

FIRST 5 KINGS COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes
July 3, 2007

Commissioners Present: Bill Black, David Droker, Joe Neves, Perry Rickard, and John Stankovich.

Commissioners absent: Mary Anne Ford-Sherman, Peggy Montgomery.

Commission staff present: Lisa Watson, Executive Director; Fabiola DeCaratachea, Program Officer; Scott Waite, Program Officer; Jon-Michael Hice, Community Specialist; and Anamaria Dominguez, Executive Secretary.

County staff to the Commission: David Hamilton, County Counsel

Others present: Debbie Gibson, Mark Alvidrez, Judy Newton, Kim Wildey, Diane (UCP),

Call to Order: Meeting was called to order at 4:05 by Chair Stankovich followed by roll call.

Review and Modification of Agenda: ED Watson requested that the consent calendar were moved to the last item of action on the agenda because there were two policies that needed to be adopted before approval of the contracts contained in consent. Motion to accept modification of agenda was made by Commissioner Droker, seconded by Commissioner Black. All other commissioners present in favor.

Public Comment:

Judy Newton, UCP- The Parent and Me program opened in Kettleman City serving 44 families in two weeks. Ms. Newton will provide a power point presentation at the next commission meeting. No other public comments.

Regular Agenda Items:

Fiscal Report:

ED Watson informed the commission of adjustments/transfers done and explained the reasons for over expenditure. Based on this preliminary report, the administrative rate is 7.25%. A final fiscal year end report will be presented to the commission at the next commission meeting. No questions or comments from Commissioners.

Executive Director's (ED) Report:

ED Watson has been meeting with service providers to negotiate contracts. Other significant item to report is the successful leverage of almost \$150,000 funding from Human Services Agency to fully support the Resource Directory and Kings CONNECTION programs. No questions or comments from Commissioners.

County Counsel Report:

Mr. David Hamilton, from County Counsel provided an opinion regarding quorum issues as per a County Counsel memo to First 5. A quorum is not affected if there is an abstention even if the vote is less than quorum, as long as there is a majority that approves the motion. A problem occurs when a person steps out or the quorum is reduced by one.

Program Officers Report:**Fabiola DeCaratachea.-**

Program Audit Reports for the FRC's and UCP Parent and Me Program have been completed as well as the financial review reports; these reports have been forwarded to the programs as a courtesy measure prior to bringing them in front of the Commission. Some of the work done towards the establishment of transition services in the Lemoore Community include a brief Community Needs Assessment, the release of a Request for Qualifications, meetings with service providers to discuss coordination of services, and outreach. The center is expected to start providing services on August 13, 2007 at 405 W. Bush St. in Lemoore. A grand opening is planned for August 18th at the Lemoore Park. No questions from Commissioners.

Scott Waite.-

Additional programs are being recruited to participate in the delivery of New Parent Kits. Currently 300 NPKs have been given to programs. Also, First 5 Kings County has been distributing the kits at outreach events. ED Watson added to Mr. Waite's report the incentive offered to the program that distribute the most amount of New Parent Kits per quarter will receive a Lakeshore activity center. This incentive is supported by credits received from Lakeshore after the purchase of multicultural conference materials. No questions from Commissioners.

Community Specialist's Report:

Mr. Hice provided an update on the planning of the 2007 Our Diverse World Multi-Cultural Conference to take place October 19 & 20, 2007 at the Tachi Palace. Ongoing outreach includes Thursday Night Market and the upcoming Kings County Fair. The 2007 Resource Directory is expected to be ready in the next two weeks. No questions from Commissioners

DISCUSSION/ACTION ITEMS**2007-07-012 Nomination of Chair Elect**

Ratification of chair was done. Bill Black will be chair for year 2007-2008. ED Watson presented a plaque to Commissioner John Stankovich as a token of appreciation for his year as Chair. Commissioner Neves informed of the decision of the nominating subcommittee to nominate Commissioner Rickard as Chair Elect for fiscal year 2007-2008. Motion made by Commissioner Neves, seconded by Commissioner Stankovich. Approved unanimously.

2007-07-013 Grand Jury Response

ED Watson presented to the Commission for review and modifications, a response to the Grand Jury report issued for FY 2006-2007. There was no discussion of the response and commenting on a job well done, Commissioner Rickard made motion to adopt the response to the Grand Jury report as presented. Motion was seconded by Commissioner Neves. Approved unanimously.

2007-07-014 Compliance Policy

Based on direction given to staff at the Commission Training Retreat on March 20, 2007, a Contract Compliance Policy was developed after researching similar documents by other First 5 Commissions. This policy was created based on a version established by First 5 Los Angeles, with local modifications made. The policy has been reviewed by both the professional coaching assistance of SEI, as well as County Counsel. Once approved, this policy will be attached to all grant contracts as Exhibit D. The policy was extensively discussed; commissioners expressed

their concerns regarding the Sanctions portion of the document, with specific issue taken in regards to the lack of an appeal process and the return of funds for non-performance. Because arbitration language is already included in the contract, County Counsel suggested no need to add it to the policy. The recommended change to the Sanctions component of the policy was in relationship to bullet #2. Commission provided direction to staff to remove the “allow” language, and complete removal of last point. Motion was made by Commissioner Stankovich to make changes to the Compliance Policy as discussed today, send a draft to Commissioners and grantees for review and input prior to the next agenda packet, and bring it at the August meeting for discussion and possible approval with an effective date of July 1, 2008. Commissioner Droker asked that the item be brought back as a study session item. ED Watson asked for clarification regarding the placement of the item. It was directed that the item come back in front of the Commission as a study session. Following this discussion, the motion was seconded by Commissioner Neves. Approved unanimously.

