

## Commission Meeting Minutes

Wednesday, July 19, 2023

**Members Present:** Chair Toni Campbell, Jennifer Herrera, Bruce McPherson, Diane Munoz, Kimberly Petersen, Faris Sabbah, Johanna Schonfield, Dr. Raelene Walker

**1. Call to Order and Establish Quorum:** Meeting was called to order at 1:01pm

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

The protocol for Commission member remote attendance was reviewed and a motion was made to approve remote attendance by Commissioner McPherson under the emergency circumstances provision.

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

An in-person Commission quorum was present.

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

**M/S/P: (Commissioners Sabbah/Walker) unanimously moved to adopt the agenda.**

**4. Consent Agenda – Action Item**

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

**5. Community Oral Communications**

None.

**6. Commissioner Oral Communications:**

- Commissioner McPherson recognized the 71<sup>st</sup> California Assembly Speaker, Robert Rivas, for the excellent work he is doing at the Capitol.
- Director Brody announced that Lisa Hindman-Holbert is no longer a member of the Commission. It was suggested that a letter of appreciation be sent to her for the work she did on the Commission.

**7. Nurse Family Partnership Presentation – Information Item**

- Director Brody introduced Beth Blosser, Nurse Family Partnership Supervisor from Public Health. B. Blosser made a brief presentation on the Nurse Family Partnership program in Santa Cruz County. She shared that it is an evidence-based program and stated that the goals of the program are to improve pregnancy outcomes, to improve child health and development, and improve economic self-sufficiency of the family, helping mothers be the best they can be. The program has the capacity to serve 125 families. They are currently enrolling more families after a dip in enrollment due to COVID-19.
- Commissioner Sabbah asked about funding sources. B. Blosser reported that they had a mix of funding, primarily coming from State grants and smaller funders.

- Director Brody acknowledged the leadership of County staff as well as Supervisor Coonerty's initial efforts to bring the program to our County.

#### **8. 2023-2024 Budget – Action Item**

- A.** The Commission considered approval of the First 5 Santa Cruz County Fiscal Year 2023-2024 Budget in an amount not to exceed \$3,799,585.

Director Brody reviewed the FY23-24 budget noting the following:

- Proposition 10 revenue and interest income are projected to decline by 7% year over year. He noted that First 5 California continues to release Proposition 10 revenue projections and staff would be watching these closely over the fiscal year.
- Grant revenue from First 5 California is anticipated to decline by 23% driven by a large reduction in the IMPACT grant and a small increase in the Home Visiting Coordination grant.
- Other public sources are increasing by 11% with some grant programs ending last fiscal year (e.g., the Health Services Agency California Home Visiting Program grant) and some grants growing compared to last fiscal year (e.g., the DHCS Navigator grant). In addition, MAA revenue is projected to more than double year over year due to increasing MAA-related activity of the Health Outreach team. Lastly, First 5 was recently notified that we have been awarded a \$400,000 grant over 2 years from the Department of Health Care Services, Children and Youth Behavioral Health Initiative (CYBHI).
- Revenue from private sources is anticipated to more than double in FY 23/24 due to renewals of several large grants including a \$225,000 3-year grant from Sunlight Giving and anticipated grant awards from Kaiser Permanente and the Monterey Peninsula Foundation.

Director Brody went on to review projected operating expenses in FY 23/24 noting the following:

- First 5 anticipates a small decrease of 2% in its operating budget even while health care expenses are increasing by 12% and all staff are receiving a 3% COLA.
- The 2% decrease is due in large part to a reconfiguration of the Assistant Contracts and Finance Manager position which has been replaced by sharing those responsibilities between staff in the First 5 and United Way groups to keep costs down.

