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## **2<sup>nd</sup> AMENDED Meeting Agenda**

June 2, 2020

3:00 PM

Hanford Family Connection

315 W. Lacey Blvd.

Hanford, CA 93230

### **KINGS COUNTY CHILDREN & FAMILIES COMMISSION (FIRST 5 COMMISSION) PUBLIC MEETING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19**

California Governor Gavin Newsom issued Executive Orders N-25-20 and N-29-20 on March 12, 2020 and March 17, 2020, respectively, relating to the convening of public agency meetings in light of the COVID-19 pandemic. The First 5 Commission hereby provides notice that it will convene its regularly scheduled public meetings of the First 5 Commission by teleconference going forward, and will close Hanford Family Connection to the public generally, except as described below, until further notice.

Pursuant to the Executive Orders, and to maintain the orderly conduct of the meeting, the First 5 Commission will allow the First 5 Commissioners, Commission staff and interested members of the public to attend the meeting telephonically or by the Internet, and to participate in the meeting to the same extent as if they were present at the Hanford Family Connection. Members of the public who choose to attend the meeting virtually, using certain digital or landline phones, may listen to the audio broadcast of the meeting, but will not be able to comment during the meeting. **Only those members of the public who cannot participate virtually, due to a need for a special accommodation (vision, hearing, etc.), may attend the meeting in person at Hanford Family Connection, where efforts will be made to allow adequate social distancing and to ensure that exposed surfaces are sanitized. No more than 10 individuals will be allowed to attend in person at the Hanford Family Connection, at any given time during the meeting. To secure the accommodation consistent with the American's with Disabilities Act and to attend in person, interested parties will need to contact Commission Staff as directed below no later than 48 business hours prior to the start of the meeting.**

Members of the public who wish to participate in the meeting virtually can do so one of three ways: Via the worldwide web; by telephone; or by postal or electronic mail. Members of the public who participate via their computers or through the WebEx app, may provide public comment at the meeting by using the "Raise Your Hand" function. Public comment will be limited to two (2) minutes during the "Unscheduled Appearances" section of the meeting. Public comment will not be available via phone. All others who wish to submit comments may only do so as outlined below.

- **Web Access:** To access the meeting via computer, please go to <https://meetingsamer2.webex.com/meetingsamer2/j.php?MTID=m7db8561e18a3359e7f0e02fd485287df>. You may also participate from your smart phone by downloading the **WebEx Meetings app** to your smartphone. After opening the app, click on **Join**

**Meeting**, and then enter the meeting information. The **meeting number is 624 807 461** and the **password is YmehMMmV238**.

- If you have trouble logging in through the Internet, you may join the meeting via telephone by calling **(408) 418-9388**, then enter the **access code of 96326668**.
- For members of the public who wish to participate, but are unable to do so virtually, you may submit written comments on any matter within the Commission's subject matter jurisdiction, regardless of whether it is on the agenda for Commission consideration or action, and those comments will be entered into the administrative record of the meeting. To submit written comments by U.S. Mail or email for inclusion in the meeting record, they must be received by the First 5 Program Officer no later than 9:00 a.m. on the morning of the noticed meeting. To submit written comments by email, please forward them to [Clarissa.Ravelo@co.kings.ca.us](mailto:Clarissa.Ravelo@co.kings.ca.us). To submit such comments by U.S. Mail, please forward them to:

Program Officer, First 5 Commission, 330 Campus Dr. Hanford, CA 93230

### **Call to Order & Welcome**

Commissioner Teske called the meeting to order at 3:03pm

### **Commissioners Roll Call**

Commissioner	Present	Absent	Joined Meeting After Roll Call
Joe Neves	x		
Dr. Milton Teske	x		
Sanja Bugay	x		
Todd Barlow	x		
Dr. Lisa Lewis	x		

### **Review and Modification to Agenda**

No modifications to the Agenda were noted; however Program Officer Clarissa Ravelo indicated that there's a typo in the agenda, that would be addressed when the item is discussed.

### **Opportunity for Public Comment**

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission. Commissioners may respond to statements made or questions posed. They may ask a question for clarification; make a referral to staff for factual information or request staff to report back to the Commission at a later meeting. Also, the Commission may take action to direct staff to place a matter of business on a future agenda.

**Speakers are limited to two minutes. Please state your name before making your presentation.**

No Public Comment occurred.

### **Consent Calendar**

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

P. xxx **2020-06-061 Approval of Minutes: April 7, 2020 Commission Meeting**

P. xxx **April 2020 Fiscal Report**

No discussion on this item occurred.

