



COMMISSION MEETING MINUTES

Thursday, June 25, 2009

**Every Child Counts
1100 San Leandro Blvd., Suite 120
San Leandro, Ca 94577
Conference Room A**

9:00 AM – 11:30 AM

Commissioners Present: *Chair:* Pamela Simms-Mackey M.D., Yolanda Baldovinos, Gilda Gonzales, Rosemary Obeid, Deborah Roderick Stark

Staff Present: Mark Friedman, Janis Burger, Deborrah Bremond, Nancy Lee, Teddy Milder, Patricia Zapanta, ZeeLaura Page

Chair Pamela Simms-Mackey called meeting to order at 9:00 AM.

1. Public Comment on items not included on the Agenda

There was no Public Comment.

CONSENT CALENDAR

2. Approval of minutes from May 28, 2009 – Action

Commission Action: The Commission approved the May 28, 2008 minutes upon motion by Commissioner Gonzales seconded by Commissioner Stark and unanimously carried (5 in favor, 0 opposed, 4 absent).

3. Investment Policy Revision Recommendation – Action

Commission Action: The Commission approved the Investment Policy Revision Recommendation upon motion by Commissioner Gonzales seconded by Commissioner Roderick Stark and unanimously carried (5 in favor, 0 opposed, 4 absent).

4. Personnel Policy Amendment Recommendation – Action

Commission Action: The Commission approved the Personnel Policy Amendment Recommendation upon motion by Commissioner Gonzales seconded by Commissioner Roderick Stark and unanimously carried (5 in favor, 0 opposed, 4 absent).

PROGRAM

5. Financial TA to Subsidized Child Care Providers- Melinda Martin

Nancy Lee, Director of Early Care and Education introduced Melinda Martin a First 5 funded consultant who works with the Early Care and Education community and state funded childcare centers in Alameda County.

Ms. Martin presented her work providing financial technical assistance to subsidized child care providers. She stated that last year providers returned 28 million in unearned reimbursement to the state and that she is helping state funded programs maximize the amount of funding they receive. She has helped agencies obtain over 3 million dollars by helping programs track their expenses more accurately. She stated that a new development in the state allows programs to move funding to one another which was a monumental event in the history of state contracting. She stated that Alameda County is the first county in California to implement these contracts to move funds between programs and that First 5 has been working on these issues for years.

6. School Readiness 1st Year Evaluation Results – Applied Survey Research

Teddy Milder, Director of Evaluation and Technology introduced Kristi Kelly from Applied Survey Research.

Ms. Kelly shared the results of the measure of school readiness in Alameda County in the last year, an overview of the methods used, key findings, and the impact of First 5 Summer Pre K on school readiness.

Commissioner Gonzales recommended a “drilled down” programmatic report in the fall, with more details on the findings of this data.

Erin Freschi, School Readiness Administrator discussed the next steps. She stated that a planning meeting is being scheduled to provide feedback to teachers so that they can continue to make adjustments. Ms. Freschi also stated that they are planning to conduct an explanation of the study in the fall, and a data discussion debrief meeting.

7. 2009-13 Community Grants Priorities – Action

Janis Burger, Deputy Director presented the 2009-13 Community Grants Priorities to the Commission.

Ms. Burger stated that the Commission was being asked to approve the following items concerning the Community Grants Initiative (CGI) funding cycle that begins in January 2010:

- Funding priorities
- Funding terms (length of grant cycles)
- Modified review process for the Partnership grants

Commissioner Obeid stated that given the focus on reducing disparities, that it be highlighted in the application that applicants have to demonstrate how they address disparities.

Commissioner Roderick Stark stated that applicants should address sustainability since the grant funding is only for an 18 month period.

Ms. Burger stated that drafts of the application and score sheets will be sent out to the Commissioner's prior to release.

Commission Action: The Commission approved the 2009-13 Community Grants Priorities upon motion by Commissioner Baldovinos seconded by Commissioner Gonzales and unanimously carried (5 in favor, 0 opposed, 4 absent).

INFRASTRUCTURE

8. Emergency Response Fund– Action

Mr. Friedman presented the Emergency Response Fund recommendation. He stated that in the midst of the budget challenges, it needs to be determined what roll First 5 can play to help minimize the suffering of children in our county.

He stated that with Proposition 1D failing in the May 2009 election, the recommendation is to set up a process for an Emergency Response Fund for community partners. He stated that the recommendation is to appoint a joint Commission-Staff task force to develop the program and make recommendations during the summer of 2009. The task force would have two Commissioners appointed by the Chair of the Commission and three staff members appointed by the Chief Executive Officer.

Commissioner Gonzales stated that a statement should be made that the Emergency Response Fund is for agencies that are in good standing, that have passed financial audits, and have prudent financial history.

Commissioner Baldovinos stated that she would like to recuse herself from the discussion because her agency may be eligible for funding.

Commission Action: The Commission approved the Emergency Response Fund recommendation upon motion by Commissioner Obeid seconded by Commissioner Gonzales and unanimously carried (4 in favor, 0 opposed, Commissioner Baldovinos abstained, 4 absent).