Director Brody also made the following comments regarding First 5's Strategic Priority Expenses:

- There will be 25% growth in Healthy Children due to the CCHI/DHCS Navigator grant.
- In the Early Care and Education area, the reduction is primarily related to lower IMPACT funding.
- In Thriving Families, the growth is due primarily to new grants from CYBHI and Kaiser.
- In Early Childhood Systems the decrease of 31% is primarily related to the California Home Visiting Program and City of Santa Cruz Children's fund revenue that is not anticipated to continue.

**Motion to approve Item 8A, Fiscal Year 2023-2024 Budget. M/S/P: (Commissioners Schonfield/McPherson). Motion passed unanimously.**

#### **8B: Contract Authorizations**

The Commission finds that the contracts for fiscal year 2023-2024 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.

**I. Operating Expenses – General Admin/Program Support/Evaluation**

- a. Approval of contract with the United Way of Santa Cruz County for First 5 Administrative, Program Support and Evaluation between July 1, 2023 and June 30, 2024 in an amount not to exceed \$642,456.
- b. Approval of FY 2023-2024 for audit contract with Harshwal & Company in an amount not to exceed \$17,200.

**II. Strategic Priority Investments**

- a. Approval of contract with the United Way of Santa Cruz County for First 5 Strategic Priority Investments between July 1, 2023, and June 30, 2024 in an amount not to exceed \$1,691,545.
- b. Approval of FY 2023-2024 community grants and professional services contracts in the amounts listed in the table below.

Vendor	Priority Area	Program	Amount
Community Bridges	Thriving Families	Triple P	\$270,130
Go Kids, Inc.	Early Care & Education	Quality Counts	\$108,000
Health Improvement Partnership	Early Childhood System	Thrive by 5	\$50,000
Health Services Agency	Thriving Families	Families Together	\$25,911
Human Services Department	Thriving Families	Families Together	\$410,375
Lucille Packard Children’s Hospital Stanford	Healthy Children	Neurodevelopmental Foster Care Clinic	\$77,860
Miller Maxfield	Thriving Families	Triple P	\$15,000
	Thriving Families	Home Visiting Coordination	\$15,000
Optimal Solutions Consulting	Thriving Families	Triple P	\$71,500
	Early Childhood System	Home Visiting Coordination	\$20,000
	Early Childhood System	Thrive by 5	\$15,000
Clarity Social Research	Early Childhood System	Thrive by 5	\$15,000
Pajaro Valley Unified School District	Early Care & Education	Raising A Reader	\$185,595
	Early Care & Education	Quality Counts	\$38,000
Social Solutions	Early Childhood System	Apricot	\$22,692
Subvertical, LLC	Thriving Families	Triple P	\$25,320
Triple P America	Thriving Families	Triple P	\$76,000
P5 Fiscal Strategies	Early Childhood System	Thrive by 5	\$45,000

**Motion to approve Item 8B Contract Authorizations M/S/P: (Commissioners Walker/Schonfield). Motion passed unanimously with Commissioner Herrera recusing herself from the Health Services Agency authorization and Commissioner Petersen recusing herself from the Human Services Department authorization.**

**9. Review and Approve Program and Communications Officer Job Description – Action Item**

First 5 Santa Cruz County does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. The meeting room is located in an accessible facility. If you wish to attend this meeting and you will require special assistance in order to participate, please contact First 5 at (831) 465-2217 in advance of the meeting to make arrangements. We will be happy to assist you.

- Director Brody shared updated job description for the Program and Communications Officer position. He stated that the roles and responsibilities of the position within the agency have increased.

**MSP: (Commissioners Munoz/Herrera). Motion passed unanimously.**

**10. Executive Committee Elections – Action Item**

The Commission elected the Chair (Campbell), Vice Chair (Sabbah) and Secretary (Hererra) as a slate for the 2023-2024 year.

**MSP: (Commissioners Peterson/McPherson) Motion passed unanimously.**

**11. 2023-2024 Commission Meeting Calendar – Action Item**

**MSP: (Commissioners Walker/Peterson). Motion passed unanimously.**

**12. Meeting adjourned at 2:16pm**