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Growing Children, One by One...

COMMISSION MEETING SUMMARY
June 13, 2011

MEMBERS IN ATTENDANCE: Sherri Springer, Debra Herr, Wendy David, Vicki Barber, John Knight

MEMBERS CALLING IN: Davia Weiner, Clint Collins

MEMBERS ABSENT: Sharon Elliott

PUBLIC IN ATTENDANCE: Elizabeth Ferry-Perata, Kim Stadtlander, Suzanne Milton, Gail Saylor, Elizabeth Blakemore, Kirsten Rogers

Item 1: Call to Order
Item 2: Roll Call/Introductions
The meeting was called to order at 4:09 p.m. by Debra Herr. Introductions of Commissioners, Staff, and the Public were made.
Item 3: Review and Approve Agenda
MOTION (Wendy David) Approve the agenda, second (Sherri Springer). Motion passed with no abstentions.
Item 4: Review and Approve Summary
MOTION (Wendy David) Approve the May 9, 2011 summary, second (Sherri Springer). Motion passed with no abstentions.
Item 5: Community Strengthening
Georgetown Divide (Debra Herr) Committee walked through the Community Strengthening application looking to collaborative partners to assist in shoring up the holes.
South Lake Tahoe (Wendy David) The South Lake Tahoe Collaborative retreat is being held next Monday, June 20 at Lake Tahoe Community College in the Aspen room. All are invited to attend. Michael Ward will speak along with Bill Roby from the Community Foundation. Day of the Young Child is this Saturday, June 18 at Lake Tahoe Community College. Julie Lowe will continue next year with the Family Resource Center acting as the finance contractor.
Western Slope (Sherri Springer) Committee met with a presentation from Kim Stadtlander on Together We Grow. A Parent education book was presented; You are My World, a wonderful Infant-Toddler resource. The Vice-Chair of the committee is now Sandy Foster. The committee is performing outreach on car seat safety. Wendy Wood had a connection with officer Stark who performed a car seat safety workshop on June 4th. Quite a few parents came. Marshall Hospital's baby basic collaboration assisted. The CHP is providing the collaborative with a brochure that will be displayed along with the Western Slope Ready by 5 brochure in pediatric, dental and OBGYN offices. Would like to thank Gaily Saylor for her time as the facilitator, she has done a great job. Facilitation will be conducted by Elizabeth Blakemore next year.

Item 6: Commission Updates

Kathi Walker reported that the last communication received dated May 31 stated the senate and subcommittees are trying to come together, and have supported the Governor in not counting the money in the May revise, but are not willing to let go of AB 99. We are now being asked, in return for dropping the legal action, for a MOU for 500 million dollars from the First 5's. After the budget is signed it is the regions position the Governor won't be able to afford to go to court or to put AB 99 on the ballott. Kathi Walker reported that she had an oppportunity through CAEYC to attend an advocacy day at the Capital. Letters were hand walked in and appointments were made with Senator Gains, Assembly Woman Gaines and with Alyson Huber's office. Assembly woman Gaines was very receptive. The KSEP is online in a test version. EDCOE has done an amazing job making it available online, and U.C. Santa Barbara liked it. The Evaluator will Beta test it using the iPAD and will be looking at our training for reliable and valid data. Training will be done in August and through the articulation meetings in the Spring and Fall. The dental van is coming to Placerville tomorrow, and the calendar has been revised. Two locations have been designated as the clinic bases one in Tahoe and the other at Ken Lowery. These sites will see patients needing extensive dental work. The Family Place presentation at the Cameron Park Library was attended by staff, and they have received a grant to have regular parent meetings. A joint presentation will be done by Debra Herr and Kathi Walker to the Board of Supervisors.

Item 7: 2012-17 Strategic Plan

Kathi Walker discussed the Strategic Planning Process, which is beginning. Staff will be making sure the Commissioners know they are part of the planning process. Community Strengthening groups are being contacted to ask permission for staff to present information at their August meeting. Staff is having regular meetings with the Evaluator. A survey was conducted asking the contractors if they are feeling inundated. Natalie O'Neil, representative of Save the Children discussed a grant being turned back and she has been invited to participate in our planning process. She is very interested in partnering with us.

Item 8: Decision Making Guide

Kathi Walker reported, during the process of planning and strategic planning, the document will aid in decision making. It would be better if this framework is in place before getting into tense times, making difficult decisions. Everything the Commission stands for is put into one document, the Mission, the Vision the Common Understandings, the funding parameters and the evaluation objectives. Vicki Barber asked that the Evaluation objectives be cross-referenced with the outcomes we have put in place. The Decision Making Guide would need to be included in the Strategic Plan, therefore, subject to the same yearly review. **MOTION** (Sherri Springer) Approve the Decision Making Guide having it part of the Strategic Plan reviewed annually, second (Vicki Barber). Motion passed with no abstentions.

