



## Meeting Agenda

October 9, 2018

3:00 PM

Kings County Board of Supervisors Chambers,  
Kings County Government Center  
1400 West Lacey Blvd.  
Hanford, CA 93230

### Call to Order & Welcome

The meeting was called to order at 3:00Pm

### Commissioners Roll Call

Commissioner	Present	Absent	Joined Meeting After Roll Call
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Steve Naylon		X	
Crystal Hernandez		X	
Dr. Lisa Lewis	X		

### Review and Modification to Agenda

No changes were made to the agenda.

### Opportunity for Public Comment

Commissioner Bugay offered opportunity for public comment, none were offered.

### Consent Calendar

**2018-08-021 Approval of Minutes: August 14, 2018 Commission Meeting  
FY 17/18 Final Fiscal Report  
FY 18/19 August Fiscal Report**

Motion Made by:	Commissioner Joe Neves		
2 <sup>nd</sup> Motion by:	Commissioner Dr. Lisa Lewis		
Motion (Pass/Fail)	Pass		
<b>Commissioner</b>	Aye	Nay	Abstain
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Steve Naylon			
Crystal Hernandez			
Dr. Lisa Lewis	X		

## Action Items

**2018-10-022 17/18 Audit:** Commission to review, discuss and consider approving the FY 17/18 audit prepared by Hudson & Henderson.

Program Officer Waite briefly discussed the Hudson and Henderson report. Hudson and Henderson visited the week of August 27<sup>th</sup>-30<sup>th</sup> to review all documentation, no findings were found this year. Revenue was documented as \$1,741,202.00 combined with regular Prop 10 revenue, impact project matching with the state, interest and about \$2500 in miscellaneous revenue. Expenditures were documented at \$2,170,635.00 impacted fund balance of a negative balance of \$ 429,433.00 leaving fund balance at \$1,633,679.00 about \$25,000 above Fiscal Plan was projected to be. Impact should be expected to come down as the back fill of Prop 56 comes into play. Additionally bigger liabilities have come into play in the last two years that have been growing. The two majors sources are: The Unfunded Pensions Liability and OPEB (Other Post Employment Benefits) impacted the Net position about \$500,000.00 Liability.

Motion Made by:	Commissioner Joe Neves		
2 <sup>nd</sup> Motion by:	Commissioner Dr. Milton Teske		
Motion (Pass/Fail)	PASS		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Steve Naylon			
Crystal Hernandez			
Dr. Lisa Lewis	X		

**2018-10-023 17/18 Annual Report:** Commission to review, discuss and consider approving the FY 17/18 annual report to be submitted to First 5 California.

Program Officer Waite briefly discussed the annual report; a requirement of Prop 10 required to submit an annual audit and an annual report. A newer format was made this year. Two key Components: AR1- Fiscal Information, and AR2- Demographic Information. A new section was made this year which is called; Duplication Assessment. A new guideline for First 5 will take place in 2019. Commissioner Joe Neves stated the duplicated number would be difficult to track as Last names can be different and as well as blended families in Kings County. Commissioner Dr. Milton Teske suggested putting in a best guess with the numbers and going with the best guess and going from there.

Motion Made by:	Commissioner Joe Neves		
2 <sup>nd</sup> Motion by:	Commissioner Dr. Milton Teske		
Motion (Pass/Fail)	PASS		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Steve Naylon			
Crystal Hernandez			
Dr. Lisa Lewis	X		

**2018-10-024 Approval of First 5 Kings Policy Manual:** Commission to review, discuss and consider approving updates to the First 5 Kings County Policy Manual.

Program Officer Waite briefly discussed on how to fill the role of Executive Director. The Director of Public Health would fill the role of Executive Director. Tasks assigned in the policy manual to the Executive Director that are currently being filled by other staff as well being handled by Program Officer Waite. Changes were made to the duties in the policy manual. Major assignments such as: Authorizing Budget and Expenses, Signing Contracts, or making a Legislative Decision was left for the Executive Director.

Motion Made by:	Commissioner Dr. Milton Teske		
2 <sup>nd</sup> Motion by:	Commissioner Dr. Lisa Lewis		
Motion (Pass/Fail)	PASS		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Steve Naylor			
Crystal Hernandez			
Dr. Lisa Lewis	X		

**2018-10-025 Designate the Kings County Director of Public Health Services as the First 5 Kings County Executive Director:** Commission to review, discuss and consider designating the Kings County Director of Public Health Services to fulfill the roles and responsibilities of the First 5 Kings County Executive Director as defined in the First 5 Kings County Policy Manual.

Program Officer Waite briefly stated the Commissioners and Program Officer Waite are formalizing the Public Health Director as the Executive Director. No new individual is being named and new position is being named.