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

**Action Items**

P. xxx **2020-06-062 Commission Meeting Schedule for FY 2020/2021:** Commission to review, discuss and consider approving the FY 20/21 schedule.

Ms. Ravelo presented the item, and recommended that the Commission adopt the schedule as presented.

No other discussion occurred.

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

P. xxx **2020-06-063 Re-appointment of Chairperson for FY 2020-2021:** Commission to discuss and re-appoint a Chairperson for FY 2020-2021.

Ms. Ravelo reported that an oversight of who should be Chairperson in the current FY occurred. Commissioner Lewis was appointed as the Chair-elect for FY 18/19, and should have been Chairperson in FY 19/20. Ms. Ravelo recommended that the Commission re-appoint Commissioner Lewis as the FY 2020-2021 Chairperson.

No further discussion ensued.

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

P. xxx **2020-06-064 Election of FY 2020-2021 Chair-elect:** Commission to review, discuss and vote on a Chair-elect for FY 2020-2021.

Ms. Ravelo reported that at the February 2020 Commission meeting, Commissioners Lewis and Bugay were nominated to form the Nomination Committee, for the purpose of nominating a Chairperson-elect for FY 2020/2021. They are recommending Commissioner Barlow for the position. If elected, he will serve as Chair-elect for FY 20/21, then as Chair for FY 21/22. Staff recommended that the Commission follow the Nomination Committees recommendation and elect Commissioner Barlow as the Chair-elect for FY 2020-2021.

No further discussed occurred on this matter.

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

P. xxx **2020-06-065 5 Year Fiscal Plan:** Commission to review, discuss and approve the First 5 Kings County 2020-2025 Fiscal Plan and future budgetary impacts.

Ms. Ravelo presented the five different scenarios of the –year Fiscal Plan, describing each scenario and its effects on the fund reserve. Ms. Ravelo stated that the agenda packet posted recommends Scenario E; however, the recommendation has since changed to Scenario D. Ms. Ravelo also clarified that although the School Readiness Coordinator position is being proposed for elimination, the recommendation would be to continue with the backpack project through the 5-year plan, and continue with the Kindergarten transition program (school/teacher incentives) for the first 2 years of the 5-year plan.

Commissioner Lewis requested an explanation of the school/teacher incentives that would continue to be funded. Ms. Ravelo related that the incentives were in conjunction with Kindergarten registration and orientation. Commissioner Barlow also stated that the incentives were for items for classrooms. Executive Director Edward Hill also reiterated that the school/teacher incentives would only continue for 2 years.

Commissioner Bugay went on to state that she was in agreement with the position elimination, but would propose that each year would decrease at a higher level. Commissioner Todd also stated that the proposal was justifiable and a thought out process, but requested further explanation on how the Commission came to the decision of the 25% threshold for the fund reserves. Ms. Ravelo explained that the 25% reserve

would allow the Commission to continue forward with programming, pending receipt of Prop 10 funding. Ms. Ravelo indicated that receipt of funding has been unpredictable, providing the example that July funding did not come in until September or October. In addition, Commission practice has been to provide contractors with 25% of their budget at the onset of the fiscal year, to assist them with their programming. Commissioner Bugay stated that she remembers cash flow as the reason for choosing 25% as the threshold for the fund reserve. She also stated that the plan can be reevaluated the rest of the years.

Mr. Hill also stated that all departments throughout the county and state are facing budget cuts, but First 5 staff would continue to see additional revenues to support the work. He relayed the importance of the programs supported by First 5. He also stated that First 5 will also try to seek other grant funding as they become available.

Commissioner Barlow stated that even with a budget being passed in June, it usually isn't clear until July or August, so revisiting the plan/budget in August would be appropriate. Commissioner Teske stressed the importance of insight into the fiscal aspect, and that plans can be changed as deemed necessary.

Commissioner Lewis stated that revision of Scenario D with a graduated percentage would be acceptable. Commissioner Todd requested that it be codified what the starting percentages would be. Commissioner Bugay made a motion for the Commission to approve elimination of the School Readiness Coordinator position beginning in FY 20-21, with a reduction of 2% for the contract amounts in FY 21-22, 5% reduction of contract amounts in FY 22-23, and a 10% decrease for the contract amounts in FY 23-24 and FY 24-25.

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

P. xxx **2020-06-066 Proposed Budget Modification for FY 20/21:** Commission to review, discuss and consider approving the FY 2020-2021 Budget Modification.

