

**FIRST 5 SAN BENITO
CHILDREN AND FAMILIES COMMISSION
REGULAR MEETING**

**Meeting Minutes
July 1, 2015**

1. CALL TO ORDER

Chair Dr. David Redman called the meeting to order at 10:03 AM

Commissioners Present: Dr. David Redman, Supervisor Margie Barrios, Dr. Marni Friedman, Al De Vos, Dr. Anju Goel, Mary Damm, and James Rydingsword

Commissioners Absent: Erika Sanchez

First 5 Staff Present: Lisa Faulkner, First 5 Executive Director, Anaid Godoy, Executive Assistant

Guests: Susan Levenberg, First 5 San Benito Attorney

2. ACKNOWLEDGE POSTING OF AGENDA

Confirmation was made of agenda posting.

3. PUBLIC HEARING

PUBLIC COMMENT

- o NONE

- a. Lisa Faulkner gave a presentation on the FY 2015-2020 Long-Term Financial Plan explaining projected revenue and expenses First 5 San Benito can expect during fiscal years 2015-2020.

FIRST 5 SAN BENITO LONG TERM FINANCIAL PLAN FISCAL YEARS 2015 - 2020						
<u>FISCAL YEARS</u>	<u>2014.2015</u>	<u>2015.2016</u>	<u>2016.2017</u>	<u>2017.2018</u>	<u>2018.2019</u>	<u>2019.2020</u>
Total Revenue	\$ 777,000	\$ 810,027	\$ 860,378	\$ 676,786	\$ 717,381	\$ 751,348
Total Expenses	\$ (777,000)	\$ (840,259)	\$ (875,499)	\$ (849,599)	\$ (874,412)	\$ (899,948)
Total Net	\$ -	\$ (30,232)	\$ (15,121)	\$ (172,813)	\$ (157,031)	\$ (148,600)
Year End Fund Balance	\$ 891,071	\$ 891,071	\$ 860,839	\$ 891,071	\$ 891,071	\$ 891,071
Fund Balance Transfers		\$ (30,232)	\$ (15,121)	\$ (172,813)	\$ (157,031)	\$ (148,600)
Ending Fund Balance		\$ 860,839	\$ 845,718	\$ 718,258	\$ 734,040	\$ 742,471

- 1) Opened public hearing, NO PUBLIC COMMENT RECEIVED, Financial Plan was reviewed.
- 2) Marni Friedman MOTIONED to close the public hearing at 10:35am. SECOND: Al De Vos
All in favor, MOTION PASSED.

4. PUBLIC COMMENT

NONE

5. CONSENT CALENDAR

- a. Marni Friedman made a MOTION to approve the minutes for the June 3rd meeting. SECOND: James Rydingsword All in favor, MOTION PASSED.
- b. Marni Friedman made a MOTION to approve the First 5 budget reports for May 2015 SECOND: James Rydingsword All in favor, MOTION PASSED.
- c. Marni Friedman made a MOTION to approve the follow-up report regarding ‘Travel: Lodging’, ‘Computer Supplies’ and ‘Retiree Medical’ category expenses. SECOND: James Rydingsword All in favor, MOTION PASSED.

6. CONSIDER RECOMMENDATIONS FOR FIRST 5 SAN BENITO FUND TRANSFER FROM SAN BENITO COUNTY TREASURY TO HERITAGE BANK

Lisa Faulkner reviewed the First 5 San Benito Fund Transfer Schedule and Summary (below), the second transfer will be on hold until September 15th for the amount of \$183,562.02.

Deposits pending entry to San Benito County (SBC)					
Sub Total Pending Deposits					
					\$ 85,133.07
Total Revenue					
					\$ 1,438,420.35
TRANSFERS					
First 5 Revenue	Detailed General Ledger Report	6/17/2015	\$	1,353,287.28	
Pending Deposits	Deposits Permits	6/17/2015	\$	85,133.07	
Deduct 10 %	Separation Agreement (10% remain w/SBC)	9/15/2015	\$	(143,842.05)	
Total Amount to be Transferred	Separation Agreement (90% of Revenue)	7/01/2015	\$	1,294,578.30	
	Fund Balance Transfer (90%)		\$	(861,016.28)	
	Operations Account Transfer (90%)		\$	433,562.02	
TRANSFER SCHEDULE					
1st Transfer	Operations Account Transfer	6/18/2015	\$	250,000.00	
2nd Transfer	Operations Account Transfer	7/01/2015	\$	183,562.02	
	Fund Balance Transfer (90% of 956,686)	7/01/2015	\$	861,016.28	\$ 1,294,578.30
1st & 2nd Transfer Total	90% of revenue	7/01/2015	\$	1,294,578.30	
					<i>\$143,842.05 minus deductions / plus credits, interest</i>
Final Transfer	Close out transfer of the 10%	9/15/2015			

- a. The Commission reviewed the First 5 San Benito Fund Transfer Schedule and Summary.
- b. Marni Friedman made a MOTION to approve the contract between First 5 San Benito and Heritage Bank relating to the deposit of \$1,294,578.30. Discussion and clarification was made on why we needed a contract for deposits; the FDIC requires a contract if the amount is over \$250,000. SECOND: Margie Barrios All in favor, MOTION PASSED.
- c. Resolution No. 1 for Heritage Bank Cash Management Services was adopted. Marni Friedman made an amendment to her MOTION to approve all three (3) items. SECOND: Margie Barrios All in favor, MOTION PASSED.

