

First 5 Yolo

Agenda Item Cover Sheet

Agenda Item- Commission Meeting Minutes
<i>Background</i>
Final minutes from Yolo County Children and Families Commission March 8, 2006.
<i>Executive Director Overview</i>
First 5 Yolo Children and Families Commission held a regularly scheduled meeting on March 8, 2006 from 3:00 – 6:00 pm at 403 Court Street in Woodland.
<i>Additional Information</i>
<i>Action Requested</i>
Approve minutes as submitted.

FIRST 5 YOLO
Commission Meeting Minutes

March 8, 2006

The First 5 Yolo Children and Families Commission met on the 8th day of March 2006 at the First 5 Yolo office at 403 Court Street, Woodland, California at 3:00 p.m.

Commissioners in Attendance: Helen Thomson – Chair, Katie Villegas, Suzanne Anderson, Dr. Bette Hinton, Sheila Allen, Irma Rodriguez and Dr. Jorge Ayala, Donita Stromgren

Commissioners Absent: Sue Heitman

Staff in Attendance: Julie Gallelo, LaTina Price, Carmen Garcia, Regan Overholt,

Public in Attendance: Robbie Townsley, Maryfrances Walker, Linda Gladney, Luda Semeryuk

Item 1: Call to order

Chair called the meeting to order at 3:00PM.

Item 2: Roll Call

Item 3: Approval of Agenda

J. Gallelo advised Commissioners of a correction and addition to the agenda. She stated that Item #6, the Commission calendar, was for the months of April and May 2006 and not March 2006. She also stated that the Personnel Committee Minutes were available for review by Commissioners. As such, the Personnel Committee Minutes were added to the agenda as Item #14.

Approve the Agenda with corrected calendar dates and the addition of Item #14 – Personnel Committee Minutes of 3/6/06.

MOTION: J. Ayala **SECOND:** S. Allen Motion carries unanimously.

Item 4: Public Comment

R. Overholt introduced new school readiness staff of Washington Unified School District to Commissioners. Luda Semeryuk was introduced as the new Russian speaking home school liaison and Linda Gladney was introduced as the new School Readiness Coordinator.

Items 5 – 9: Consent Agenda

5. Approve minutes of 2/8/06 First 5 Yolo Commission meeting
6. Adopt Calendar for April and May 2006
7. Receive Grant Fund Balance Report
8. Receive Public Awareness Committee Minutes from 2/22/06
9. Approve Mini-grant funding as recommended by review panel.

S. Allen pulled item #5 Minutes of 2/8/06 Commission Meeting for corrections.

Approve consent agenda items 6- 9

MOTION: B. Hinton **SECOND:** K. Villegas Motion carries unanimously.

Item 5: Minutes of 2/8/06 Commission Meeting

S. Allen advised that a correction needed to be made to her Commissioner report under item #14. She stated that her comment was not that the Davis School District is ready for PFA but would like to prepare for PFA.

Approve minutes of 2/8/06 First 5 Yolo Commission Meeting with corrections.

MOTION: B. Hinton **SECOND:** S. Allen Motion carries unanimously.

Item 10: School Readiness Re-application

R. Overholt addressed the Commission regarding the school readiness reapplication. She stated that First 5 CA has adopted a new evaluation plan for school readiness. Focus groups were convened ahead of time and now adjustments need to be made so that the new evaluation framework is taken into account. A logic model stating what outcomes are going to be tracked in Yolo County has been submitted and the bulk of the application is complete. The application will need to be reviewed before it is submitted by the April 4th deadline.

J. Gallelo added that the state pledged four more years of funding for the School Readiness program and has released year one of the funding. Subsequent years funding have been held pending the submission of a comprehensive school readiness evaluation plan and the logic models. First 5 CA is expected to approve the plan and logic models at its meeting on March 16th. Assuming that the State releases funding, J. Gallelo asked Commissioners to release four more years of matching funds so that subcontractors (WUSD, WJUSD, and City of Davis) would have assurances of the Commission's intent to contract for the entire Cycle 2 (FY06-07 through FY09-10). First 5 Yolo's portion of matching funds is \$178,000 per year.

Approve Submission of the School Readiness Re-application to First 5 CA.