Ms. Ravelo presented a recommendation to modify the FY 2020-2021 budget that was approved at the April 2020 Commission meeting. She stated that the modification proposal reflects elimination of the School Readiness Coordinator position, while maintain the backpack program and other Linkages 2 Learning activities. Ms. Ravelo recommended that the Commission approve the modified budget as presented.

No further discussion on this item occurred.

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Bugay			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			

Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	x			

P. xxx **2020-06-067 2020-2025 Strategic Plan:** Commission to review, discuss and approve the 2020-2025 First 5 Kings County Strategic Plan, for submission to First 5 California.

Ms. Ravelo presented the draft 2020-2025 First 5 Commission Strategic Plan. She provided a summary of the Plan as presented, highlighting various aspects from the focus groups and surveys conducted. Ms. Ravelo also indicated that the funding amounts mentioned reflected the initial recommendation of the 5-year plan Scenario E, but would be updated to reflect the plan that the Commission just passed. Ms. Ravelo recommended that the commission approve the Strategic Plan as presented, with modifications of the fiscal aspect.

No other discussion occurred on this matter.

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

\*\*\*Commissioner Teske stated that prior to moving on to the rest of the Action Items, the Informational Item on the Commission’s authority to contract needed to be discussed first, due to its effect on the rest of the Action Items.

P. xxx **First 5 Commission’s Authority to Contract: (discussed out of order)** Commission to review and discuss the Commission’s authority to enter into contracts, the need to seek a resolution for the Kings County Board of Supervisors to delegate contract approval/authority to the Commission, and the need to amend Commission by-laws and/or policies related to contracts.

County Counsel Rise Donlon presented to the Commission that based on Prop 10 statutes, that the Commission was operating as a legal entity separate from County, despite coming under the County as a department. Mrs. Donlon continued on to state that although the Commission has authority over the strategic plan and the Commission trust fund, contracting authority remains under the County, which entails all contracts being approved by the Board of Supervisors. Mrs. Donlon’s office has not found evidence that the BOS has delegated this authority to the Commission, thus existing/current contracts and all future contracts need to be ratified to include BOS approval.

Commissioner Neves relayed that since First 5’s budget is submitted before the BOS for final approval, that should indicate that any contracts that First 5 enters into, are also approved. Mrs. Donlon stated that statute does not support that notion; however, a resolution could be sought for the BOS to delegate contracting authority to the Commission after the budget is approved, authorizing the Commission Chairperson or Executive Director to sign the contracts. Commissioner Neves expressed his concern again that bringing

contracts before the BOS would be an additional step that needs to be taken, and would become a repetitive nature in the future.

Continued discussion by the Commission on this matter ensued. Commissioner Neves reiterated that the First 5 Commission was supposed to be an independent entity with the ability to take action on its budget and contracts without having to approach the BOS for contract approval. Mr. Hill stated that the First 5 budget is submitted to the County Administrative Offices, then the rest of the County Budget process occurs.

Commissioner Teske stated that he agrees with Commissioner Neves' comments, and inquired if an action need to be taken to the BOS to clarify this issue. Mrs. Donlon stated that any resolution brought to the BOS would need to include current contracts and moving forward with future contracts. She recommended that the matter could be placed on the BOS Consent Calendar, requesting the contract authority delegation to the Commission, in line with the approved budget. Commissioner Bugay agreed that an item should be taken to BOS requesting this authority.

Commissioner Neves also stated that First 5 has a revenue stream separate from County funding, and relayed his concerns about these revenues should the Commission not receive delegated authority to contract. He continued to state that the BOS should have oversight of the Commission but not control. He also wants to maintain First 5's funding separate from other County funding, as that funding is there for a specific purpose.

\*\*\*\*Meeting continued to regular order, back to Action Items.

**P. xxx 2020-06-068: Approval of Extension of Grantee Contracts for FY 2020/2021:**

Commission to review, discuss and consider whether to recommend to the Board of Supervisors contract extensions for the following contractors:

- West Hills Community College – Avenal Family Connection
- Recreation Association of Corcoran – Corcoran Family Resource Center
- United Cerebral Palsy - Parent & Me
- United Cerebral Palsy - Special Needs Project
- Kings Community Action Organization – Kettleman City Family Resource Center
- Kings United Way 211 Intellifull Translation

Commissioner Barlow asked if this is the Action Item that he needed to recuse himself.

Commissioner Teske clarified that the contracts in this Action Item do not include KCOE's contracts, those are in the next item, where it would be appropriate for Commissioner Barlow to recuse himself.