2007-07-015 Revisions to Grants & Contracts Policy

Changes proposed to the Grants & Contracts policy are related to the distribution of funds to grantees following a reimbursement process, and the change in the due dates for expenditure reports from 30 to 15 days after reporting period to account for fiscal management issues with the First 5 annual budget. Policy was adopted with revisions, per motion made by Commissioner Stankovich, seconded by Commissioner Neves. Approved unanimously.

2007-07-016 Parenting Services Contract / Maricela Alatorre

In a joint funded project with the Child Abuse Prevention Coordinating Council to ensure that parenting services are available to parents of children of all ages, Commission staff proposes a contract with Maricela Alatorre in the amount of \$10,200 from the FRC budget line item to support the delivery of parent education at the Lemoore, Hanford, Armona, and Corcoran family resource centers. Contract was approved by motion from Commissioner Stankovich, seconded by Commissioner Rickard. Approved unanimously.

2007-07-017 Hand in Hand North FRC Contract

As a result of Hanford Elementary School District rescinding their application for funding support of the Hanford Family Resource Center and transferring existing services to an alternate school based location, First 5 staff is proposing a transitional approach to maintaining delivery of FRC services to the Hanford Community through a six month contract with Kings Partnership for Children in the amount of \$75,000. The existing Contracting and Procurement policy allows for this process based on existing circumstances. Commissioners discussed the possibility of making it a year long contract. Kim Wildey, Kings Partnership for Children Executive Director agreed to amend the scope of work and budget to reflect the new term. Commissioner Stankovich made motion to approve the Hand in Hand North FRC Contract modifying the scope of work and budget for a term of one year in the amount of \$150,000. Motion was seconded by Commissioner Rickard. Approved unanimously.

2007-07-018 Office Relocation

Commission staff has been searching for alternative office locations since the decision was made to expand existing staffing; with the approval of the preceding action First 5 will co-locate with the Hand in Hand North FRC sharing the cost of the additional square footage. A 3 year lease agreement for office space located at 315 W. Lacey Blvd. is presented to the commission for approval, as well as requesting authorization for ED Watson to give 30 day notice to the existing

landlord. Commissioner Neves made motion to advise staff and County Counsel to negotiate a three year lease contract and give notice to landlord. Motion seconded by Commissioner Rickard. Approved unanimously.

CONSENT CALENDAR

2007-07-009 and 2007-07-011 pulled out of consent calendar to be discussed separately.

2007-07-001 Approval of June 5, 2007 Commission meeting minutes
2007-07-002 Armona FRC 2007-2008 contract in the amount of \$150,000
2007-07-003 Avenal FRC 2007-2008 contract in the amount of \$149,979
2007-07-004 Corcoran FRC 2007-2008 contract in the amount of \$149,997
2007-07-005 Hand in Hand FRC 2007-2008 contract in the amount of \$149,998
2007-07-006 Kettleman City FRC 2007-2008 contract in the amount of \$100,000
2007-07-007 UCP Parent & Me 2007-2008 contract in the amount of \$692,475
2007-07-008 UCP Special Needs 2007-2008 contract in the amount of \$110,756
2007-07-010 Kings CONNECTION 2007-2008 contract in the amount of \$57,981

Consent calendar was approved as modified, by motion made by Commissioner Neves, seconded by Commissioner Rickard. Approved unanimously.

2007-07-009 CHI 2007-2008 contract

Commissioner Rickard declared conflict of interest and recused himself from discussion and voting on this item. Contract in the amount of \$200,000 was approved by motion made by Commissioner Neves, seconded by Commissioner Droker. Approved unanimously.

2007-07-011 C.A.R.E.S. 2007-2008 contract

Commissioner Stankovich recused himself from discussion and voting of this item. Contract in the amount of \$383,763 was approved by motion made by Commissioner Rickard, seconded by Commissioner Droker. Approved unanimously.

FUTURE AGENDA ITEMS

- Program Audit Reports
- 2006-2007 SEI Capacity Building Report
- Study Session – Contract Compliance Policy
- Study Session – Ordinance Change – increased membership
- Presentation from Judy Newton on the Kettleman City UCP program.
- September – Planning retreat
- 2006-2007 UCLA Evaluation Reports

COMMISSIONER COMMENTS

- Commissioner Rickard – An invitation was received to apply for California Endowment funds for premium subsidies for children 6 to 18; application is due by July 20, 2007.

ADJOURNMENT

Meeting was adjourned at 5:40 to the next regularly scheduled meeting on August 3, 2007 at 4:00 pm at the Kings County Board of Supervisors Chambers.