

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

**Meeting Minutes
September 2, 2015**

1. CALL TO ORDER

Chair Dr. David Redman called the meeting to order at 10:08 AM

2. ROLL CALL

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, Samantha Hernandez, and Laura Lee

Guests: Cindy Lerma, First 5 Contractor, Pat Henrickson, Gavilan College

3. ACKNOWLEDGE POSTING OF AGENDA

Confirmation was made of agenda posting.

4. PUBLIC HEARING

None.

5. PUBLIC COMMENT

None.

6. APPROVAL OF MINUTES/MONTHLY BUDGET REPORT

Approval of Minutes

Margie Barrios made a MOTION to approve the minutes for the June 3, 2015 meeting.

SECOND: Marni Friedman

All in favor, MOTION PASSED.

Approval of Budget & Expenditure Report

A budget report was presented which did not include the county's numbers. No action was taken on the budget presented. The Commission reviewed the expenditure report. No action was taken on the expenditure report.

6. ANNOUNCEMENTS/AGENDA MODIFICATIONS

None.

7. FUND DEVELOPMENT PRESENTATION AND RECOMMENDATIONS

- 7.1 Anju Goel MOTIONS to approve delegating the 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);
Barrios SECONDS All in favor, MOTION PASSED.
- 7.2 Anju Goel MOTIONS to 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 Literacy is a Legacy Collaborative for a period beginning 9/3/15 through to 6/30/16 (awarded);
Barrios SECONDS All in favor, MOTION PASSED.
- 7.3 Anju Goel MOTIONS to 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);
Barrios SECONDS All in favor, MOTION PASSED.

8. CONSIDER RECOMMENDATIONS FOR FIRST 5 SAN BENITO DIRECT SERVICE PROVIDERS

- 8.1 Margie Barrios MOTIONS to 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;
Friedman SECONDS All in favor, MOTION PASSED
- 8.2 Margie Barrios MOTIONS to approve CONTRACT NO.2015-08 between First 5 San Benito and Karen Larsen, 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;
Friedman SECONDS All in favor, MOTION PASSED.
- 8.3 Margie Barrios MOTIONS to 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;
Friedman SECONDS All in favor, MOTION PASSED.
- 8.4 Margie Barrios MOTIONS to approve CONTRACT NO.2015-010 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;
Friedman SECONDS All in favor, MOTION PASSED.
- 8.5 Margie Barrios MOTIONS to approve the 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;
Friedman SECONDS All in favor, MOTION PASSED.
- 8.6 Margie Barrios MOTIONS to approve FIRST CONTRACT 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;
Friedman SECONDS All in favor, MOTION PASSED.

8.7 Margie Barrios MOTIONS to approve CONTRACT NO. 2015-11 between First 5 San Benito and Optimal 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;
Friedman SECONDS All in favor, MOTION PASSED.

9. PRESENTATION AND RECOMMENDATIONS FOR FIRST 5 EXECUTIVE & ADMINISTRATIVE OFFICES

9.1 Mary Damm MOTIONS to 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.
Goel SECONDS. All in favor, MOTION PASSED.

10. PRESENTATION AND RECOMMENDATIONS FOR FIRST 5 EXECUTIVE & ADMINISTRATIVE OFFICES

10.1 Marni Friedman MOTIONS to 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.
Goel SECONDS. All in favor, MOTION PASSED.

11. INFORMATION AND DISCUSSION

Susan Levenberg gave the Commission information on the different agencies she works with in our neighboring counties and what types of services she provides. She explained how her hours may be different every month depending on how many things come up that need her review.

12. Other-Future Agenda Items

- The Commission agreed to hold their next regular meeting on Wednesday, October 28, 2015 at 10AM at the new office located on 351 Tres Pinos Road, Suite 100A - Hollister.
- There will be NO Commission Meeting on October 7, 2015 or November 4, 2015.
- Resolution of Support for the nomination for Pat Henrickson to join as part of the Commission will be presented to the Commission at the next meeting for approval.

13. Adjourn

No further business coming before the Commission, meeting adjourned at 11:42PM.