



REGULAR MEETING MINUTES

Monday, December 6, 2010 at 9:00 a.m.

First 5 Monterey County ♦ 1125 Baldwin Street ♦ Salinas, CA

Call to Order: Chair Simón Salinas called the meeting to order at 9:03 p.m.

Pledge of Allegiance: Chair Salinas led the Pledge of Allegiance.

Roll Call: A legal quorum was present. **Commissioners in attendance:** Simón Salinas (Chair), Elliott Robinson (Vice-chair), Jeanne Hori-Garcia (Secretary), Ray Bullick, Esther Rubio and Josefina Silva. Commissioner Robert Black was excused as absent.

Staff in attendance: Francine Rodd, Executive Director; Beth Reeves-Fortney, Sr. Program Officer; Kim Stemler, Policy, Advocacy & Communications Manager; David Dobrowski, Evaluation Officer; Manuela O. Kolpin, Finance Operations Officer; Ana González-Romo, Program Officer and Joanna Jensen, Administrative Manager (recorder).

Addition and Corrections to Agenda: None.

Acknowledgements: Welcome New Commissioners – The Commission welcomed new Commissioners Josefina Silva, Preschool Coordinator for Greenfield Union School District and Ray Bullick, Director of Health for the Monterey County Health Department.

Consent Agenda Items: *Consent agenda items are considered to be routine and non-controversial by Commission Staff. Consent items will be considered first and may be approved 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. Staff recommendations are shown in capital letters.*

1. **October 25, 2010 Regular Commission Meeting Minutes** – APPROVAL

ACTION: The action was unanimously approved as stated. Commissioner Robinson made the motion, and the motion was seconded by Commissioner Rubio.

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

Jesus Lopez thanked the Commission for sponsoring the Dia del Trabajador event and presented a certificate of appreciation to Simón Salinas and the Commission. The event celebrates the work and contributions of farm workers in south Monterey County. Because of the sponsorship they were able to provide appropriate activities for children.

Action/Information Items:

2. **First 5 California's CARES Plus and Update on Cycle II: Workforce Development Initiative - Francine Rodd, Executive Director and Beth Reeves-Fortney, Sr. Program Officer**

POSSIBLE ACTION:

- a. Provide direction to staff on First 5 California's Request For Application for CARES Plus;
- b. Receive an update on the Status of the Workforce Development Incentive Project

Staff and the Workforce Development Initiative Workgroup have reviewed the First 5 California CARES Plus Request for Application and both do not recommend applying for CARES Plus because the goals and values are not aligned with local resources.

ACTION: The Commission unanimously approved the motion not to respond to the First 5 California CARES Plus Request for Application. Commissioner Bullick made the motion, and the motion was seconded by Commissioner Hori-Garcia.

B. Reeves-Fortney provided an update of the proposed Workforce Development Initiative Project moving forward and will provide final recommendations on procurement mechanisms for the components at the January Commission meeting.

Public Comment: Reyna Navarrete, CARES Coordinator with Monterey County Department of Social and Employment Services, commented that not all participants are college ready. Moving forward she would like to make sure barriers to education are addressed and that there are enough college level courses for participants to take.

3. Contract Authorization: School Readiness Transition to Kindergarten Project Activities – Ana González-Romo, Program Officer

Commissioner Rubio stated, "I am the Head Start Director of the Head Start Director for Monterey County Office of Education. Although, I would not personally gain from this contract, to avoid even the appearance of a conflict of interest, I am going to recuse myself from this matter. I have not participated in any discussions relating to this matter and will now leave the room while it is being considered. "

The Transition to Kindergarten Project was developed based upon best practice research that found successful transitions require at least three touch points between schools, children, and their parents. The project focuses on the social and emotional factors that impact the ease of transition in children and families in the following three geographic areas: East Alisal, Seaside, and the South Monterey County communities of King City, San Ardo, and San Lucas. *F5MC* has provided funding to the elementary school districts located in these areas.

These contracts will provide funding to three Family Resource Centers in the target geographic areas to bridge children and families between local community-based organizations and elementary schools. A portion of the funding is direct services and another is for coordination.

POSSIBLE ACTION: AUTHORIZE Executive Director to execute contracts with the following school districts for a term of January 2011 through June 2011 to implement the Transition to Kindergarten project activities:

- a. Alisal Union School District - in a not-to-exceed amount of \$42,000 for the Alisal Family Resource Center
- b. Monterey Peninsula Unified School District in a not-to-exceed amount of \$22,000 for the Family Connections (Family Resource Center)
- c. King City Union School District in a not-to-exceed amount of \$26,000 for the King City Family Resource Center

ACTION: The action was unanimously approved as stated above. Commissioner Robinson made the motion, and the motion was seconded by Commissioner Hori-Garcia.

Commissioner Rubio returned to the dais.

- 4. Packard Playgroup Awards to Funded Partners - Ana González-Romo, Program Officer**
The David and Lucile Packard Foundation awarded *F5MC* \$200,000 in October 2009 to support quality improvement and expansion of Playgroup services.

