

First 5 Sonoma County Commission
COMMISSION MEETING MINUTES
January 28, 2019
Santa Rosa, CA

I. Call to Order

The First 5 Sonoma County Commission met this date in regular session.

Commission Members: Kelly Bass Seibel, Michele Rogers, Jennielynn Holmes, Cynthia Murray, Karen Fies

Absent: Supervisor Lynda Hopkins, Jeff Miller, Socorro Shiels, Barbie Robinson

Staff: Kate Pack, Leah Benz, Carla Denner

A quorum was present. Chair Kelly Bass Seibel called the meeting to order at 3:33pm.

Commissioner Holmes had not yet arrived.

II. Public Comment on Non-Agendized Items

No public comment

III. Budget Update: Mid-year expenditure report (*moved this item up while waiting for quorum*)

Jennielynn Holmes arrived at this time.

Ryan Harrison, Supervising Accountant, reported for DHS and explained that moving forward, Angie Dillon-Shore will present the budget reports including the FY 19-20 budget in April. Additionally the Long-term Finance Committee will reconvene in the spring to update projections of fund balance, revenue and expenditures, which will help to set the stage for the next cycle of strategic planning.

Mr. Harrison shared the FY 18-19 expenditures highlighting the following:

SAVINGS

- Projected sal/ben savings of \$338k - 4 vacant positions, includes 5-month temp admin
- Projected rent savings -\$22k (actually greater than this because parking and contribution to common space at 490 is embedded in departmental indirect; savings applied to one-time relocation costs)
- Projected net savings \$1.2million to remain in fund balance (i.e. reserves)

REVENUE – budget adjustments

- \$1 million more revenue than budgeted
- \$302k is “Prop. 10 backfill” for negative impact of new tobacco tax (Prop. 56)
- \$538k PH-PY - reimbursement from overpayment to Public Health (braided funding formula requires NFP to draw other sources of funding prior to billing First 5)
- MAA and interest income greater than estimated
- Additional QRIS funds than estimated (most pass-thru to Quality Counts)

EXPENDITURES – budget adjustments

- \$200K - Commission brought forward from FY 19-20 allocation to fund facilities
- \$102k - Filled gap for MHSA 0-5 contracts that DHS cut
- \$18k - Independent counsel to support sustainability analysis and transition

IV. Consent Calendar

Approve December 3, 2018 Commission Minutes.

MOTION: MURRAY/ROGERS

AYES: BASS SEIBEL, FIES, HOLMES
NOES: NONE
ABSTAIN: NONE
RECUSE: NONE

V. Quality Counts Contracts

Leah Benz presented staff recommendations to accept the third rounds of funds from the CA Dept. of Education for the Quality Counts Block Grant and to increase the allocation for Quality Counts to include these funds.

Priority Outcome 3A: High Quality ECE
Amount: \$142,355
Term: July 1, 2018-September 30, 2019
Funding Source: CA Department of Education Quality Counts Block Grant

MOTION: MURRAY/FIES
AYES: BASS SEIBEL, ROGERS, HOLMES
NOES: NONE
ABSTAIN: NONE
RECUSE: NONE

Leah Benz then presented staff recommendations to subcontract out for services from this grant to the following:

River to Coast Children's Services
Amount: \$44,167
Term: July 1, 2018-June 30, 2019

Community Child Care Council
Amount: \$66,945
Term: July 1, 2018-June 30, 2019

Commissioner Fies clarified that the remainder from this contract stays with First 5 to cover staffing and administrative costs.

MOTION: HOLMES/MURRAY
AYES: BASS SEIBEL, FIES, ROGERS
NOES: NONE
ABSTAIN: NONE
RECUSE: NONE

VI. 2019 Commission Committee Assignments

Chair Kelly Bass Seibel explained the purpose of each of the six committees and ad hoc committees that Commissioners may participate in, and the requirement that Commissioners participate in two standing committees during their term. Each committee should have 2-3 Commissioners represented. Kate Pack shared the content, frequency and current representatives of each committee:

- *Executive* – meets as needed for specific governance issues – **Bass Seibel, Rogers**

- *Long-term Finance* – meets at least 2x annually. Reviews projections of revenue, plans spending of reserves, drives allocations - **Bass Seibel, Rogers, Robinson**
- *Evaluation* – meets every other month or as needed to review program evaluation findings and reports - **Fies, Miller, 1 vacancy**
- *Mini-grant* – meets twice annually to review mini-grant applications and make recommendations for funding - **Holmes, 1 vacancy**
- *Leadership Advisory Roundtable (formerly PCAC)* – will meet quarterly and as needed to discuss current and emerging needs, system and service gaps and other issues as an advisory body to the Executive Director and Commission - **2-3 vacancies**
- *Communications* – meets as needed to develop and advise on communications strategy, operates as a committee internal to staff and periodically meets with a larger advisory group of stakeholders - **Murray, Bass Seibel, Rogers**
- *Ad Hoc Committees*
 - *Transition, Sustainability, Strategic Planning*: 2-3 Commissioners are selected for these ad hoc committees, based on expertise, interest, relevance
 - *Grant Proposal Review* –when a competitive grant opportunity invites proposals

Angie Dillon Shore and Commissioner Kelly Bass Seibel will reach out to each Commissioner and see where they want to serve and see where interests lie.

VII. Transition update and consultant contract approval

Chair Kelly Bass Seibel shared the reading of the ordinance to convert First 5 to an independent entity is will be March 12th. The CAO's office has pushed this back several times to provide the County time to understand the impacts of First 5's separation from the County and plan to mitigate those impacts. Part of the March 12th Board item will be to authorize DHS to mitigate layoffs for First 5 employees that want to remain employees of the County. The civil service rules allow employees to be placed in vacant positions of the same job class. The second reading of the ordinance will be on the BOS consent agenda on March 19th and will take effect on July 2, 2019.

