

### Commission Actions 11/18/2019:

- ⇒ Approved Consent Agenda
- ⇒ Accepted Fiscal Year 18/19 Audit Report
- ⇒ Accepted First Quarter Fiscal Year 19/20 Budget Performance Report
- ⇒ Approved Fiscal Year 18/19 Annual Report to First 5 California
- ⇒ Approved QRIS Region 1 Hub Funding
- ⇒ Accept Revenue & Increase Allocation -Community Foundation Sonoma County \$50,000, 7/1/19 – 6/30/20
- ⇒ Approved to Adopt Administrative Cost Policy and Financial Conditions Policy



**First 5 Sonoma County  
SPECIAL COMMISSION MEETING MINUTES  
November 18, 2019  
Santa Rosa, CA**

### **I. Call to Order**

The First 5 Sonoma County Commission met this date in regular session.  
A quorum was present, Chair Bass Seibel called the meeting to order at 11:03 am.

**Discussion:** Chair Kelly Bass Seibel announced Commissioner Barbie Robinson has designated one of her team members Nora Malonee-Brand, to represent the Department of Health Services on the First 5 Commission. Nora is on maternity leave until March, so until then Kristin Fladseth has been named interim. Ms. Bass Seibel welcomed new Commissioner Kristin Fladseth, Interim Manager of Health Policy, Planning and Evaluation at Department of Health Services.

**Commission Members Present:** Kelly Bass Seibel, Oscar Chavez, Cynthia Murray, Michele Rogers, Kristin Fladseth

**Absent:** Socorro Shiels, Jennielynn Holmes, Jeff Miller, MD and Supervisor Lynda Hopkins

**Staff:** Angie Dillon-Shore, Renée Alger, Andrea Carter, Natalie Kramer, Sabrina Rodrigues and Sandra Uribe

### **II. Potential Conflicts of Interest**

Chair Bass Seibel requested that Commissioners identify potential conflicts of interest and recuse themselves from discussing or voting on the identified matter.

The Executive Director, Angie Dillon-Shore, suggested that the contract with ELI that is included in Item VIII. be excluded from the funding recommendation as it does present a conflict of interest for Commissioner Rogers. Removing the contract from the Item allows the Commissioners to take action on the other recommendations, given that a quorum has been met only with Commissioner Rogers vote included. The contract can be executed under the Executive Director's authority.

With this change, no Commissioners recused.

### **III. Public Comment on Non-Agended Items**

**Public Comment:** Diane Davis, Executive Coordinator of Artful Arrangements, introduced Artful arrangements and shared services and work they provide in Sonoma County at no-cost or low-cost in support of families with children birth to teen. Ms. Davis shared the upcoming events with-in the county.

**Public Comment:** Lara MagnUSDottir, Public Policy Director of 4Cs, shared 4Cs disaster preparedness plans for the future and the impacts post fires has had on childcare providers. 4Cs has provided "pop-up" emergency child care during the October 2017 wildfires and most recently, during the Kincadee fire for children of



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healthcare workers and County workers mandated to respond in the event of a local disaster. Providing child care has been essential to the community’s ability to adequately respond during these events. 4Cs is in the process of developing a pop-up childcare tool kit for businesses. Ms. Magnusdottir shared the need for assistance with planning for power outages/fire seasons.

**IV. Consent Agenda**

Chair Bass Seibel noted the 11/18/19 Consent Agenda includes meeting minutes of 9/23/19.

**Approve Consent Agenda**

- MOTION: CHAVEZ/MURRAY*
- AYES: BASS SEIBEL, ROGERS*
- NOES: NONE*
- ABSTAIN: FLADSETH*
- RECUSE: NONE*

**V. Public Hearing: FY 18 -19 First 5 Sonoma County Audit Report**

***NOTE: The FY 18-19 Audit Report was due to First 5 California on 10/31/2019. Due to the impacts of the Kincade Fire in Sonoma County, including mandatory evacuation and power shut down for staff home and First 5 offices, an extension was requested and granted by First 5 California to 12/02/2019.***

Rosalva Flores, Partner with Brown Armstrong Accountancy Corporation, presented the results of the audit for fiscal year ending June 30, 2019.

