

FIRST 5 KINGS COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes

August 7, 2007

Commissioners Present: Bill Black, Mary Ann Ford-Sherman, Peggy Montgomery, Perry Rickard, John Stankovich, and Supervisor Alene Taylor representing commissioner Joe Neves.

Commissioners absent: David Droker

Commission staff present: Lisa Watson, Executive Director; Fabiola DeCaratachea, Scott Waite, Program Officers; Anamaria Dominguez, Executive Secretary.

Consultants to the Commission: Kelly Marshall, Social Entrepreneurs, Inc.

County staff to the Commission: Kyle Sand, County Counsel

Others present: Debbie Gibson, Judy Newton, Diane Hall, Ynez Lopez, Mark Alvidrez, Kathy Cruz.

Call to Order: Chair Black welcomed everyone and called commission meeting to order.

Review and Modification of Agenda: ED Watson noted that by error, the Contract Compliance policy was listed under the Study Session. This issue will be presented at a future commission meeting.

Public Comment: None.

Consent Calendar:

2007-08-001 Approval of minutes: July 3, 2007 Commission meeting.

2007-08-002 Lemoore Family Connection Consultant Contract

Approval of minutes from July 3, 2007 and ratification of consultant contract for Lemoore Family Connection operations by motion made by Commissioner Stankovich, seconded by Commissioner Rickard.

Commissioners Montgomery, Taylor, and Ford-Sherman abstained from voting. Motion passed (with direction given by County Counsel).

Regular Agenda Items:

Fiscal Report – The final fiscal report for FY2006-2007 was presented by ED Watson, who outlined the final percentage cost for administration, program and evaluation. Administrative cost came in just below 10%, while Evaluation costs accounted for less than 2% of the Commission's overall budget. The administrative limit established by the Commission for FY 06/07, was 10% and so staff didn't exceed that policy cap. This year, the Commission adopted 12% for FY07/08. ED Watson noted that the percentage of administration costs can be affected by the spending patterns of grantees, as is evidenced by this year's example. A lack of spending on the part of grantees has a negative affect on the administrative percentage of Commission spending.

Fiscal report for July 07 was also presented. ED Watson noted the addition of revenues being reported to the Commission in this and all future Fiscal Reports to the Commission.

Executive Director's (ED) Report: In her report, ED Watson highlighted the activities and meeting attendance during the last month. An update was provided on the hiring of the three new First 5 positions that will start on August 20th, as there is a mandatory training they must attend during that week for implementation of the Raising a Reader program. In addition to the new staff hiring, ED Watson talked about the conditional use permit denied by the Lemoore Planning Commission due to significant safety concerns for those families who would have to cross and/or park on Bush Street. An alternate location has been identified and secured at 124 C Street. It is Commission staff's intent to open doors by August 13th with a grand opening occurring on August 18th at the Lemoore Park. ED Watson also spoke of the scheduled September 10, 2007 audit and the relocation of the First 5 office.

Program Officer Reports:

Fabiola DeCaratachea.- Ms. DeCaratachea informed the Commission of the current process of reviewing the final progress and expenditure reports and closing of contracts for programs funded by First 5. Rosaura Heredia was introduced as the consultant to manage the Lemoore Family Connection. Currently, Ms. DeCaratachea is in the process of finding a Japanese translator to do community needs assessments surveys to families that live on the Lemoore Base. Fleet and Family Services have agreed to distribute and collect these and will be participating at the opening ceremony on August 18, 2007. Commissioner Ford-Sherman offered her staff to assist with the Japanese translation.

Scott Waite - Mr. Waite started his report by outlining the distribution of New Parent Kits. Currently 600 NPK have been given to programs, with the majority being distributed by the WIC program. With the start of the new school year, distribution of backpacks has come to an end. Remaining backpacks and data will be collected and stored for use next year and the data will be analyzed. Additionally, Mr. Waite informed the Commission of the new relationship being developed with Lemoore NAS for the distribution of the New Parent Kit.

Community Specialist's Report: In the absence of Mr. Hice, who was working at a First 5 National Night Out booth, ED Watson informed the Commission of media and public relations activities as well as the marketing and community outreach. The 2007 Resource Directory has been printed and is now available through First 5 Kings County. Commissioners were invited to attend National Night Out and the Lemoore Family Connection Grand Opening on August 18, 2007 at the Lemoore Park.

DISCUSSION/ACTION ITEMS

2007-08-003 Program Audit Reports - Audit Reports for Armona FRC, Corcoran FRC, Hand in Hand FRC, Kettleman City FRC, and UCP Parent & Me Programs were presented to the Commission for review and discussion. Since Lemoore and Hanford will not receive First 5 funds for FY 07/08 commission staff considered it inappropriate to include their reports. Ms. DeCaratachea briefly outlined the process of the audits and offered to answer question that the Commissioners might have in relationship to the audit summaries contained within their agenda packets. No specific questions were posted by

Commissioners.

STUDY SESSION ITEMS

First 5 Kings County Ordinance Change – Based upon initial discussion at the Commission training retreat held March 20, 2007, the status of retaining or expanding the current 7 member commission was considered. A comment was presented by Mark Alvidrez from the Armona FRC, who stated that it would be beneficial to have an advisory board and noted the lack of community representation. Commissioners discussed the issue and verbalized their preferences, eventually coming to a consensus to leave the size of the commission as is and to explore the possibility of an advisory group.

Capacity Building Report – Kelly Marschall, Social Entrepreneurs Inc. provided an informative presentation regarding the results of the First 5 Kings County Capacity Building Initiative project, to include: Objectives of the Capacity Building Initiative, Summary of Project Activities, Results, and Recommendations.

FUTURE AGENDA ITEMS

- 2006-2007 Annual Report & Audit
- 2006-2007 First 5 Kings County Evaluation Report – UCLA
- Commissioner Planning Retreat

COMMISSIONER COMMENTS

- ✓ **Commissioner Ford-Sherman** – Mental Health Services Act is moving forward. ED Watson offered a study session for Commissioner Ford-Sherman to present new logo and media information.
- ✓ **Commissioner Rickard** – Child Health Initiative is up and running, there is a concern with cuts in the State Budget that might affect this initiative. Next week, Mr. Rickard and members of the Task Force will meet with the California Endowment to try to get full funding for children 6-18 yrs. Old.

ADJOURNMENT

Meeting was adjourned at 5:10 to the next regularly scheduled meeting on September 4, 2007 at the Kings County Board of Supervisors Chambers.