FIRST 5 KINGS COUNTY CHILDREN AND FAMILIES COMMISSION
Meeting Minutes

December 4, 2007

Commissioners Present: Bill Black, Perry Rickard, David Droker. John Stankovich., Peggy Montgomery, Mary Anne Ford-Sherman, Supervisor Tony Barba attended in representation of Commissioner Joe Neves.

Commission Staff present: Lisa Watson, Executive Director; Fabiola DeCaratachea, Technical Assistance Program Officer; Scott Waite, Grants & Contracts Program Officer; Ester Imperial, School Readiness Coordinator; Jon-Michael Hice, Community Specialist; Vanessa Avila and Rosalba Cabral, Resource Specialists; and Anamaria Dominguez, Executive Secretary.

Consultants to the Commission: Kelly Marschall, Social Entrepreneurs, Inc.; Pauline Hershey-Gambino, The Agency at All Valley Printing; Rosaura Heredia, Independent Consultant

County Staff to the Commission: Kyle Sand., County Counsel

Others present: Diane Hall, Kathy Cruz, Mark Alvidrez, Ana Leon, Ynez Lopez, Lisa Schmidt, Terri Quintel.

Call to Order: Meeting was called to order at 4:05 by Chair Black. Roll call was taken. Commissioner Droker let the group know that he will be leaving early.

Review and Modification of Agenda: No modification to agenda.

Public Comment: None

CONSENT CALENDAR:

2007-12-001 November 6, 2007 Commission meeting minutes - minutes were approved in a motion made by Commissioner Droker, seconded by Commissioner Montgomery. Supervisor Barba abstained.

REGULAR AGENDA ITEMS:

Fiscal Report - No over/under expenditures to report this month. The budget format has not yet been modified to reflect the modification/augmentation approved at the last commission meeting. UCP is bringing in front of the Commission a request for augmentation which falls outside the scope of the funds available within the modified budget. Based upon the Commissions action regarding the UCP item, a completed augmented budget will be presented to the Board of Supervisors for approval, and subsequent to such approval, the budget will be modified in the county FMS system.

Commission staff will not modify the reports to the commission until such changes occur at the County level so that Commission financial reports are consistent with county FMS reports. It is anticipated that the Commission will present to the BOS in mid-January the request for budget modification/augmentation as approved by the Commission, and hope to be able to provide the commission financial reports reflective of such updates in February 2008.

Executive Director's Report –

- Staffing changes were reported by ED Watson who introduced Ester Imperial as the new School Readiness Coordinator.
- The Multicultural Conference overall survey results indicating positive feedback were presented to the Commission.
- ED Watson provided a brief School Readiness activities update and highlighted the outreach event at the Mall intoroducing the Raising a Reader program to the community. At the event, Commission staff were successful in serving 53 children age 0-5 with a live character reading, literacy activity, and book distribution.
- ED Watson requested postponing the January meeting until the 8th or 15th of the month. To set the date an e-mail will be send asking for commissioner's availability.

Program Officer's Report -

- **Fabiola DeCaratachea -** In her report, Ms. DeCaratachea listed the meetings she has attended and the Technical Assistance provided to grantees. Work on data and online reporting process continues. Acknowledgment was given to Armona and Lemoore FRCs by Ms. DeCaratachea for their nice site set-up which was rich in children materials.
- **Scott Waite -** In his report, Mr. Waite talked about the 1st. Quarter Report and the reviewing of scope of work modifications. A project that Mr. Waite is currently working on is the Grantee Handbook that has been reviewed by Mike Smith from SEI and will be a less technical manual on a simpler format easier for the grantees to work with.

Community Specialist's Report

- Mr. Hice reported out on the success of the Open House held by First 5 on November 7, 2007 and the activities and contracts he has been working on during the last month.

DISCUSSION/ACTION ITEMS

2007-12-002 2007 Communications Audit – Communications Consultant Pauline Hershey went over the Communications Audit conducted to determine the effectiveness of communications efforts over the past two years. In conclusion, the awareness among the general public and the FRC clientele has increased significantly since the audit done in 2005. Some of the immediate recommendations are:

- Implement the 2006 Communications Plan
- Create a user friendly website
- Increase outreach in the outlying areas of the County

2007-12-003 Hanford Mall Sponsorship Contract – A sponsorship agreement to be the sole sponsor of the Soft Play Area as well as a variety of other marketing opportunities was presented to the Commission for approval. The twelve month term contract will begin in January 2008 with a cost of $1,700 per month, totaling $21,000. The contract was approved unanimously by motion made by Commissioner Black, seconded by Commissioner Ford-Sherman. All other commissioners in favor.

2007-12-004 UCP Budget Modification/Augmentation Request – With UCP Parent and Me program not being able to operate at the Armona Family Resource Center and the Lemoore Family Connection, a budget modification/augmentation has been requested from UCP to secure and develop alternative sites in Lemoore and Armona. Commission staff presented the Commission three options for consideration, recommending approval of option no. 2

Option 1: Approve the full request including the modification for $66,226.00 and the augmentation for $48,278.00

Option 2: Approve the full request including the modification for $66,226.00 and the augmentation for $48,278.00 with a caveat that an augmentation will not be provided for the next 3 years of this School Readiness cycle.