7. CONSIDER RECOMMENDATION FOR (FY 2015-2020) LONG-TERM FINANCIAL PLAN

- a. Marni Friedman MOTIONED to approve First 5 San Benito's Long-Term Financial Plan AS PRESENTED BY Lisa Faulkner under the PUBLIC HEARING (Item 3) portion of the meeting. SECOND: Mary Damm All in favor, MOTION PASSED.

8. CONSIDER RECOMMENDATIONS FOR FIRST 5 EXECUTIVE & ADMINISTRATIVE OFFICES

- a. The Commission walked over to look at the property/site. James Rydingsword MOTIONED to approve and authorize the Executive Director to sign the five-year LEASE AGREEMENT between First 5 San Benito and K&S properties, in an amount not to exceed \$126,010 in rental fees and \$18,000 in Common Area Maintenance Fees for a period of August 1, 2015- July 31, 2020. SECOND: Al De Vos All in favor, MOTION PASSED.
- b. James Rydingsword MOTIONED to delegate authority to the Executive Director to negotiate, execute and amend the lease agreement to not exceed \$126,010 in rental fees, to have fixed CAM fees and ask if they will do the carpeting, pending approval from Executive Committee, legal counsel, and for the Executive Director to report to the commission via email. Margie Barrios suggested for the executive director to get bids for the upgrades, the upgrades shall not exceed \$50,000. SECOND: Al De Vos All in favor, MOTION PASSED

9. CONSIDER RECOMMENDATION TO PURCHASE FIRST 5 PROGRAM VAN

- a. The Commission discussed purchasing a van for program use. James Rydingsword made a MOTION to delegate authority to the Executive Director to negotiate, execute and purchase or lease a seven person passenger van locally, to be used for the home visiting program and staff events not to exceed \$30,000. SECOND: Al De Vos All in favor, MOTION PASSED.

10. CONSIDER RECOMMENDATIONS FOR FIRST 5 PERSONNEL

- a. Mary Damm MOTIONED to approve the First 5 San Benito Employee Job Descriptions. SECOND: Marni Friedman All in favor, MOTION PASSED.
- b. Mary Damm MOTIONED to delegate authority to the Executive Director to HIRE employees according to the FY 2015.2016 Staffing Plan 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*. SECOND: Marni Friedman All in favor, MOTION PASSED.
- c. Mary Damm MOTIONED to adopt Resolution No. 2 outlining First 5 San Benito participation in the CalPERS Employee Health Benefit Program. SECOND: Marni Friedman All in favor, MOTION PASSED.
- d. Mary Damm MOTIONED to approve a contract between First 5 and Alliant Worker's Compensation Insurance, pending Workers Compensation binding. SECOND: Marni Friedman All in favor, MOTION PASSED.
- e. Mary Damm MOTIONED to approve a 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 three positions for the period of July 1, 2015 - July 31, 2016 at no cost to First 5 San Benito. SECOND: Marni Friedman All in favor, MOTION PASSED.

10. CONSIDER RECOMMENDATIONS FOR FIRST 5 PERSONNEL (Continued)

- f. Mary Damm MOTIONED to 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. SECOND: Marni Friedman
All in favor, MOTION PASSED.
- g. Mary Damm MOTIONED to approve Contract between First 5 San Benito and Pat Henrickson for Early Childhood Education Professional Development Advising Consultant Services in the amount not to exceed \$4,000 for the period of July1, 2015 – July 31, 2016. SECOND: Marni Friedman
All in favor, MOTION PASSED.

11. CONSIDER RECOMMENDATIONS FOR FIRST 5 FINANCIAL POLICIES AND PROCEDURES WITH THE PROVISION TO BE REVIEWED BY COUNSEL AND REPORT ANY RECOMMENDATIONS.

- a. James Rydingsword MOTIONED to adopt the First 5 Fiscal Management and Procurement Guide (2015). SECOND: Margie Barrios
All in favor, MOTION PASSED.
- b. James Rydingsword MOTIONED to adopt San Benito County Policy and Procedures. SECOND: Margie Barrios
All in favor, MOTION PASSED.
- c. James Rydingsword MOTIONED to ADOPT First 5 San Benito Conflict of Interest Policy. SECOND: Margie Barrios
All in favor, MOTION PASSED.
- d. James Rydingsword MOTIONED to adopt First 5 San Benito Employee Cell Phone Policy. SECOND: Margie Barrios
All in favor, MOTION PASSED.

12. INFORMATION AND DISCUSSION

- 12.1 Susan Levenberg gave an overview about her legal services, her experience with other First 5's in California and her joy of being able to work with First 5 San Benito. Ms. Levenberg outlined her vacation dates for this fiscal year to the Commission.

13. INFORMATION

- 13.1 Anaid Godoy informed the Commission about the Certification of Compliance Submission.
- 13.2 Anaid Godoy handed out the FY 2015-2016 First 5 Commission Meeting Calendar

14. ANNOUNCEMENTS

NONE

15. ADJOURN

- There will be **NO** Commission meeting in August 2015.
- The Commission agreed to hold their next regular Commission meeting on Wednesday, September 2, 2015 at 10 AM; LOCATION PENDING.

No further business coming before the Commission, meeting adjourned at 12:13 PM.