with Item 3 approved on consent.**

The Commission approved the FY2024-25 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan.

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**AYES:** Montgomery Steppe, Richardson, McDonald, Wooten  
**ABSENT:** McBrayer  
**ABSTAIN:** None  
**NOES:** None

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

**ON MOTION OF Commissioner McDonald, seconded by Secretary 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 2027 for each policy approved.

**AYES:** Montgomery Steppe, Richardson, McDonald, Wooten  
**ABSENT:** McBrayer  
**ABSTAIN:** None  
**NOES:** None

### 5) **Item 5: Operating Budget Adjustment, Receipt of Revenue, and Contract # 562989 Amendment for the San Diego County Office of Education for the Learn Well Initiative**

**ON MOTION OF Commissioner McDonald, seconded by Secretary Richardson, the Commission approved the formation of the consent calendar with Item 5 approved on consent.**

- 1) Found that the proposed ARPA funding allocation is consistent with the Commission's Strategic plan, furthers the support and improvement of quality early care and education throughout the County, and provides a public benefit.
- 2) Received ARPA funds from HHSA in the amount of \$250,000 and increase First 5 revenue in the FY 2024 – 25 Operating Budget by \$250,000 from HHSA ARPA funds.
- 3) Approved a funding increase for Contract #562989 with SDCOE for the Learn Well Initiative in the amount of \$250,000 for FY 2024 – 25.

**AYES:** Montgomery Steppe, Richardson, McDonald, Wooten  
**ABSENT:** McBrayer  
**ABSTAIN:** None  
**NOES:** None

### 6) **Financial Position for 2025 and Beyond**

The Commission engaged in a discussion related to the revenue projections for 2025 and beyond.

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### 7) **Strategic Plan 2025-2030 Update**

The Commission received an update on the ongoing activities and planning efforts related to the Strategic Plan for 2025-2030.

### 8) **Finance Committee Report**

Ricardo Macedo, Finance Committee Chair, reported on the Balance Sheet as of February 29, 2024.

### 9) **Executive Director Report**

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

- Recently hosted the 2<sup>nd</sup> convening of the Strategic Planning Ad Hoc Committee. The Ad Hoc Committee will meet every month through September. Additionally, community engagement efforts included informational interviews with key stakeholders, as well as hosting listening sessions with families throughout the county through the support of community-based organizations. The goal is to provide a final draft of the Strategic Plan in the fall to the Commission.
- Continued advocacy efforts through the First 5 Association for the \$100 million dollar funding request to support the funding cliff that is already impacting some First 5s in the state and the future impact that all First 5s are faced with. A letter from Assemblymember Pellerin in support of the First 5 sustainable funding request was included.
- Commissioner Wooten was honored for her 17 years of service to First 5 San Diego as she prepares to retire in June 2024. It was her final meeting as a Commissioner.

### 10) **Future Agenda Items**

- 1) Approval of the First 5 San Diego Annual Report for FY 2023-24
- 2) Approval of the Annual Financial Audit for FY 2023-24
- 3) Presentation on the First 5 CA Home Visiting Technical Assistance and Coordination Grant
- 4) Update on the Strategic Plan 2025-2030

Chair Montgomery Steppe adjourned the meeting at 3:45pm to reconvene on October 17, 2024.

Respectfully submitted for your review and approval:

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

October 17, 2024

Date

Notes by Karen Hays