Item 9: Fund Balance Reporting Policy

Rick Alford presented information in relation to GASB 54 that was presented to the Commissioners a few months ago. This was put together for our annual report and audit and lays out the terms for reporting our fund balance. In order to complete the audit and annual report, staff has drafted a policy to be included in our Operational Guidelines showing how this applies to our Commission. The Minimum fund balance statement is included, and states that the Commission targets a prudent Sustainability Fund equal to or no less than 100% of expenditures for the fiscal year and should not fall below the two (2) month minimum recommended by the Government Finance Officers Association. Staff is asking for approval of the Fund Balance Reporting Policy building our budget according to our policy. **MOTION** (Vicki Barber) Approve the Fund Balance Reporting Policy, second (Wendy David). Motion passed with no abstentions.

Item 10: FY 2010-2011 Commission Budget Projections

Rick Alford discussed the next step in the process, which will improve the way we report. Staff is very involved in putting together projections on what we know contractors will spend. Projections were prepared based on information gathered the entire year through monthly reporting and through meetings with Commission contractors in preparation for next year. The March Commission meeting approved for us to move forward with technology for the contractors, however, there will not be room to put them in the end of year budget. Staff needs some action to amend or extend contracts. School Readiness was approved to meet the expenditures for the iPADS for those participating in the pilot project. Staff underestimated the number of teachers participating and the cost of the iPADS. Approval is needed to move 200,000 from the Community Initiative to School Readiness. **MOTION** (Debra Herr) Move 2,000 from the Community Initiative to School Readiness, second (Davia Weiner). Motion passed with no abstentions.

The dental van special projects line item for logistics also needs an adjustment. A report was received last week that provided information that the line item is currently over budget. The budget in place was \$6,000 and based on the projections will need to be amended to \$7,500. The increase is due to additional moves that were not planned. **MOTION** (Wendy David) Transfer \$1,500 from the miscellaneous sub-category in the Special Projects, Dental Van budget to the EDCOE contract, second (Sherri Springer). Motion passed with one abstention by Vicki Barber. The dental van contract was drawn up to expire on June 30, 2011. Because the van is not hitting the numbers they need, they are requesting an extension through August 31, 2011 to repay the \$125,000 loan, and to expand the population. We have received a request to change the scope of work from serving 0-5 on Medi-Cal to serving 0-5 on Medi-Cal and their siblings through 18 years of age. This has no additional financial commitment to it. **MOTION** (Vicki Barber) Change the dental van scope to Serve children 0-5 and their eligible siblings to 18 years of age, second (Sherri Springer). Motion passed with no abstention.

Item 11: FY 2011-2012 Commission Budget

Rick Alford presented staff projections and recommendations for next year demonstrating the impact of funding changes. Direct Service contracts will be reduced by approximately one million dollars. Contractors should be able to get a lot of similar levels of work done in most areas, not all. The budget for Direct Service contracts next year is 1.4 million dollars. There was discussion regarding the language in the spread sheets, the language implies that the entities requested the budgeted amount, when in fact, the Commission staff developed the budget. The amount was truly a negotiated amount with each of the entities finding middle ground with staff setting the parameters. If funding became available, the Commission would consider restoring Together We Grow staff, outreach materials, and Site Improvement Plan funding.

Children's Health Initiative-The final budget agreed upon was \$335,000 this does have an impact on staffing and services. Status of the Healthy Kids Healthy Futures groups is somewhat shaky right now. The support could continue through December 2011 and leveraged federal funding could be allowed. The budget includes continued support for the board through approximately February 2012, and this support could turn out to be very important. Kirsten Rogers reported, submission has been made for a one million dollar federal grant, part of the staff will be needed, if successful, to administer the funding. The plan is to have 100% of the children covered by the time health reform comes in 2014. This program is going to require a lot of staff time.

Best Beginnings-This area encompasses two contracts, one with Marshall Hospital, one with Barton Hospital. These programs already operate on a very tight budget. Incentives in this program may be one of the areas they will have to cut back on, along with the scholarships for classes at least at the level we have been supporting. The scholarships have had a big impact and we are working with the contractor to coordinate the budgets. This program is a gateway for families into the Commission

Initiative strategies.

Together We Grow-The budget for the current year was \$515,000 which supported four early childhood specialists and two inclusion specialists, and the program will come very close to spending that amount. We do not feel we can support this at the same level as we have in previous years. Jeremy Meyers and staff will determine staffing patterns and the scope. We will continue to work in all regions at a different structure and level. Conversations are being held with the Early Childhood Specialists eliciting their involvement. This program has changed the norm on the way developmental screens are perceived by parents.

Ready to Read @ Your Library - The budget for last year was under spent due to the fact that hiring has just begun for the four staff approved. In the meetings with the librarians the question was asked, How can you continue what you do at a reduced rate? How can services be structured? They are working, very creatively on ways to be able to do that. The outreach for story times will change a bit, there will be fewer books handed out, and they are looking at creative ways to continue the book and book bag distribution through, perhaps, community sponsors, local service organizations, etc. The libraries have become a gateway for families to connect, and have come close to serving half the children 0 through 5 in El Dorado County.