MOTION: K. Villegas **SECOND:** S. Allen

Discussion: S. Allen asked whether or not outcomes and aggregate data is available from Cycle 1. J. Gallelo responded stating that school readiness outcomes data was presented in the presentation at the 5-year anniversary event. Commissioners asked that the presentation be formalized for their review and include data for school readiness programs separated out for each of the contracted agencies: Washington and Woodland School Districts and the City of Davis Resource and Referral. Upon review by Commissioners, the presentation can then be presented to other entities.

Commissioners also inquired about longitudinal studies in school readiness. J. Gallelo stated that First 5 CA will select areas or counties to conduct longitudinal studies and will fund and administer the project. Commissioners stated their interest in doing their own

study looking at a few key measurable areas such as drop out rates, special needs children being identified, and reading mastery. J. Gallelo stated that staff will be looking into bringing on a consultant to assist with this.

Commissioners voiced concerns regarding the submittal of the school readiness application without their having seen the final draft. Commissioners decided that the application be sent to Program and Policy Committee for review and agreed to move the committee meeting to Monday, March 27th at 9:00am. If approved by the P&P Committee, then the application could be submitted, however, the Commissioners would like to have a copy of the final packets for their review at the following meeting.

Approve school readiness re-application pending approval by the Program and Policy Committee.

MOTION: J. Ayala **SECOND:** D. Stromgren Motion carries unanimously.

Item 11: Pandemic Flu Update

B. Hinton gave a presentation on pandemic flu which included requirements for a pandemic and a description of the pandemic phases. She also presented information regarding the Avian Flu which has been seen in other countries but has not yet reached the United States. She advised everyone to take certain precautions against viruses such as having and using hand sanitizer, having tissue readily available, covering their coughs properly and staying home when sick. She added that having a 2-week disaster kit prepared at home is also important. More information regarding what a disaster kit should contain can be found on the Red Cross website or www.72hours.org.

Item 12: Executive Director Report of Staff Activities.

J. Gallelo reported on the CHI stating that over \$100,000 has been raised by the Children's Alliance in connection with the CHI Kick-off event. The Quality Assurance Subcommittee of the CHI will be meeting in April or May to finalize their recommendations. She stated that the School Readiness program is working on its re-application and will be fully staffed after hiring one additional person for the Woodland School Readiness Program and one addition person for the West Sacramento School Readiness Program. Lots of work has been completed for the Universal Preschool Program which is currently working on logistics. The program is planning to pilot in August 2006. Staff has been working on the Administrative Policies and Procedures manual and has completed a draft of chapters 1 – 7. The draft manual will be distributed to the Program and Policy committee for review at its next meeting.

Item 13: Commissioner Reports

D. Stromgren reported that she attended the open house event for participants of the Family Connection Program. She stated that thirty families were in attendance and that it was a very positive experience and a wonderful opportunity to connect with families. She also invited everyone to attend the "Protecting the Sprit of Childhood" Conference on April 1st. Partial funding for this conference was awarded through a First 5 Yolo Special Projects grant.

K. Villegas announced that the CHI kick-off event will be held the following day on Thursday, March 9th.

J. Ayala reported that Wanda Roundtree, the new Head Start Director, is trying to push PFA (Prop 82) and UPK (Universal Preschool for West Sacramento) forward and have something for next year. He stated that he met with the Principle at Westfield Elementary. A meeting will be held this month with district and county representatives regarding PFA (Prop 82) and hopefully planning the next steps.

H. Thomson stated that she is pleased that S. Allen is putting a PFA task force together at the school district. She informed the Commission that there is a stereotype of Davis regarding the lack of community members with needs. She pointed out that there are residents who need services and there should be a mobilization of support services for those in need. She stated that the housing issues in Davis are frustrating due to some opposition regarding housing units for the disabled.

Item 14: Personnel Committee Minutes

The Personnel Committee meeting minutes were reviewed by Commissioners and approved.

CLOSED SESSION

Commissioners entered into closed session to discuss the annual evaluation of the First 5 Yolo Executive Director. At the close of the session, Commissioners voted to move the Director into Step 7 of the salary range. Commissioners also discussed making some modifications to the evaluation tool, which will be discussed at the Personnel Committee. Additionally, Commissioners requested that the Executive Director goals for the year be sent out ahead of time in order to better gauge the Director's success in achieving the goals.

Adjournment

The meeting adjourned at 5:30 PM. The next Commission meeting will be held April 12, 2006 at 3:00 pm.