

First 5 El Dorado Children and Families Commission
Personnel-Finance and Evaluation Committee Meeting
September 26, 2011
12:30 – 2:00 PM

Commissioner in attendance: Sharon Elliott
Phone In: Debra Herr
Absent: Vicki Barber, Davia Weiner
F5EDC Staff: Kathi Walker, Rick Alford

Item 1: Staff Handbook

At the October 10, 2011 meeting, Commissioners will be asked to formally adopt the El Dorado County Office of Education Charter Employee Handbook. Current Staff handbook very includes many of the policies and procedures so there should only be minor changes.

Item 2: Operational Guidelines

Staff recommends tabling this topic until January 2012 so they may make further improvements and clarification, particularly with regard to policy versus procedure. All agreed.

Item 3. Commission Membership and Leadership

Commission vacancy has been posted, no applications to date, but one is expected to be forthcoming. Commissioners will need to promote the vacancy.

Sherri Springer nominated Wendy David for Chair position and Wendy agreed to nomination.

A discussion was held about functions of existing positions, specifically Treasurer. Staff will contact Davia Weiner for clarification of duties involved, and any interest she may have in filling this function going forward. Commission nominations will be on the agenda for the October 10, 2011 meeting.

Item 4. 2012-2017 Strategic Plan

A discussion and review of outcomes of the September 21, 2011 Strategic Planning Meeting was held. Results were a universal recommendation to adopt Family Place Library. Cameron Park already has this in place and El Dorado Hills is modeling same. First choice for home visiting models was Parent as Teachers (PAT) model with ESSS (Save the Children) as second.

Staff will arrange a meeting with Kim Statlander and Sherri Springer. Kim has prior knowledge of PAT and can share her experiences about including early care and education providers.

Kathi Walker will meet with Dr. Barber to discuss outcome of Strategic Planning Meeting.

Staff asked permission to further explore PAT and ESSS models, obtain curriculum, and speak with other counties that have worked with these two models. All agreed and a comparison of the two models will be presented at the October 10, 2011 meeting.

Item 5. FY 10-11 Annual Report Draft

Annual report is almost complete and will go to public hearing at the October 10, 2011 meeting and submitted to the State Commission prior to November 1, 2011.

Item 6. FY 10-11 Audit Draft

Rick Alford has been meeting with Vaughn, they are currently matching County figures with Commission numbers. The Dental Van needs to be recorded as an asset, the June 2011 interest payment has been added and a question remains as to how to record the SSTHC \$125,000 contract. The Audit will go to public hearing at the October 10, 2011 meeting and submitted to the State Commission prior to November 1, 2011.

Item 7. FY 11-12 Budget

The top box of the commission operational budget may change when audit is complete. Year end budget balance is \$336,000 with \$200,000 of this needed for minimum funding requirement, leaving \$136,000.

Need to consult with Vaughn about how to record \$125,000 SSTHC loan, \$16,380 revenue from Healthy Kids, Healthy Futures and \$8,200 salary associated with program. Liz Dowel has been funded and monies came from Community Initiative line item. Best Beginnings came in about \$10,000 under budget and staff asked permission to increase Marshall contract for perinatal education scholarship program from \$1,500 to \$5,000. All agree and asked staff to take to October 10, 2011 Commission meeting for contract amendment motion.

Dental Van needs about \$15,000 update technology and staff recommends taking funds from remaining \$136,000. All agree and asked staff to take to October 10, 2011 Commission meeting for motion.

Outstanding invoice from New Morning in amount of \$4,000. Staff is looking for direction as they have requested detailed backup for billing and have been unsuccessful in getting it. Staff directed to write a letter refusing payment based upon the lack of appropriate documentation.

Play structure on fairgrounds belongs to F5EDC. Two inquires have been made by interested parties to acquire structure. Staff has questions about liability, how to value structure and bidding process. Instructed to explore what polices exist at County and EDCOE.

Next Committee meeting is scheduled for Monday, October 31, 2011 from 12:30- 2:00 PM at El Dorado County Office of Education, Vicki Barber's Office.

First 5 El Dorado Children and Families Commission
Planning and Program Development Meeting
September 26, 2011 11 – 12:30 PM
2776 Ray Lawyer Drive, Placerville

Commissioners in Attendance: Wendy David, Sherri Springer

Absent: Clint Collins

F5EDC Staff: Kathi Walker, Rick Alford

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