



## Commission Meeting Minutes

Wednesday, June 28, 2016

**Members Present:** Chair Toni Campbell, Kathy Frandle, Lisa Hindman Holbert, Salem Magarian, Bruce McPherson, Giang Nguyen, Ellen Timberlake

### 1. Call to Order and Establish Quorum

The meeting was called to order at 1:10 PM and a quorum was established.

### 2. Review and Adopt Agenda

**M/S/P: (Commissioner Salem Magarian / Commissioner Bruce McPherson) unanimously moved to adopt the agenda.**

### 3. Consent Agenda

- A. Approve Commission March 15, 2017, Meeting Minutes
- B. Accept Financial Report for the period ending May 2017
- C. Accept First 5 Santa Cruz County Grant Application Tracker, 06/28/17
- D. Accept FY 16/17 First 5 Santa Cruz County Contracts Executed Under Executive Director Authority, 06/28/17
- E. Accept FY 16/17 First 5 Santa Cruz County Sponsorships report, 06/28/17

**M/S/P: (Commissioner Kathy Frandle / Commissioner Salem Magarian) unanimously moved to approve the Consent Agenda.**

### 4. Community Oral Communications

None

### 5. Commissioner Oral Communications

None

### 6. Update on First 5 Santa Cruz County's Financial Position

- A. Director Brody updated the Commission on First 5 Santa Cruz County's Long Range Financial Plan and current financial position. He stated that based on estimated actuals that the expected fund balance would be between \$600,000 and \$700,000 at the end of this fiscal year (16/17). Director Brody reminded the Commission of significant financial challenges coming in the 17/18 fiscal year, including a projected 17% decline in Proposition 10 revenue due in part to implementation of Proposition 56 and the strategic exhaustion of First 5's fund balance, and that the long-term financial plan called for a fund balance of no less than \$200,000 at the end of FY 17/18. Director Brody concluded by noting that if significant reductions were not made in the FY 17/18 budget, First 5 would face the unacceptable prospect of a negative fund balance by the end of the fiscal year.

### 7. 2017-2018 Budget – Action Item

Director Brody outlined expense reductions and other elements embedded in the FY 17/18 budget as follows:

Reduced the operating budget (including Administration, Program Support and Evaluation) by approximately \$100,000 or 13% year over year.

- Reduced one internal position from full-time to part-time
- Suspended our evaluation contract with ASR (savings of \$55,000)
- Reduced program consultants budget, supplies and travel as much as possible.

Reduced Children Learning & Ready for School Programming by 25% or \$433,895, this reduction came from three primary areas:

- Conclusion of I/T QRIS Block grant
- Suspension of English SEEDS of Early Learning class in 17/18
- Reduced Reading Corps tutors from 20-18 (\$69,000)
- Did not renew one of two full-time contracted Reading Corps literacy coaches (\$45,000 savings)
- 10% reduction to Raising a Reader contract with PVUSD (\$23,000)

Reduced the Strong Families budget (Triple P, Families Together and Side by Side) by over \$229,000.

- County of Santa Cruz cancelled the Side by Side program (\$92,000)
- 15% reduction to Triple P Budget including a \$30,000 reduction to the Level 1 campaign contract with Miller Maxfield (from \$40,000 to \$10,000)
- 10% reduction to the Families Together budget (\$56,000)

Maintained Healthy Children Budget because this program had already been reduced significantly in past years with changes in Healthy Kids and the outreach and enrollment collaborative. In addition the program has turned out to be one of the more attractive programs to funders.

Reduced the Service Integration budget by approximately \$15,000, primarily by eliminating program consultants and reducing the community sponsorships budget.

- A.** The Commission approved of the First 5 Santa Cruz County Fiscal Year 2017-2018 Budget in an amount not to exceed **\$3,371,138**.

**M/S/P: (Commissioner Bruce McPherson / Commissioner Kathy Frandle) unanimously moved approval of the First 5 Santa Cruz County Fiscal Year 2017-2018 Budget in an amount not to exceed \$3,371,138.**

- B.** The Commission finds that the contracts for fiscal year 2017-2018 continue to meet the factors described in its sole source contracting policy section 1.b relating to contractors' expertise being vital to the provision of services. The Commission delegates authority to the Executive Director to negotiate, execute, and amend contracts up to the amounts specified.

### ***1. Operating Expenses – General Admin/Program Support/Evaluation***

- a. Approval of contract with the United Way of Santa Cruz County for First 5 Administrative and Program Support Operations between July 1, 2017 and June 30, 2018 in an amount not to exceed **\$663,803**.

- b. Approval of FY 2017-2018 professional services contracts in amounts not to exceed:

Vendor	Goal Area	Program	Amount
Patel & Associates	Administration	Financial Audit	\$14,910

## 2. Program Investments

- a. Approval of contract with the United Way of Santa Cruz County for First 5 Systems Change/Community Strengthening Operations between July 1, 2017, and June 30, 2018 in an amount not to exceed **\$1,012,105**.

