



FIRST 5
SAN BENITO
Children and Families Commission

REGULAR MEETING AGENDA

DATE: September 2, 2015
TIME: 10 AM – 12 PM
PLACE: **First 5 San Benito**
1011 Line Street, Suite 10
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. **Announcements – Agenda Modifications**
4. **Public Hearing (or as soon thereafter as the matter may be heard)**
 - 4.1 None

REGULAR BUSINESS MEETING

5. **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 [Govt. Code Section 54954.2]. All statements that require a response may be placed on the Agenda for the next regular meeting of the Commission.
6. **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.
 - 6.1 Approve Minutes of July 1, 2015
 - 6.2 Approve FY 2015.2016 Revised Budget Report
 - 6.3 Approve June 2015 Expenditure Report

End of Consent Calendar

7. Fund Development Presentations and Recommendations

Lisa Faulkner, Executive Director (Attachments)

- 7.1 Approve delegating authority to the Executive Director to enter into GRANT AGREEMENT between First 5 San Benito and First 5 CA in the amount of \$536,435 to fund the First 5 CA IMPACT Initiative for FY's 2015.2016 – 2019.2020 (*pending*).
- 7.2 Approve the GRANT AGREEMENT between First 5 San Benito and the David and Lucile Packard Foundation in the amount of \$30,000 to fund the Literary is a Legacy Collaborative for a period beginning 9/03/2015 through to 6/30/16 (*awarded*).
- 7.3 Approve the GRANT AGREEMENT between First 5 San Benito and the David and Lucile Packard Foundation in the amount of \$100,000 to fund the Family Wellness Program for FY's 2015.2016 – 2016.2017 (*awarded*).

8. Consider Recommendations for First 5 San Benito Direct Service Providers

Lisa Faulkner, Executive Director (Attachments)

- 8.1 Approve CONTRACT NO. 2015-07 between First 5 San Benito and Martha Ruiz for audit and commission support in an amount not to exceed \$5,000 for the period beginning September 3, 2015 and completed by February 28, 2016.
- 8.2 Approve CONTRACT NO. 2015-08 between First 5 San Benito and Karin Larsen, Fit for Kids for Fit for Kids program (health and nutrition services) provided to children ages 0 – 5 years at school-based sites in an amount not to exceed \$9,000 for the period beginning September 3, 2015 and completed by – June 30, 2016.
- 8.3 Approve CONTRACT NO. 2015-09 between First 5 San Benito and Keith and Iris Archuleta, Emerald HPC International, LLC for professional services in an amount not to exceed \$25,000 for the period beginning September 3, 2015 and completed by June 30, 2016.
- 8.4 Approve CONTRACT NO. 2015-10 between First 5 San Benito and Applied Survey Research for evaluation services in an amount not to exceed \$32,488 for the period beginning September 3, 2015 and completed by June 30, 2016.
- 8.5 Approve LETTER OF ENGAGEMENT between First 5 San Benito and Grace & Associates for audit services for a fee not to exceed \$14,000 for services to be performed beginning September 3, 2015 and completed by October 30, 2016.
- 8.6 Approve CONTRACT FIRST AMENDMENT Between First 5 San Benito and Susan Levenberg and BUDGET LINE ITEM REQUEST of \$5,000 for additional legal services for a total fee not to exceed \$15,000 for FY 2015.2016.
- 8.7 Approve CONTRACT NO. 2015-11 between First 5 San Benito and Optimal Solutions Consulting for facilitation and technical assistance for a fee not to exceed \$10,350 for services to be performed beginning September 2, 2015 and completed by June 30, 2016.

9. Presentation and Recommendations for First 5 Executive & Administrative Offices

Anaid Godoy, Executive Secretary – Attachments

- 9.1 Approve BUDGET LINE ITEM REQUEST for \$50,000 and delegate the authority to the Executive Director to execute purchases not to exceed the amount of \$50,000 to fund the plan for office workstations, reception waiting area, conference furniture, technology, signage, community messaging/marketing, and moving expenses.

10. Consider Recommendations for First 5 Staff Benefits

Laura Lee, Interim Staff Analyst – Attachments

10.1 Approve delegating authority to the Executive Director to enter into contractual agreement for staff benefits including dental, vision, basic life & disability, accidental death and dismemberment, health services, flex spending, long-term disability, and pension benefits in an amount not to exceed \$5,462.01 for FY 2015.2016.

11. Information and Discussion

Susan G. Levenberg, Attorney At Law

12. Other – Future Agenda Items

- Next Commission Meeting: October 28, @ 10:00 AM.
- Please note there will be **NO** Commission meeting on October 7 or November 4, 2015

13. Adjourn

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