



## FINANCE/PERSONNEL COMMITTEE MEETING AGENDA

Friday, April 5, 2024 at 2:00 p.m.

First 5 Monterey County (F5MC) ♦ 1125 Baldwin Street ♦ Salinas, CA

In addition to attending in person, at First 5 Monterey County, which is located at the address above, public participation will also be available by ZOOM and/or telephonic means. You may participate through ZOOM. For ZOOM participation please join by computer audio at: <https://us02web.zoom.us/j/83776853011>

OR to participate by phone call any of these numbers below:

- + 1 669 900 6833 US (San Jose)
- + 1 346 248 7799 US (Houston)
- + 1 312 626 6799 US (Chicago)
- + 1 929 205 6099 US (New York)
- + 1 253 215 8782 US
- + 1 301 715 8592 US

Enter the Meeting ID 837 7685 3011 when prompted. Please note there is no Participant Code, you will just hit # again after the recording prompts you. You will be placed in the meeting as an attendee; when you are ready to make a public comment if joined by computer audio please Raise your Hand; and by phone please push \*9 on your keypad.

Además de asistir en persona, en la oficina de First 5 Monterey County, que se encuentra en la dirección arriba, la participación pública también estará disponible por ZOOM y/o medios telefónicos. Para participar en ZOOM, únase por audio de computadora en: <https://us02web.zoom.us/j/83776853011>

O para participar por teléfono, llame a cualquiera de estos números a continuación:

- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 312 626 6799 US (Chicago)
- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)

Ingrese este número de ID de reunión 837 7685 3011 cuando se le solicite. Tenga en cuenta que no hay un Código de participante, simplemente presionará # nuevamente después de que la grabación lo solicite. Se le colocará en la reunión como asistente; cuando esté listo para hacer un comentario público una al audio de la computadora, levante la mano; y por teléfono presione \*9 en su teclado.

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### **Call to Order:**

### **Roll Call:**

### **Approve Agenda:**

**Public Comment Period:** *Members of the audience desiring to address the Committee may do so during this time. Public comments on items not already on the agenda will be accepted.*

### **Action/Information Items:**

#### **1. Approval of Finance/Personnel Committee Meeting Minutes for March 1, 2024**

POSSIBLE ACTION: Approve the minutes as presented.

#### **2. FY23/24 Proposed Budget Revision - Kris Curtis, Controller**

POSSIBLE ACTION:

- a. Review proposed FY23/24 Budget Revision
- b. Recommend Revised Budget, after incorporation of any changes, be provided to the Commission on Consent Agenda as an information item.

#### **3. Review FY23/24 Administrative Cost – Kris Curtis, Controller**

POSSIBLE ACTIONS:

- a. Review the Administrative Cost Policy
- b. Review the FY23/24 Administrative Cost Rate

**4. Insurance Coverage Review – Ana Duran, Finance Support**

POSSIBLE ACTION: Review the F5MC Insurance Coverage annually as required by the F5MC Policy manual.

**5. Funded Partner Update – Kris Curtis, Controller**

Updates may be provided on the following partners in one or more of the categories listed below:

Alisal USD, Centro Binacional para el Desarrollo Indígena Oaxaqueño, Monterey County Office of Education (MCOE), North Monterey County USD (NMCUSD), Salinas Public Library, GoKids, Inc., Hartnell Community College, Monterey Peninsula College, Door to Hope, Monterey County Probation Department, and Pajaro Valley Prevention and Student Assistance, Inc (PVPSA).

1. Contract Update
2. Expenditure Update
3. Audit Update

**6. Executive Director Updates - Francine Rodd, Executive Director**

1. Operations Assessment Update

**7. Director of Programs Job Description and Recruiting Process - Francine Rodd, Executive Director**

POSSIBLE ACTION: Authorize staff to revise and refine the Job Description (JD) for the Director of Programs position with a Classification of Program Officer III, with final review/approval of the JD delegated to the Chair of the Finance/Personnel Committee.

**Adjournment:**

**Upcoming Commission Meetings:** Access and location information will be posted on the Agenda on the First 5 Monterey County website. Unless otherwise noted, Meetings take place at: First 5 Monterey County, 1125 Baldwin Street, Salinas

Regular Commission Meeting: Monday, April 22, 2024, at 9:00 a.m.

Executive Committee Meeting: Monday, April 15, 2024, at 10:30 a.m.

Evaluation Advisory Committee Meeting: Wednesday May 8, 2024, at 9:00 a.m.

Finance/Personnel Committee Meeting: Friday, May 3, 2024, at 2:00 p.m.

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**MEETING MATERIAL / ADDENDUMS**

First 5 Monterey County (F5MC) Committee and Commission meeting handouts are posted on the [F5MC website](#) at least 72 hours prior to the meeting. Any addendums will be posted at least 72 hours before regular meetings or at least 24 hours before special meetings, unless otherwise allowed under The Brown Act.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

Individuals requiring a modification or accommodation, including auxiliary aids, alternate formats, or interpreter services, in order to participate in the public meeting, may make these requests as soon as possible but no later than 5 p.m. of the last business day prior to the meeting. These requests should be made to the F5MC Office through email at [Joanna@First5Monterey.org](mailto:Joanna@First5Monterey.org).