*The following subcontracts for amounts over \$20,000 are included in the First 5 Systems Change/Community Strengthening Operations contract with United Way of Santa Cruz County:*

- I. Subcontract with Nicole Young (dba Optimal Solutions) for Triple P coordination, in an amount not to exceed **\$70,000** between July 1, 2017, and June 30, 2018.
  - II. Subcontract with Jeanne Carriere for Santa Cruz Reading Corps coaching and training in an amount not to exceed **\$52,500** between July 1, 2017, and June 30, 2018.
  - III. Subcontract with Encompass Community Services – Head Start for IMPACT Quality Rating Improvement System quality improvement grant in an amount not to exceed **\$28,080** between July 1, 2017, and June 30, 2018.
  - IV. Subcontract with Praxis Consulting Group for Quality Rating Improvement System assessments in an amount not to exceed **\$45,000** between July 1, 2017, and June 30, 2018.
- b. Approval of FY 2017-2018 community grants and professional services contracts in amounts not to exceed:

Vendor	Goal Area	Program	Amount
Community Bridges – La Manzana & Mountain Community Resources	Strong Families	Triple P	\$257,631
Social Solutions	Service Integration	Apricot	\$17,398
Encompass Community Services	Children Learning	QRIS	\$206,998
Go Kids, Inc.	Children Learning	QRIS	\$100,000
Health Services Agency	Strong Families	Families Together	\$33,977

<b>Vendor</b>	<b>Goal Area</b>	<b>Program</b>	<b>Amount</b>
Human Services Department	Strong Families	Families Together	\$502,434
Lucille Packard Children's Hospital	Healthy Children	NFCC	\$85,500
Miller Maxfield	Strong Families	Triple P	\$10,000
Prevent Child Abuse California	Children Learning	Reading Corps	\$183,900
Pajaro Valley Unified School District	Children Learning	Raising A Reader	\$206,217
Reading and Math, Inc.	Children Learning	Reading Corps	\$20,000
Triple P America	Strong Families	Triple P	\$55,000

**M/S/P: (Commissioner Kathy Frandle / Commissioner Salem Magarian) moved approval of the FY 2017-2018 community grants and professional services contracts in the amounts listed above, with the exception of the Community Bridges-La Manzana & Mountain Community Resources contract in the amount of \$257,631, the Health Services Agency contract in the amount of \$33,977 and the Human Services Department contract in the amount of \$502,434.**

**M/S/P: (Commissioner Kathy Frandle / Commissioner Salem Magarian) moved approval of the contract with the Community Bridges in the amount of \$257,631.**

**Commissioner Lisa Hindman Holbert recused herself due to a possible conflict of interest.**

**M/S/P: (Commissioner Salem Magarian / Commissioner Bruce McPherson) moved approval of the contract with the Health Services Agency in the amount of \$33,977.**

**Commissioner Giang Nguyen recused herself due to a possible conflict of interest.**

**M/S/P: (Commissioner Kathy Frandle / Commissioner Giang Nguyen) moved approval of the contract with Human Services Department in the amount of \$502.434.**

**Commissioner Ellen Timberlake recused herself due to a possible conflict of interest.**

#### **8. Executive Committee Elections – Action Item**

**A. The Commission elected Commissioner Toni Campbell as the Chair, Commissioner Ellen Timberlake as Vice Chair and Commissioner Salem Magarian as Secretary for the 2017-2018 year.**

**M/S/P: (Commissioner Bruce McPherson / Commissioner Kathy Frandle) unanimously moved approval of the Executive Committee Elections of Commissioner Toni Campbell as Chair, Commissioner Ellen Timberlake as Vice Chair, and Commissioner Salem Magarian as Secretary for the 2017-2018 year.**

#### **9. 2017-2018 Commission Meeting Calendar – Action Item**

**M/S/P: (Commissioner Ellen Timberlake / Commissioner Giang Nguyen) unanimously moved approval of the 2017-2018 meeting calendar.**

**10. Information Items**

**A. Update on County Budget and Thrive by Three Initiative**

Director Brody stated that the Board of Supervisors approved the \$350,000 allocation to the Thrive by Three Initiative. The action, as approved by the Board, specified percentage allocations, 20% to infant/toddler, 65% to intensive services, and 15% to systems improvement. With those percentage allocations, the Board of Supervisors gave staff additional time to bring back in September more specific funding recommendations.

**B. Update on State of California Budget and Related Legislation (SB 60 and AB 300)**

Director Brody reported that the Governor signed the state 17/18 budget on June 27<sup>th</sup> and that the budget included major provisions of SB 60 which the Commission had endorsed. He also reported that AB 300 was still pending in the state legislature.

**11. Adjourn**

The meeting was adjourned at 2:10 PM.