Kate Pack shared that staff is focused intensively on transitioning from County business functions and developing new policies, procedures and vendors to perform business functions. The Executive Director continues to work closely with the Commission's external counsel, James Harrison to develop an MOU with the County that establishes all of the terms of separation. First 5 has approximately 75 active contracts that continue past 6/30/19 that will need to be assigned from the County to the independent First 5. Staff is working with County Counsel to streamline this process through a blanket contract amendment. Contractors will receive a letter from County Counsel and will need to return a signed acknowledgement that the contract will be solely with First 5 as of July 1.

County Counsel is requiring that the Board formally approve this assignment of liability - the current plan is that a list of these contracts would be included in the Board of Supervisors consent item on March 19th. Ms. Dillon-Shore is working with DHS fiscal, as well as the County Controller-Auditor and Treasurer's Office to determine how to separate accounting and payroll functions to support as smooth a transition as possible. Procurement of IT management, payroll and accounting services is also underway as well as looking at options for website development.

Chair Kelly Bass Seibel reported that the Sustainability Committee is now the Transition team, with the addition of Commissioner Murray. They meet next week to review progress in more detail. County HR has recommended a local consultant firm, H Matrix, to set up personnel policies and procedures and to support the transition of staff.

HR Matrix will:

- Assist to develop job descriptions, hiring processes and ensure compliance
- Conduct a comparative analysis on current and market salaries and make recommendations regarding salary ranges for our positions, as well as options for employee benefits
- Present recommendations at the 2/25 Commission meeting in closed session. Critical all Commissioners in attendance if at all possible

Commissioner Kelly Bass Seibel recommended a contract with HR Matrix for the above services.

The HR Matrix, LLC

Amount: up to \$15,000

Term: January 15, 2019 – June 30, 2019

MOTION: MURRAY/FIES

AYES: BASS SEIBEL, HOLMES, ROGERS

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

VIII. Recommendation to Board re: Commission Structure

Chair Kelly Bass Seibel reminded Commissioners that the Board of Supervisors have statutory authority over Commission structure, which will be articulated in their ordinance. Commissioners had the opportunity to offer input and the recommended structure will have three key differences;

- The department heads will have the option of identifying a designee
- Terms are reduced from 3 years to 2, staying with the 3 term limit
- Two categories will be added to the at-large seats: 1) representatives of cities/towns and 2) private sector. Six commissioners will be selected from these categories and geographic representation will be a consideration

The Commission will need to amend the bylaws to reflect changes in the ordinance this spring.

IX. Staff Report

Leah Benz reported the 1/24/19 free screening of *No Small Matter* at 3rd Street Cinema had over 200 attendees and positive feedback. The documentary highlights early childhood education through humor; stories; and evidence of the importance of the first five years, and how failure to act has resulted in a crisis for families in the US. A mailing list has been created send attendees relevant advocacy opportunities. Commissioners thanked staff for their effort on this event.

Leah Benz reported that a professional photographer was hired to expand First 5's photo bank for a future website, reports and publications with a stronger focus on infants, diversity and inclusion. Commissioner Murray requested that a new website continue to have a photo carousel feature to keep photos interesting on home page.

Kate Pack gave an update on the Governor's FY 19-20 budget proposal:

- The budget includes \$2.7 billion for children’s health, early care and education, family resiliency and economic stability with a focus on family self-sufficiency through the CA earned income tax credit (to be renamed the Working Family Tax Credit), increasing the CalWorks cash grant, increasing Paid Family Leave and establishing child savings accounts.
- The proposal includes funding for screening for ACEs and developmental delays, \$750 million in one-time funding to remove barriers to full day/full year kinder, increased funding for subsidized preschool and \$10m to develop a roadmap for universal preschool and affordable childcare
- Governor Newsom has noted that he is “a big fan of home visiting” and his proposal reflects that: \$109.4M in blended federal and general funding for expansion of home visiting programs
- Kris Perry, former Executive Director of First 5 California, First 5 San Mateo County and the First Five Years Fund, has been appointed as Deputy Secretary of the *California Health and Human Services Agency for Early Childhood Development* and as *Senior Advisor to the Governor on Implementation of Early Childhood Development Initiatives*. In this role, she will help lead efforts to implement Governor Newsom’s early childhood policy agenda.
- Dr. Nadine Burke Harris has been appointed as California’s first ever surgeon general. She is a leading voice in the movement to address how early adverse experiences impact the health and brain development of young children and long-term negative health outcomes

Commissioner Murray suggested asking Dr. Nadine Burke Harris or Alison Gopnick (featured in *No Small Matter*) to be on a speaker’s panel for a future First 5 event.

Commissioner Rogers shared that although Governor Newsom’s budget was positive for early childhood, it did not give additional funding for Disability Services, and the Infant Development Association is working on a response letter. Commissioner Rogers will share any advocacy tools to staff for distribution through the advocacy mailing list.

Kate Pack reported that Sheri Lang resigned in December to accept a position in general services and staff have absorbed her duties. A temporary staff member has been hired until a recruitment can be done outside the county system. Core work is being prioritized including:

- Supporting funded partners through grants and contracts
- Fulfilling role as the QRIS hub
- Transitioning into an independent agency
- Communications re-establishing First 5’s identity in the community

Chair Kelly Bass Seibel shared that Supervisor Hopkins baby Linden was born healthy. Commissioners wish her congratulations.

Commissioner Rogers shared Diana Klein of Jewish Family and Children’s Services (JFCS), has retired and JFCS has closed. Commissioner Rogers publicly acknowledged her incredible service to early childhood and older adults, and years as fierce advocate for mental health.

X. Adjourn

The meeting was adjourned at 4:10 pm.