

Commission Meeting Minutes

Wednesday, October 25, 2023

Members Present: Jennifer Herrera, Bruce McPherson, Diane Munoz, Kimberly Petersen, Faris Sabbah, Dr. Raelene Walker

1. **Call to Order and Establish Quorum:** Meeting was called to order at 1:00pm

2. **Commission Member Remote Attendance Approval – Action Item**

No Commissioner attended the meeting remotely.

An in-person Commission quorum was present.

3. **Review and Adopt Agenda – Action Item**

M/S/P: (Commissioners (Sabbah/ Walker). Motion passed unanimously.

4. **Consent Agenda – Action Item**

A. Approve July 19, 2023 Commission Meeting Minutes

B. Accept Financial Report for the period ending September 2023

C. Accept First 5 Santa Cruz County Grant Application Tracker, 10/25/2023.

D. Accept FY 23/24 First 5 Santa Cruz County Contracts Executed Under Executive Director Authority, 10/25/2023

E. Accept FY 23/24 First 5 Santa Cruz County Sponsorships report, 10/25/2023

M/S/P: (Commissioners Petersen/ Munoz). Motion passed unanimously.

5. **Community Oral Communications**

None.

6. **Commissioner Oral Communications**

Commissioner Sabbah and other Commissioners and staff recognized Executive Director D. Brody for 10 years of service and his excellent leadership and passion for serving the community of Santa Cruz County.

7. **Public Hearing: Presentation and Approval of First 5 Santa Cruz County 2022-2023 Audited Financial Statements and Independent Auditor's Report – Action Item**

Commissioners were provided with and reviewed the 22-23 audited financial statements and independent auditor's report. Director D. Brody reported that there was a clean audit. The Auditor gave a brief overview confirming that it was a clean audit with no findings or deficiencies.

M/S/P: (Commissioners Walker/ McPherson). Motion passed unanimously.

8. **Public Hearing: Presentation and Approval of First 5 Santa Cruz County's 2022-2023 Annual Report Submission to First 5 California – Action Item**

Director D. Brody provided a summary of the Annual Report submission to First 5 California highlighting population served data as well as revenue and expense data provided in the report.

M/S/P: (Commissioners Herrera/ McPherson) Motion passed unanimously.

9. Public Hearing: Presentation and Acceptance of 2022-2023 Annual Evaluation Report and First 5 Santa Cruz County Strategic Plan Progress Report – Action Item

Director D. Brody reviewed both the Annual Evaluation Report and the First 5 Santa Cruz County Strategic Plan Progress Report. Director Brody reported that the strategic plan is built on four strategic priorities: healthy children, thriving families, early care and education and equitable and sustainable early childhood systems. Director Brody reported that there are no recommended changes to the Strategic plan at this time and went on to provide a section-by-section summary of the report. The Commissioners engaged in a conversation with staff about the tracking of indigenous languages and related issues and challenges.

M/S/P: (Commissioners Walker/ McPherson). Motion passed unanimously.

10. Revised Contract Authorizations – Action Item

The Commission delegated authority to the Executive Director to negotiate, execute and amend contracts up to the amounts specified.

Vendor	Priority Area	Program	7/19/23 Authorization	Revised Authorization
Community Bridges	Thriving Families	Triple P	\$270,000	\$328,260
Triple P America	Thriving Families	Triple P	\$76,000	\$250,000
Optimal Solutions Consulting	Thriving Families	Triple P	\$71,500	\$79,340
Optimal Solutions Consulting	Early Childhood System	Thrive by 5	\$15,000	\$30,000
Subvertical, LLC	Thriving Families	Triple P	\$25,320	\$33,320
Miller Maxfield	Thriving Families	Triple P	\$15,000	\$20,000

M/S/P (Commissioners Petersen/Munoz) Motion passed unanimously.

11. Review and Approve Triple P Program Manager Job Description and Salary Scale – Action Item

M/S/P: (Commissioners Petersen/ McPherson) Motion passed unanimously.

12. 2023-2024 Commission Meeting Calendar – Action Item

M/S/P: (Commissioners McPherson/ Herrera) Motion passed unanimously.

13. Meeting Adjourn @ 2:54 p.m.