Seven Funded Partners participated in the first phase of the Playgroup Project that focused on quality improvement. The group is now ready to move to the expansion phase of the Playgroup Project.

POSSIBLE ACTION: AUTHORIZE Executive Director to execute contracts for a total not to exceed amount of \$70,250 with the following Funded Partners for a term of January 2011 through June 2011 to expand and enhance playgroups (with funds granted by the Packard Foundation). The amount to be provided to each site will range from \$7,000-14,000 depending upon ability to expand through the rest of the fiscal year:

- a. Alisal Union School District for the Alisal Family Resource Center
- b. Monterey Peninsula Unified School District for Family Connections (Family Resource Center)
- c. King City Union School District for the King City Family Resource Center
- d. North Monterey County Unified School District for the Castro Plaza Family Resource Center
- e. Salinas Adult School
- f. Soledad Unified School District for the Soledad Adult School
- g. Pajaro Valley Unified School District for the Pajaro Family Resource Center

ACTION: The action was unanimously approved as stated. Commissioner Robinson made the motion, and the motion was seconded by Commissioner Rubio.

- 5. Commission Organization:** POSSIBLE ACTION: Annual appointment of Commission officers and committee members.
The Commission shall elect a Chairperson, Vice-Chairperson and Secretary at its organizational meeting prior to the start of the new fiscal year and serve a one year term.

Commissioner Black is out on an excused absence due to medical reasons. He recently spoke with F. Rodd and expressed his interest in continuing as a member of the Evaluation Advisory Committee.

ACTION: The action was unanimously approved as noted in capital letters below. Commissioner Robinson made the motion, and the motion was seconded by Commissioner Rubio.

- a. **Election of Officers**
 - i. Chair: Commissioner Bullick nominated COMMISSIONER ROBINSON as Chair.
 - ii. Vice-Chair: Commissioner Hori-Garcia nominated COMMISSIONER SALINAS as Vice-Chair.
 - iii. Secretary: Commissioner Rubio nominated COMMISSIONER HORI-GARCIA as Secretary.
- b. **Board Membership on Committees**
 - iv. Standing Committees

1. Executive Committee: OFFICERS (ELLIOTT ROBINSON, SIMÓN SALINAS, JEANNE HORI-GARCIA)
2. Finance/Personnel Committee: ELLIOTT ROBINSON, CHAIR; ESTHER RUBIO, and RAY BULLICK
3. Evaluation Advisory Committee: COMMISSIONER SILVA was appointed to the Committee. Further action on this item will be taken following development of a process to appoint community members to the committee. The goal is to maintain the maximum level of objectivity on this committee.

v. Ad Hoc Committees

6. First 5 Monterey County Commission Meeting Schedule for 2011 – Joanna Steinbruner, Jensen Administrative Manager

POSSIBLE ACTION: APPROVE the 2011 schedule

ACTION: The action was unanimously approved as stated. Commissioner Rubio made the motion, and the motion was seconded by Commissioner Hori-Garcia.

7. Public Hearing: Update First 5 Monterey County Employee Salary and Benefit Policy – Francine Rodd, Executive Director

The recommended changes would align Commission policy with current practices.

ACTION:

- a. Hold Public Hearing. Chair Salinas opened the hearing. No comments were made. Chair Salinas closed the hearing.
- b. ADOPT Employee Salary and Benefit Policy amendment

ACTION: The action was unanimously approved as stated. Commissioner Bullick made the motion, and the motion was seconded by Commissioner Hori-Garcia.

Discussion Items:

8. Review of Ethical Policies and Practices Related to the First 5 Monterey County Commission – Susan Levenberg, Counsel for First 5 Monterey County

S. Levenberg gave the following presentation: Ethical and Legal Issues in Transparent Decision Making.

Topics included: Conflict of interest, affiliation forms, Statement of Economic Interest, *First 5 Monterey County* purchasing policy, and the Brown Act.

9. Executive Director’s Report – Francine Rodd, Executive Director

a. Year in Review

- b. First 5 State Highlights – There has not been a State meeting since the last Commission meeting.
- c. Association Highlights
- d. *First 5 Monterey County* – Year in Review
 - i. Organization
 - ii. Finance and Contracts
 - iii. Program and Evaluation

iv. Media and Communications

v. Mission/Focus

Chair Salinas requested staff to add a Wonder of Learning update to the January 2011 Regular Commission Meeting agenda.

Adjournment: Chair Salinas adjourned the meeting at 11:14 a.m.

Upcoming Commission Meetings: *Unless otherwise noted, Meetings take place at: First 5 Monterey County; 1125 Baldwin Street; Salinas*

- Regular Commission Meeting: January 24, 2011 at 9:00 a.m. (*pending approval*)
- Finance/Personnel Committee Meeting: January 7, 2011 at 8:30 a.m. (*pending approval*)
- Executive Committee Meeting: January 12, 2011 at 12:30 p.m. (*pending approval*)
- Evaluation Advisory Committee Meeting: December 16 2010 at 2:00 p.m.