Brown Armstrong’s scope of services included external audit of the Commission’s FY 18-19 financial activities and processes, control over financial reporting and statutory compliance. The audit process consisted of planning, field work and completion focusing on revenue, management override controls, payroll, cash disbursements, state compliance, accounts receivable, accounts payable, and pension liabilities.

Results of the audit were unmodified, no noncompliance noted, no disagreements from management, no material weaknesses noted and no significant deficiencies or control deficiencies were identified. There was one correction made, implementation of GASB Statement No. 83 and 88, that had no impact. Ms. Flores thanked staff and congratulated Commission for a clean audit with no findings.

**Staff Recommendation: Accept FY 18 -19 First 5 Sonoma County Audit Report**

- MOTION: ROGERS/MURRY*
- AYES: BASS SEIBEL, CHAVEZ, FLADSETH*
- NOES: NONE*
- ABSTAIN: NONE*
- RECUSE: NONE*

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### **VI. Budget Performance Report: First Quarter Fiscal Year 2019 -2020**

Christina Hollingsworth, CPA, provided an overview of financial activities during the first quarter of the current fiscal year. She noted that minor variance in revenue and expenditures from the overall budget are not significant, related to timing and are expected to even out as the year progresses.

Also included in the Commissioner materials is the Summary of Estimated Long Term Funding dated 6/16/2019 for Financial Model for Fiscal Year 14/15 through 20/21. This model was presented in June with the budget and is included again for informational purposes. The Long Term Funding plan will be updated prior to the January Commission meeting, in advance of strategic planning, as it provides the parameters for use of the Commission's fund balance.

#### **Staff Recommendation: Accept First Quarter Fiscal Year 2019-2020 Budget Performance Report**

**MOTION:** CHAVEZ/MURRAY  
**AYES:** BASS SEIBEL, FLADSETH, ROGERS  
**NOES:** NONE  
**ABSTAIN:** NONE  
**RECUSE:** NONE

### **VII. Public Hearing: Annual Report to First 5 California**

***NOTE: The FY 18-19 Annual Report was due to First 5 California on 10/31/2019. Due to the impacts of the Kincade Fire in Sonoma County, including mandatory evacuation and power shut down for staff home and First 5 offices, an extension was requested and granted by First 5 California to 12/02/2019.***

Renée Alger, Program Director, presented a recommendation to approve the Annual Report. The report is required annually by First 5 California and is a summary of financial expenditures, evaluation activities, county highlights and the numbers served. Ms. Alger provided the below highlights:

- **Individuals Reached**
  - 4,103 children under 3 years old
  - 6,500 children, 3-6 years old
  - 6,082 parents
  - 919 providers
  - 5,132 children, 0-6 (unknown age)
- **Race & Ethnicity of Individuals Served**
  - 6,941 parents: 90% unknown, 8% Latino, 1% White
  - 15,735 children: 79% unknown, 12% Latino, 7% White
- **Types of Services Provided**
  - 30% Child Health: 4,032 children, 2,421 parents, 295 providers
  - 47% Child Development: 9,069 children, 1,120 parents, 587 providers
  - 23% Family Functioning: 2,634 children, 2,541 parents, 37 providers

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- **Expenditure Categories**

- Family Functioning: \$743,567
- Child Development: \$2,490,864
- Child Health: \$1,330,000
- System of Care: \$1,180,105

- **Evaluation Summary**

- Public Entity Analysis
- Community Indicators Snapshot
- MHSA-PEI 0-5 Report
- Impact Communications Plan
- Two-page handout, “A Champion for Children”

- **County Highlights**

- Supported wildfire recovery
- Strengthened early care and education through Quality Counts
- Launched initiative to promote employer supported childcare & co-locate childcare facilities with affordable housing
- Increased equitable access to quality early care
- Evolved the Commission’s organizational structure to promote sustainability: became an independent public agency July 1, 2019

