



## REGULAR MEETING AGENDA

**DATE:** July 1, 2015  
**TIME:** 10AM – 12PM  
**PLACE:** Heritage Bank Conference Room  
351 Tres Pinos Road, Suite 102-A  
Hollister, CA 95023

1. **Call to Order**  
Commission Chairperson Dr. David Redman will call this meeting to order at 10:00 AM
2. **Acknowledge Agenda Posting**
3. **Public Hearing (or as soon thereafter as the matter may be heard)**

### Public Comment

*Opportunity to address the Commission on items of interest on a subject matter within the jurisdiction of the Commission and not appearing on the agenda. No action may be taken unless provided by Govt. Code Section 54954.2.*

- a. FY 2015-2020 Long-Term Financial Plan  
*Staff Review and Recommendation*
  1. Open public hearing, receive public comment
  2. Close public hearing

## REGULAR BUSINESS MEETING

4. **Public Comment**  
*This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on the agenda. Speakers are limited to three minutes. The law does not permit Commission action or extended discussion on an item not on the agenda except under special circumstances. All statements that require a response may be placed on the Agenda for the next regular meeting of the Commission.*

**5. Consent Calendar**

*The consent calendar may be voted on in one motion. If you wish to discuss any of these items, please request the item be removed from the consent calendar.*

- 5.1. Approve Minutes of June 3, 2015 Commission Meeting
- 5.2. Approve May FY 2014.2015 Expenditure Report
- 5.3. Accept follow-up report from June 3, 2015 meeting regarding 'Computer Supplies' and 'Travel: lodging' category expenditures

*End of Consent Calendar*

**6. Consider Recommendations for the First 5 San Benito Fund Transfer from San Benito County Treasury to Heritage Bank**

*(Lisa Faulkner) (Attachment)*

- a. Review First 5 San Benito Fund Transfer Schedule and Summary
- b. Approve CONTRACT between First 5 San Benito and Heritage Bank relating to the deposit of \$1,294,578.30 (90% of \$1,438,420.35)
- c. Adopt RESOLUTION for Heritage Bank Cash Management Services

**7. Consider Recommendation for (FY 2015 – 2020) Long-Term Financial Plan**

*(Lisa Faulkner) (Attachment)*

*Actions:*

- a. Approve of First 5 San Benito Long-Term Financial Plan.

**8. Consider Recommendations for First 5 Executive & Administrative Offices**

*(Lisa Faulkner) (Attachment)*

*Possible Actions:*

- a. Approve and authorize the Executive Director to sign the five-year LEASE AGREEMENT between First 5 San Benito and K & S Properties for property located at 351 Tres Pinos Road, Suite 102-A in an amount not to exceed \$126,010 in rental fees and \$18,000 in Common Areas Maintenance (CAM) Fees for a period the August 1, 2015 – July 31, 2020.
- b. Delegate authority to the Executive Director to negotiate, execute and amend the lease agreement not to exceed \$126,010 in rental fees and \$18,000 in Common Areas Maintenance (CAM) fees pending approval from Executive Committee and legal counsel.

**9. Consider Recommendation for the Purchase of First 5 Program Van**

*(Laura Lee) (Attachment)*

*Actions:*

- a. Delegate authority to the Executive Director to negotiate, execute and PURCHASE a seven person passenger van to be used for the home visiting program and staff events not to exceed \$30,000.

**10. Consider Recommendations for First 5 Personnel**

*(Lisa Faulkner) (Attachment)*

*Actions:*

- a. Approve First 5 San Benito Employee Job Descriptions.
- b. Delegate authority to the Executive Director to HIRE employees according to the FY 2015.2016 Staffing Plan (approved during the 6.03.15 commission) for the following positions: Lisa Faulkner, 1 FTE Executive Director; Laura Lee, 1 FTE (Interim) Staff Analyst; Samantha Hernandez, 8 FTE Early Learning Coordinator; Anaid Godoy, Executive Assistant.
- c. Adopt RESOLUTION for First 5 San Benito participation in the CalPERS Employee Health Benefit Program.
- d. Approve CONTRACT between First 5 and Alliant for Worker's Compensation Insurance.
- e. Approve CONTRACT between First 5 San Benito and San Benito Health & Human Services Agency, CalWORKs Welfare-to-Work, Community Services Work Experience Program Worksite Agreement for 3 positions for the period of July 1, 2015 - June 30, 2016 at no cost to First 5 San Benito.
- f. Approve CONTRACT between First 5 San Benito and Cindy Lerma for Early Childhood Education Consultant Services in an amount not to exceed \$25,200 for the period of July 1, 2015 - July 31, 2016.
- g. Approve CONTRACT between First 5 San Benito and Pat Henrickson for Early Childhood Education Professional Development Advising Consultant Services in an amount not to exceed \$4,000 for the period of July 1, 2015 - July 31, 2016.

**11. Consider Recommendations for First 5 Financial Policies and Procedures**

*(Lisa Faulkner) (Attachment)*

- a. Adopt First 5 Fiscal Management and Procurement Guide (2015).
- b. Adopt San Benito County Policy and Procedures
- c. Adopt First 5 San Benito Conflict of Interest Policy
- d. Adopt First 5 San Benito Employee Cell Phone Policy

**12. Information and Discussion**

*(Susan G. Levenberg)*

- 12.1 Legal Services - Susan G. Levenberg, Attorney At Law

**13. Information**

*(Anaid Godoy)*

- 13.1 Certification of Compliance Submission  
13.2 FY 2015-2016 First 5 Commission Meeting Calendar

**14. Announcements**

**15. Adjourn**

*Next Commission Meeting: September 2, 2015 at 1:00 PM.*

*(Please note that there will **NOT** be a Commission meeting in August 2015)*

*In compliance with the American with Disabilities Act (ADA), those requiring reasonable ADA accommodation for this meeting should notify FIRST 5 San Benito 24 hours prior to the meeting at (831) 634-2046.*

*Please note: To obtain a copy of any supporting document that is available, contact FIRST 5 San Benito (831) 634-2046.*