High 5 For Quality-The budget this year was \$180,000, and will be fully expended this year. The Commission made the decision to transfer the contract to EDCOE at the March 14, 2011 Commission meeting. This program is proposed to move to a Quality Improvement System without Quality Rating eliminating continued funding for Site Improvement Plans, Professional Development and a portion of the facilitator A request was made to merge Together We Grow with High 5 for Quality maintaining the relationships that have been built. Discussion needs to be heard considering the proposed cuts , whether this can still be a quality program

1. **MOTION** (Wendy David) The Commission commit \$335,000 during FY 11-12 to the Children's Health Initiative through the approval of a contract with the El Dorado County Health Department, second (Davia Weiner). Motion passed with no abstentions.
2. **MOTION** (Vicki Barber) The Commission commit \$17,000 during FY 11-12 to the Healthy Kids Healthy Future Regional Health Initiative through the approval of a contract Healthy Kids Healthy Future, second (Davia Weiner). Motion passed with no abstentions.
3. **MOTION** (Wendy David)The Commission commit \$210,000 during FY 11-12 to the Best Beginnings Initiative through the approval of contracts with Barton Memorial Hospital and Marshall Medical Center, second (John Knight). Motion passed with no abstentions.
4. **MOTION** (Davia Weiner) The Commission commit \$420,000 during FY 11-12 to the Together We Grow Initiative through the approval of a contract with the El Dorado County Office of Education, and The Commission commit \$93,000 during FY 11-12 to the High 5 for Quality Initiative through the approval of a contract with the El Dorado County Office of Education., second (John Knight). Motion passed with one abstention by Vicki Barber.
5. **MOTION** (Vicki Barber) The Commission commit \$255,000 during FY 11-12 to the Ready to Read @ Your Library Initiative through the approval of a contract with the El Dorado County Library, second (John Knight). Motion passed with no abstentions.
6. **MOTION** (Vicki Barber) The Commission commit \$7,000 during FY 11-12 to the Divide Ready by 5 Community Strengthening Group through the approval of a contract with Divide Ready by 21, Inc.,second (Davia Weiner). Motion passed with no abstentions.
7. **MOTION** (John Knight) The Commission commit \$7,000 during FY 11-12 to the Western Slope Ready by 5 Community Strengthening Group through the approval of a contract with the El Dorado County Office of Education, second (Davia Weiner). Motion passed with no abstentions.
8. **MOTION** (Wendy David) The Commission commit \$7,000 during FY 11-12 to the Lake Tahoe Collaborative Community Strengthening Group through the approval of a contract with the South Lake Tahoe Family Resource Center, second (Sherri Springer). Motion passed with no

<p>abstentions.</p> <p>9. MOTION (Davia Weiner) The Commission commit \$41,000 during FY 11-12 to Evaluation Support through the approval of a contract amendment with Social Entrepreneurs Inc., second (John Knight). Motion passed with no abstentions.</p> <p>10. MOTION (John Knight) The Commission commit \$15,000 during FY 11-12 to the School Readiness Kindergarten Entry Student Profile (KSEP) Pilot Project through the approval of a contract with the El Dorado County Office of Education, second (Davia Weiner). Motion passed with one abstention by Vicki Barber.</p> <p>11. MOTION (John Knight) The Commission commit \$350,000 during FY 11-12 to the Commission’s Support Services Budget through the approval of staffing contracts and an operational budget, second (Vicki Barber). Motion passed with no abstentions.</p>
Item 12: Commission Staffing Pattern
<p>Kathi Walker reported the support services budget has been reduced to \$350,000 for the 2011-2012 fiscal year. The operating portion of that budget will be set at \$65,000 and the staffing at \$285,000.</p> <p>MOTION (Vicki Barber) Approve funding allocation up to \$295,000 eliminating scenario 1, second (Debra Herr). Motion passed with no abstentions.</p>
Item 13: Closed Session-Staff discussions
<p>The Commission went into closed session for staff discussion</p>
Item 13-Report from Closed Session
<p>MOTION (Vicki Barber) Approve the continuation of the former Executive Director through October 21, 2011. Effective October 22, 2011 appoint Kathi Walker as Executive Director. Approve the evaluation and contracts coordinator continued position and the former Executive Director as retired annuitant effective October 22, 2011. Eliminate the Administrative Services Officer position effective August 1, and create an Administrative Assistant position step .63 FTE effective August 1, 2011, second (Debra Herr). Motion passed with no abstentions.</p>
Item 14: Announcements/Adjournment
<p>None</p>
NEXT MEETING
<p>MONDAY, September 12, 2011, 4:00-7:00 PM COMMISSION OFFICE 2776 RAY LAWYER DRIVE PLACERVILLE, CALIFORNIA 95667</p>