**Staff Recommendation: Approve Annual Report to First 5 California**

**MOTION:**        *ROGERS/MURRAY*  
**AYES:**         *BASS SEIBEL, CHAVEZ, FLADSETH*  
**NOES:**         *NONE*  
**ABSTAIN:**     *NONE*  
**RECUSE:**      *NONE*

**VIII. Recommendation to Approve QRIS Region 1 Hub Funding**

***NOTE: During Item II., the Executive Director, Angie Dillon-Shore, suggested that a contract with ELI that had been included in Item VIII. be excluded from the funding recommendation as it does present a conflict of interest for Commissioner Rogers. The contract can be executed under the Executive Director’s authority. The contract was removed from the Item to allow the Commissioners to take action, given that a quorum has been met only with Commissioner Rogers vote included.***

Natalie Kramer, Program Manager, presented a recommendation to approve MOUs regarding Region 1 Hub Funding allocations. First 5 Sonoma County is the regional Hub for training and technical assistance related to early learning quality rating and improvement and administers regional funding to 8 counties from First 5

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California. Fiscal year 19-20 is the last year of a five-year grant. Ms. Kramer described how the counties, as a collaborative region, determine plans for spending on QRIS implementation, trainings and certifications for coaches and providers.

Marin County Office of Education	\$27,646	First 5 Humboldt	\$11,025
First 5 Mendocino	\$49,866	First 5 Lake	\$22,000
First 5 Del Norte	\$60,942	First 5 Napa	\$40,000
First 5 Mendocino	\$4,075	Community Child Care Council (4Cs)	\$2,850
		Sonoma County Office of Education	\$4,473

**Staff Recommendation: Approve QRIS Region 1 Hub Funding**

*MOTION: MURRAY/FLADSETH*  
*AYES: BASS SEIBEL, CHAVEZ, ROGERS*  
*NOES: NONE*  
*ABSTAIN: NONE*  
*RECUSE: NONE*

**IX. Recommendation to Accept Revenue & Increase Allocation**

Angie Dillon-Shore, Executive Director, presented a recommendation to accept incoming revenue of \$50,000 from Community Foundation Sonoma County and to increase the allocation to the Commission’s Strategic Plan, Priority Outcome 4F, Nonprofit Capacity Building, by the same amount, bringing the total allocation to that priority to \$350,000 for FY 18-19, 19-20 and 20-21. The ROSIE program is co-funded by the Commission, Community Foundation Sonoma County and Healthcare Foundation of Northern Sonoma County. A full report on the successes of the program will be presented to the Commission in Spring 2020.

**Staff recommendations:**

**Accept Revenue of \$50,000 from Community Foundation Sonoma County & Increase Allocation to Priority Outcome 4F: Nonprofit Capacity Building**

*MOTION: CHAVEZ/ROGERS*  
*AYES: BASS SEIBEL, FLADSETH, MURRAY*  
*NOES: NONE*  
*ABSTAIN: NONE*  
*RECUSE: NONE*

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**X. Recommendation to Adopt Fiscal Policies**

Angie Dillon-Shore, Executive Director, presented a recommendation to adopt two new fiscal policies: Administrative Costs and Financial Conditions. These policies have been in place but need updating to reflect the separation of First 5 Sonoma County from County of Sonoma and the Department of Health Services.

The Policy on Administrative Costs sets a limit on the percentage of the Commission’s annual expenditures can be related to indirect administrative costs. The Policy Related to Financial Conditions describes how financial reports are provided monthly and quarterly that document how the Commission’s financial conditions are actively monitored and communicated by the Commission’s accounting consultant and Executive Director to the public and the Commission.

**Staff Recommendation: Approve to Adopt Fiscal Policies**

- MOTION: MURRAY/ROGERS*  
*AYES: BASS SEIBEL, CHAVEZ, FLADSETH*  
*NOES: NONE*  
*ABSTAIN: NONE*  
*RECUSE: NONE*

**XI. Adjourn**

The meeting was adjourned at 12:13 pm.