9. Long Range Financial Plan Recommendation – Action

Patricia Zapanta, Acting Director of Finance and Administration presented the Long Range Financial Plan Recommendation to the Commission.

Ms. Zapanta stated that an update to the Long Range Financial Plan is especially important now, as conditions have changed significantly in the year since the last approved revision to the plan. She stated that the factors having an especially large impact are the combination of the new federal tobacco tax to support SCHIP (State Children's Health Insurance Program) program expansion and continued declines in state tobacco tax collections. These factors are expected to cause a 10.5% drop in tobacco tax revenues allocated to First 5 Alameda County in FY 2009-10. A budget has been approved for FY 2009-11, requiring the Long Range Financial Plan to be updated to align with the budget. The budget incorporates the fiscal impact of ACERA and other employee benefit cost increases, shift of TCM (Targeted Case Management) revenues to Children's Hospital Oakland and the receipt of new grants. The Long Range Financial Plan needs to be aligned with the 2009-13 Strategic Plan that was approved by the Commission in March 2009.

Ms. Zapanta presented two Long Range Financial Plan scenarios. First she first presented appendix B the "cliff" scenario shows the effect if spending at FY 2009-10 budgeted levels is continued throughout the four year period covered by the new strategic plan. Under that scenario, the sustainability fund would be depleted by 2013, resulting in a "cliff" whereby total expenditures would need to be cut by \$13.4 million (52%) in 2013-14. Ms. Zapanta presented a second scenario which was prepared to create a more "sloping" reduction that spread the funds in the Sustainability Fund over a longer time horizon. Under this scenario, 20% reductions in program expenditures would be made at the beginning of each two-year budget cycle as well as periodic reductions in evaluation and administrative costs.

She stated that the "slope" scenario presented in Appendix C enables a more systematic scaling back of program and administrative costs, and stretches the Sustainability Fund for an additional four years (through FY 2016-17) until it is depleted to a level required to be maintained as an annual operating reserve to cover ongoing cash flow needs.

Commissioner Roderick Stark commented that the Executive Committee supports the "slope" scenario. She asked if the Emergency Response Fund is implemented how this will affect the LRFP. Mr. Friedman responded that the funds to cover the emergency response fund would be taken off of the bottom line.

Commissioner Roderick Stark suggested adding the expenses to the LRFP to include the reserve for the reduction in workforce and the 6 month operating funds requirement.

Mr. Friedman stated that these expenses will be added to the LRFP.

Commission Action: The Commission approved the Long Range Financial Plan "Slope" Scenario upon motion by Commissioner Roderick Stark seconded by Commissioner Gonzales and unanimously carried (5 in favor, 0 opposed, 4 absent).

10. 2009-10 Contract Authorizations – Action**PATEL & ASSOCIATES - \$32,900**

Commission Action: The Commission approved the Patel & Associates contract upon motion by Commissioner Baldovinos seconded by Commissioner Gonzales and unanimously carried (5 in favor, 0 opposed, 4 absent).

MELINDA MARTIN - \$32,000

Commission Action: The Commission approved the Melinda Martin contract upon motion by Commissioner Baldovinos seconded by Commissioner Gonzales and unanimously carried (5 in favor, 0 opposed, 4 absent).

LAURIN MAYENO – \$33,840

Commission Action: The Commission approved the Laurin Mayeno contract upon motion by Commissioner Baldovinos seconded by Commissioner Gonzales and unanimously carried (5 in favor, 0 opposed, 4 absent).

MILLS COLLEGE – \$297,548

Commission Action: The Commission approved the Mills College contract upon motion by Commissioner Stark seconded by Commissioner Baldovinos and unanimously carried (4 in favor, 0 opposed, Commissioner Obeid abstained, 4 absent).

INTERACTIVE PARENTING MEDIA (CHILDHOOD MATTERS) - \$362,240

Commission Action: The Commission approved the Mills College contract upon motion by Commissioner Baldovinos seconded by Commissioner Gonzales and unanimously carried (4 in favor, 0 opposed, Chair Simms-Mackey abstained, 4 absent).

11. Financial Report Update – Information

Patricia Zapanta, Acting Director of Finance and Administration presented the Financial Report Update to the Commission.

12. Investment Report Update - Information

Patricia Zapanta, Acting Director of Finance and Administration presented the Investment Report Update to the Commission.

Chair Simms-Mackey stated that the money managers will be presenting to the Commission in September.

MISCELLANEOUS

13. Staff Announcements

Ann Chun, Cultural Access Specialist and Kit for New Parents Coordinator presented the Kit for New Parents.

Ms. Burger distributed a Federal stimulus update handout.

Mr. Friedman announced that Erin Freschi helped organize a Dental Day event at the Hayward WIC office where over 1000 children have received fluoride treatments.

Ms. Lee announced that on Friday, June 26, 2009 there is an event celebrating the Higher Education participants that have completed their programs.

14. Communication from Commissioners

Commissioner Roderick Stark stated that she would like to thank the First 5 staff for developing testimony and submitting it for the Congressional hearing on Home Visiting models.

15. Adjourn

Chair Simms-Mackey adjourned the meeting at 11:30 AM.