Option 3: Approve the request for the Lemoore site, because circumstances have changed after the planning process. Deny the Armona site, because the situation and circumstances are the same as during the planning process. This would only require the $66,266.00 budget modification request.

After discussing the issue and questions from commissioners were answered by Judy Newton and Mark Alvidrez clarifying why UCP can't deliver services at the Armona FRC and Lemoore Family Connection.
Commissioner Rickard made a motion to approve Option No. 1, seconded by Commissioner Montgomery. Commissioner Ford-Sherman opposed. All other commissioners in favor.

2007-12-005 Lemoore Family Connection RFP Process – The RFP released in November with the intent to transfer responsibility of daily operations to a community service provider identified only one partner agency interested in taking over the center. Because our procurement process requires three interested applicants for a RFP process to be valid, this request for proposal procurement process has been deemed a failure. Commission staff requested the Commission consider the following options:

Option 1: Re-release the RFP, with a contract term of 3 months
Option 2: Sole source the contract to the one interested bidder for a 6 month contract term
Option 3: Extend the current oversight structure through 6-30-2008, and re-release the RFP for a 12 month term.

Commission staff recommended the commission to adopt option 3 and to authorize the allocation of $75,000.00 to maintain operations through the end of the fiscal year. The reason staff recommends the extension of the current structure as opposed to the sole source option was the appearance of two sole source contracts to the same provider in a single contract term being this not prudent in the attempts to be fair and impartial in the awarding practice.

There was discussion regarding the procurement policy. Kyle Sand from County Counsel will do a research for the amendment of it and will bring that information back to the commission at a future meeting to re-visit the specifics of the process.

Commission approved option 3 by motion made by Commissioner Stankovich, seconded by Commissioner Rickard. All other commissioners in favor.

2007-12-006 Baby Signs Contract – A contract to support the delivery of Baby Signs at the Armona Family Resource Center and the Lemoore Family Connection was presented for approval. The program teaches babies to use signs that actually enhance language, cognitive, and social-emotional development. Commissioner Ford-Sherman made a comment regarding future partnership with special needs and the benefit that it would bring to the targeted population. Kyle Sand brought to the Commission's attention that the contract needed to be amended. Motion was made by Commissioner Ford-Sherman, seconded by Commissioner Montgomery to approve the contract –to include changes by County Counsel- with Armona Elementary School District in the amount of $7,409.62 to support Baby Signs services to be piloted at two FRCs. All other commissioners in favor.

2007-12-007 2007-2008 1st. Quarter Program Status Report – The grantees' first quarter report was presented to the Commission by Scott Waite, for the period of activity between 7/1/07 to 9/30/07. Some discussion amongst staff had occurred to modify the way in which anticipated vs. actual achievement of contract objectives and spending levels are reflected. With the second report, a running total will be included to show changes or growth of improvement.

STUDY SESSION ITEMS

2006-2007 Evaluation Discussion –. ED Watson reported out that UCLA has been responsive in modifying their work to address the concerns raised at the last commission meeting. During the first couple of weeks of January UCLA will meet with providers and will come back and deliver on things that were not met on the first contract term. At the last commission meetings it was agreed to break up the report and discuss individually the three emerging concerns from the report, being these Child Care, Demographics being served, and Continued barriers to access services. A meeting with FRCs will take place on December 17, 2007 to discuss demographics. Child Care issues were to be discussed today, but because Commissioner Droker had left earlier, there was objection to the discussion stating that the main child care representative should be present. ED

Watson framed out the conversation about child care in the county reporting out on the work she has done with Child Care Planning County and presenting a proposal that will answer some of the critical questions that commission needs to know to make informative decisions. The issue will be brought back to the Commission at the next meeting in order to have the major child care representative present to participate in the discussion.

SEI First 5 Capacity Building – Kelly Marschall, from Social Entrepreneurs, Inc. following the direction given at the March 2007 retreat presented the Commission a survey to self-assess commission performance and summarized the issues and recommendations emerging from the review of contract administration policies, procedures and tools. Ms. Marschall went over the survey questions receiving feedback from commissioners who requested to reword the questions to reflect what was also discussed at the 2006 Commission retreat. Changes will be incorporated by Ms. Marschall who will send an updated survey to commissioners. Commissioner Ford-Sherman made a comment in the importance of evaluating how close the commission comes in meeting the strategic plan goals. A discussion followed to talk about the lack of a contract compliance policy as presented in a document prepared by SEI to summarize issues and recommendations emerging from the review of First 5 Kings Co. contract administration policies, procedures and tools. Amongst the recommendations of the document, the Commission should formally adopt a policy on contract compliance as required by AB109 and consistent with state law. Commissioners Montgomery and Stankovich volunteered to work with Scott in the development of the Contract Compliance Policy. Timeframe is the first quarter of 2008.

FUTURE AGENDA ITEMS

- Commissioner Ford-Sherman will present in a study session an update on Mental Health
- Study Sessions on:
  - Child Care issues
  - Demographic information results from Dec. 17, meeting with FRCs.

COMMISSIONER COMMENTS

None.

ADJOURNMENT – Meeting was adjourned at 6:00 p.m. Date for next commission meeting was not set.