Motion Made by:	Commissioner Joe Neves		
2 <sup>nd</sup> Motion by:	Commissioner Dr Milton Teske		
Motion (Pass/Fail)	PASS		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Steve Naylor			
Crystal Hernandez			
Dr. Lisa Lewis	X		

**2018-10-026 Proposed Budget Modification for FY 18/19:** Commission to review, discuss and consider updating the 2018-2019 Budget to include the Proposition 56 Oral Health Improvement Project.

Program Officer Waite briefly stated Prop 56 Oral Health Grant Budget was recently approved. The Grant was received between April and July. Original was budget that was submitted to the county and was approved by the Commission didn't include \$186,104 that was rewarded for the Fiscal year. Staff time was moved about \$34,000 allocated to the Oral Health Grant to work with.

Motion Made by:	Commissioner Joe Neves		
2 <sup>nd</sup> Motion by:	Commissioner Dr Lisa Lewis		
Motion (Pass/Fail)	PASS		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Steve Naylor			
Crystal Hernandez			
Dr. Lisa Lewis	X		

**Informational Agenda Items**

**Annual Evaluation Report:** Commission to review and discuss the progress of funded projects for FY 17/18 presented by Evaluation, Management & Training (EMT).

Victoria Castle from EMT Associates briefly discussed the Annual Evaluation Report for the Strategic Plan placed for the 2015-2020 Strategic Plan for First 5 Kings County Commission. Evaluation Plan structured to provide Longitudinal Monitoring of Performance Indicators. Targeted success is measured in increases in program inputs and program outputs. Performance indicators are identified in the strategic plan for each of the funded programs in the strategic plan. Measurement is tied in to support the performance indicators. A 5 year contract period between First 5 and EMT. A cost effectiveness analysis will be done at the end of the contract period. The Chis survey is administered statewide in California and provides data on health and dental access for children. Performance indicators that are monitored in different external data sources. Victoria touched base on three of the top established programs that have been successful and are benefiting children and families. Some of the successful programs that were mentioned were: UCP Parent and Me Special Program, Linkages to Learning, and Family Resource Centers. Victoria briefly spoke on the Kings County Cares About Quality, Initiative and Quality Grant. The Quality Rating System (QRS) was discussed as well. Commissioner Dr. Milton Teske asked if EMT was considering if the 14% of the programs being representative at the FRC's, if they were being fairly represented over the programs that aren't participating. The FRC's receive incentives based on the steps that are being reached through the programs. Victoria briefly touched base on the new home Visitation program that has launched this year.

**Spotlight on Service:** Staff from the Recreation Association of Corcoran will present an overview of the funded project Corcoran Family Resource Center.

Anna Hernandez from the Corcoran FRC briefly discussed the Early Education Activities that are introduced to parents of the community in Corcoran. The programs that are used at the Corcoran FRC are: Tummy Play Time for children 0-6 months, Time to Finger Paint for children 6-24months, The FRC has multiple programs for the children 2-5 Years of age which are; Little Chef's Kitchen, Time for Art, and Dramatic Play. The Corcoran FRC also provides many programs for the communities which are: Community Baby Showers, the FRC coordinate Mommy and Me classes with their local UCP, Car Seat Installation, Community Food Bank, Kings View Counseling, Nutrition and Health

Awareness, and ESL Classes. Anna briefly mentioned a few Outreach programs that they provide for the community of Corcoran. Commissioner Sanja Bugay asked the hours of the facility. The FRC is opened to the Public Tuesday-Friday, every other Saturday. The FRC is closed to the public on Mondays, but are opened for the Kings View Counseling program and ESL program.

**Staff Report:** August 2018 & September 2018

No changes or questions were made.

**Future Agenda Items**

**December 2018**

- Minutes from October 9, 2018 Commission Meeting
- FY 18/19 October 2018 Fiscal Report
- Annual Strategic Plan Review and Update
- Community Annual Report for FY 17/18
- Strategic Planning Process for 2020-2025
- 1<sup>st</sup> Quarter Grantee Achievement Report
- Spotlight on Service: Kings Community Action Organization – Kettleman City Family Resource Center
- Adding new Commissioners

Program Officer Waite stated Commissioner Steve Nylon resigned as a Commissioner. Commissioner Crystal Hernandez is no longer with previous organization. Program Officer Waite will continue make contact with Commissioner Crystal Hernandez to see if she will be able to continue to be a commissioner; if not 2 commissioners at large will be needed.

**Commissioner Comments**

Commissioner Sanja Bugay briefly mentioned the Human Services Agency applied for and additional Program named CalWORKs Families.

**Review Next Meeting Date & Adjournment**

- December 4, 2018 at 3:00 PM

**Public Comment is Taken on Each Agenda Item**

**Please note that the order in which the agenda items are considered may be subject to change.**

*Agenda backup information and any public records provided to the Commission after the posting of the agenda for this meeting will be available for public review at the first 5 office: 330 Campus Drive, Hanford, CA 93230. Upon a timely request, reasonable efforts will be made to provide such information or records in alternative formats.*