

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

**MEETING LOCATION: 1600 Pacific Highway,  
Board Chambers Room 310, San Diego, CA 92101**

**Members Present:**

Supervisor Monica Montgomery-Steppe, Chair  
Sandy McBrayer, Vice Chair  
Rick Richardson, Secretary  
Dr. Kelly Motadel, 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:**

Dr. Kim Giardina, Commissioner

**COMMISSION MEETING MINUTES**

November 14, 2024

**Call to Order**

Chair Montgomery-Steppe called the meeting to order at 2:32 pm.

**Approval of Commission Meeting Minutes from April 18th, 2024**

**ON MOTION OF Vice Chair McBrayer, seconded by Commissioner Motadel, the Commission approved the minutes for the April 18th, 2024 meeting.**

**AYES: Montgomery-Steppe, McBrayer, Richardson, Motadel**

**ABSENT: Giardina**

**ABSTAIN: None**

**NOES: None**

**Opportunity for Public Comments**

There were no public comments.

**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 Vice Chair McBrayer, seconded by Commissioner Motadel, the Commission approved the formation of the consent calendar with Item 3 approved on consent.**

**Item 3:** Single Sign On (SSO) Funding Request

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**Item 3:**

**AYES:** Montgomery-Steppe, McBrayer, Richardson, Motadel

**ABSENT:** Giardina

**ABSTAIN:** None

**NOES:** None

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

**1. Submission of the FY 2023-24 Annual Report to First 5 California**

**ON MOTION OF Vice Chair McBrayer, seconded by Commissioner Motadel, the Commission approved the submission of the FY 2023-24 First 5 San Diego Annual Report to First 5 California.**

The Commission was asked to approve the submission of the First 5 San Diego Annual Report to First 5 California for FY 2023-24.

- 1) Opened Public Hearing.
- 2) Staff Reviewed.
- 3) No public comments were received.
- 4) Approved the First 5 Commission of San Diego Annual Report for Fiscal Year 2023-24
- 5) Authorized the Executive Director to submit the Annual Report to First 5 California.
- 6) Closed the Public Hearing.

**AYES:** Montgomery-Steppe, McBrayer, Richardson, Motadel

**ABSENT:** Giardina

**ABSTAIN:** None

**NOES:** None

**2. First 5 San Diego Annual Financial Report Audit for FY2023-2024**

**ON MOTION OF Vice Chair McBrayer, seconded by Secretary Richardson, the Commission approved the First 5 San Diego Annual Financial Report Audit for FY2023-2024**

The Commission was asked to approve the annual financial report audit for FY2023 - 24.

- 1) Opened Public Hearing.
- 2) Received a report from the Finance Committee.
- 3) No public comments were received.
- 4) Approved the First 5 Commission of San Diego Audit for FY 2023 - 24.
- 5) Authorized the Executive Director to submit the Audited Annual Financial Report to First 5 California and the California State Controller.
- 6) Closed Public Hearing.

**AYES:** Montgomery-Steppe, McBrayer, Richardson, Motadel

**ABSENT:** Giardina

**ABSTAIN:** None

**NOES:** None

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

**3. Single Sign On (SSO) Funding Request**

**ON MOTION OF Vice Chair McBrayer, seconded by Commissioner Motadel, the Commission approved the formation of the consent calendar with Item 3 approved on consent.**

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- 1) Found that the proposed First 5 San Diego funding allocation of \$60,000 is consistent with the Commission's Strategic Plan and is a necessary cost.
- 2) Approved a budget increase of \$60,000 for the SSO costs for FY 2024 – 25.
- 3) Authorized a contract amendment to add \$10,000 to contract #524597 with Persimmony International for the SSO costs for FY 2024 – 25.

**AYES:** Montgomery-Steppe, McBrayer, Richardson, Motadel  
**ABSENT:** Giardina  
**ABSTAIN:** None  
**NOES:** None

### 4. First 5 San Diego Strategic Plan 2025-2030 Update

The Commission received an update on the status of the Strategic Plan 2025-2030 planning efforts to date. This included an update on stakeholder interviews and community engagement efforts.

### 5. Finance Committee Report

The Commission received a standing agenda item report from the Finance Committee Chair, Ricardo Macedo.

### 6. Executive Director's Report

Executive Director Arguilez provided a report on the Commission's ongoing activities through its funded endeavors.

- 1) Reviewed the Staff Report with the Commission.
- 2) Acknowledged Hunter Watson who, among other tasks, mentors and supervises the student workers of First 5 San Diego. This team represents the Commission at community outreach events, often after hours and on weekend in an effort to reach as many families and children as possible.
- 3) Updated the Commissioners on the \$25M Stabilization Fund Request through F5CA which was brought forward in August 2024. It is Executive Director Arguilez's understanding that the state commission is moving forward with some level of funding allocation after establishing eligibility criteria. A further update is expected at the December 17<sup>th</sup>, 2024 commission meeting.
- 4) A father, Omar Massoud, who's adopted daughter received speech, occupational and mental health treatment through Rady's Children's Hospital provided testimonial of the great service that his daughter received through the HDS and KidStart programs.

### 7. Future Agenda Items

- 1) Annual Report to the Community for FY 2023 – 24
- 2) New Strategic Plan 2025-2030
- 3) Home Visiting Coordination and TA Grant Presentation
- 4) Sunset Review of Four (4) Commission Policies
- 5) Funding Reduction Discussion

Chair Montgomery-Steppe adjourned the meeting at 3:38pm to reconvene on December 17th, 2024.

Respectfully submitted for your review and approval:

\_\_\_\_\_  
Rick Richardson, Secretary

November 14, 2024  
Date

Notes by Karen Hays