

**First 5 Yolo Children and Families Commission  
Agenda Item Cover Sheet**

<b>Agenda Item- Commission Meeting Minutes</b>
<b><i>Background</i></b>
Final minutes from Yolo County Children and Families Commission May 9, 2007.
<b><i>Executive Director Overview</i></b>
First 5 Yolo Children and Families Commission held a regularly scheduled meeting on May 9, 2007 from 3:00 – 6:00 pm at 403 Court Street in Woodland.
<b><i>Additional Information</i></b>
<b><i>Action Requested</i></b>
Approve minutes as submitted.

**FIRST 5 YOLO**  
Commission Meeting Minutes  
**DRAFT**  
May 9, 2007

The First 5 Yolo Children and Families Commission met on the 9<sup>th</sup> day of May, 2007 at the First 5 Yolo office at 403 Court Street, Woodland, California at 3:00 p.m.

**Commissioners in Attendance:** Helen Thomson (Chair), Donita Stromgren (Vice-Chair), Katie Villegas, Suzanne Anderson, Pam Miller, Sue Heitman (Treasurer), Jorge Ayala

**Staff in Attendance:** Julie Gallelo, LaTina Price, Regan Overholt, Margaret Bacot, Donna Elmore

**Public in Attendance:** Mary Frances Collins, Robbie Townsley, Pablo Stansbery, Michele Haddock, Teresa Garcia

Item 1: Call to order

Vice-chair called the meeting to order at 3:05 PM.

Item 2: Roll Call

Item 3: Approval of Agenda

*Approve the Agenda as presented.*

**MOTION:** P. Miller                      **SECOND:** K. Villegas    Motion carries unanimously.

Item 4: Public Comment

H. Thomson welcomed those in attendance and invited the public to address the Commission on any issue that is not on the agenda. No public comments were made.

Item 5 –8: Consent Agenda

*Approve agenda items 5 – 8.*

**MOTION:** S. Heitman    **SECOND:** K. Villegas    Motion carries unanimously.

Item #9: Treasurer's Report(A) and FY 07-08 Fiscal Sustainability Plan(B)

S. Heitman presented the report of year-to-date revenue and expenses through March 2007. She reported that the Commission is behind in revenue due to the State allocations not being received yet. The most recent round of quarterly contract payments are represented in the year-to-date actuals.

*Receive Treasurer's Report of FY06-07 Revenue and Expenses through March 2007.*

**MOTION:** K. Villegas    **SECOND:** S. Anderson    Motion carries unanimously.

S. Heitman presented the FY07-08 Fiscal Sustainability Plan. She stated that the 10-year plan reflects the Commissions assumptions regarding decreased revenues. She added that the State Commission estimates yearly the amount of funding they will receive, although usually after the budget is done. Yolo County is experiencing a growth in birth rates which will also affect the amount of revenues received.

J. Gallelo explained that \$500k will be available in FY08-09 for five years. Two of the First 5 Yolo funding initiatives were staged. The Commission will continue to fund the Children's

Health Initiative for 3 more years thru FY09-10. In FY10-11, \$1.1 million will be available representing all other funding.

Commissioners decided that it may be necessary to review budget assumptions during the upcoming strategic planning retreat. Commissioners asked that staff provide a list of programs currently funded with dollar amounts for each program including matching dollars.

***Approve FY 07-08 Sustainability Plan.***

**MOTION:** S. Heitman SECOND: D. Stromgren Motion carries unanimously.

Item #10: Presentation – Winters Friends of the Library

Commissioners received a presentation on the Babies Need Books Project funded in part by First 5 Yolo. Joan Brenchley and Lisa Nalbene, provided an overview of the Babies Need Books Program including program goals and objectives, activities and successes.

Item #11: Media Contract

J. Gallelo reported that the Media Relations Request for Bid resulted in three proposals. After evaluating applications and interviewing candidates, the review committee recommends that First 5 Yolo contract with Pacific Municipal Consulting (PMC) to provide media and public relations services for FY07-08 in an amount not to exceed \$35,000.

Commissioners voiced their appreciation for and satisfaction with all of the work that ACS has accomplished throughout the duration of their contract. J. Gallelo addressed the Commissioners concerns with bringing on a new firm. She advised that the scope of work for PMC will be brought to the Commission for their review at the June meeting.