Ms. Ravelo continued to present this matter, indicating that the contract amounts are in line with the Commission's vote at the February 2020 Commission meeting to continue current funded project for another year at the same amount. Ms. Ravelo reminded the Commission that this Item is for the Commission to recommend the contracts to the BOS for final approval.

Commissioner Neves stated that the Commission can move forward on the item as recommended, with the notion to approach the BOS for contract authority delegation on these contracts, as well as the rest of the contracts on the agenda today.

Motion Made by:	Commissioner Neves	
2 <sup>nd</sup> Motion by:	Commissioner Lewis	

Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. xxx **2020-06-069 Approval of Extension of Grantee Contracts for FY 2020/2021:**

Commission to review, discuss and consider whether to recommend to the Board of Supervisors contract extensions for the following contractors:

- Kings County Office of Education – Kings County CARES About Quality
- Kings County Office of Education – Hanford Family Connection and Lemoore Family Connection

Commissioner Barlow recused himself from voting on this matter. Ms. Ravelo presented on the 2 KCOE contracts, and recommended that Commission approve as presented.

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Lewis			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow			X	
Dr. Lisa Lewis	x			

P. xxx **2020-06-070 Approval of Evaluation Contract for FY 2020-2025:** Commission to review, discuss and consider whether to recommend to the Board of Supervisors the Evaluation Contract with EMT & Associates.

Ms. Ravelo presented on this matter, but pointed out that the Approval for the evaluation contract was only for FY 2020-2021 (typo on agenda). Ms. Ravelo indicated that the contract was for evaluation of First 5-funded programs and activities. Ms. Ravelo recommended that the Commission approve the item as presented.

No other discussion ensued on this matter.

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Bugay			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. xxx **2020-06-071 California COVID-19 Family Resource Center Relief Funds:**

Commission to review, discuss and consider whether to recommend to the Board of



Supervisors, for First 5 Kings County to enter into an MOU with California Family Resource Association (CFRA).

Ms. Ravelo presented this item, describing the collaboration between First 5, KCHSA, local FRC's including United Cerebral Palsy, the Tach-Yokut Tribe's Tribal Social Services Department, United Way and a local Foster Family Agency. The collaboration applied for and was awarded \$12,693.23 for COVID-19 relief funds for foster, tribal and at-risk families in Kings County. Ms. Ravelo stated that an MOU needs to be executed with the California Family Resource Association, in order to receive the funding.

Commissioner Neves reiterated an action needs to go before the BOS, so that funding as this can be sought, without delaying the process by going to BOS for final approval.

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

**Informational Agenda Items**

P. xxx **3<sup>rd</sup> Quarter Grantee Achievement Report:** Commission to review and discuss the progress of funded projects for FY 19/20.

Ms. Ravelo presented on this matter, indicating that all grantees submitted their quarterly progress and expenditure reports timely, and that expenditures are within expectation. Ms. Ravelo continued to relate the activities that the grantees are doing, in light of the current pandemic restrictions, including, telephonic and virtual delivery of services, as well as use of their facilities for additional food distribution sites and other COVID-19 related activities.

Commissioner Teske inquired about the possible need to provide guidance to the grantees, on their re-opening. He stated that he is aware that some of the programs are at school sites, so they will go by the guidance for re-opening of schools, and another FRC is considered a gymnasium, and will have to follow the re-opening guidance for those types of facilities once released, but he was not sure how the other contractors would be considered. Mr. Hill stated that a Risk Matrix discussion can occur in order to assist with their re-opening plans.

P. xxx **Staff Report:** April-May 2020

Ms. Ravelo reported on the various activities as listed in the agenda packet, including the backpack and Kindergarten transition activities, and the current collaboration to seek Home Visitation Coordination funding.

**Future Agenda Items**

August 2020

- Minutes from June, 2020 Commission Meeting
- June 2020 Fiscal Report

- Final Grantee Achievement Report
- Spotlight on Service: United Cerebral Palsy and Kings United Way
- Staff Report: June-July 2020

Commissioner Teske pointed out the future agenda items for the August 2020 meeting. No further discussion ensued.

### **Commissioner Comments**

No additional Commissioner comments were made.

### **Review Next Meeting Date & Adjournment**

- August 4, 2020 at 3:00 PM

Commissioner Teske confirmed the next Commission meeting date on August 4, 2020 at 3pm. He indicated that it will be held virtually unless face-to-face meetings are allowed per State guidance.

The meeting was adjourned at 4:27pm.

### **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.*