***Approve contract with Pacific Municipal Consulting (PMC) to provide media and public relations services for FY07-08 in an amount not to exceed \$35,000.***

**MOTION:** K. Villegas SECOND: J. Ayala Motion carries unanimously.

Item #12: Evaluation Contract

J. Gallelo provided commissioners with an overview of the evaluation contract deliverables completed to date by the Davis Consultant Network (DCN). She added that the final quarterly report data will not be available prior to the contract end date. A six month contract extension would allow for all of the data to be evaluated and presented in a series of final presentations to the Commission. DCN will report CHI outcomes in June, Universal Preschool for West Sacramento in August, School Readiness in September, with the final presentation in December for the entire evaluation plan. The contract will have \$10-15k rolling over and an additional \$10k would be added for the contract extension.

***Approve an extension of the evaluation contract with Davis Consultant Network for 6 months and an additional \$10,000.***

**MOTION:** S. Heitman SECOND: K. Villegas Motion carries unanimously.

Item #13: Strategic Planning Update

J. Gallelo reported that staff are 80% completed with the literature review component of the strategic planning process. Qualitative data will be collected and completed in July. Eleven letters of intent were received by individuals/organizations interested in facilitating the Commission's two strategic planning retreats. She asked that the Public Awareness Committee be involved with interviewing the top candidates. J. Gallelo reviewed the list of key informant interviewees and focus groups audiences. Commissioners made recommendations as to other

individuals and groups that they would like to see included agreeing that it is important to get as much information as possible and to make sure all groups are represented.

Commissioners asked that an Executive Summary accompany the needs assessment and that a focused retreat agenda be created in advance for the facilitator.

***Grant staff permission to spend in reason what is necessary to complete all components of the strategic planning process.***

**MOTION:** S. Heitman **SECOND:** K. Villegas Motion carries unanimously.

Item #14: Executive Director Report of Staff Activities

J. Gallelo gave an overview of staff activities. She reported that the CHI is having a difficult time enrolling young children and congratulated YCOE and the School Readiness program for a successful Transition to Kindergarten training for providers. UP4WS program will be advertised in City Lights and distributed with utility bills and surveys went out to licensed providers to get their feedback on the program. There have been challenges with building space and zoning for daycare facilities in West Sacramento; the UP4WS Advisory Committee has been actively seeking solutions. Sixteen special project applications have been received and several inquiries into the Universal Application RFP. SB 893 did not receive any support but was approved to be open for consideration.

Item #15: Commissioner Reports

S. Anderson reported that she attended the Transition to Kindergarten event and that it was a wonderful event. She announced that a school readiness fair will take place on May 13<sup>th</sup> at Prairie Elementary School.

S. Heitman reported that commissioner S. Anderson and she had a great time talking about First 5 on WAVE TV. The Farmer's Market kicked-off last weekend and RISE will be celebrating its 20<sup>th</sup> anniversary. The agency is launching a summer program to cover kids of all ages in the community. She added that the Valley Voice runs great articles for First 5 and is a good way to get information.

D. Stromgren stated that she attended her first UPWS Advisory Committee meeting and that she enjoys being able to participate.

J. Ayala reported that his agency completed its strategic planning process. Strategic plan has been streamlined to address the needs of the organization as well as the budget with priorities driving the budget. The Einstein Learning Center will open in August and the YCOE building will have a public opening in June. WJUSD is transitioning YCOE preschools to their district.

K. Villegas announced that West Sacramento has completed a community profile. Funding for CHI is facing tremendous challenges with the number of 5 year-olds turning 6. Currently there are 77 children 0 – 5 and 265 children 6 – 18. She added that DESS staff has been very helpful and has allowed the CHI Health Access Specialists to work on site at DESS to make follow-up calls to families.

P. Miller reported that May is Foster Parent Appreciation month and to celebrate an appreciation dinner will be held May 24<sup>th</sup>. The agency is trying desperately to support the group of foster parents in the county and to recruit new parents. She stated that the executive team is complete at DESS and the agency can now focus on quality of service and good practices.

H. Thomson thanked P. Miller for her leadership in DESS and the County. She reported that she is Chair of the CSAC Health Committee and receives reports on what's happening at the Capitol. She stated that she is hopeful that things will come together under a victory for children's health care. The County budget will be addressed in June and the Davis library election will be held in November along with the school elections. She announced that she was invited to speak to the American Psychiatric Association

Adjournment

The meeting adjourned at 5:35 PM. The next Commission meeting will be held June 13, 2007 at 3:00 pm.