

FIRST 5 YOLO
Commission Meeting Minutes
September 10, 2008

The First 5 Yolo Children and Families Commission met on the 10th day of September, 2008 at the First 5 Yolo Commission offices located at 403 Court Street, Woodland, California at 2:00 p.m.

Commissioners in Attendance: Helen Thomson (Chair), Bette Hinton, Pam Miller, Jorge Ayala, Sheila Allen, Sue Heitman (Treasurer)

Staff in Attendance: Julie Gallelo, Margaret Bacot, Regan Overholt

Public in Attendance: Clare Purtill (Knight's Landing Children's Center-KLCC), Sheryl Pedroia (KLCC), Lori Aldrete (ACS Quantum)

Item 1: Call to order

Chair called the meeting to order at 2:00 pm.

Item 2: Roll Call

Item 3: Approval of Agenda

MOTION: S. Allen **SECOND:** S. Heitman 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 5–10: Consent Agenda

Approve agenda items 6 - 10.

S. Allen requested to remove item #5, Commission meeting minutes from 6/11/08.

MOTION: S. Heitman **SECOND:** S. Allen Motion carries unanimously.

Approve agenda item 5.

On item #5, S. Allen requested clarification on each Commissioner's vote for the following Integrated Family Support Initiative programs approved at the June 2008 meeting:

- Yolo County Children's Alliance - Step By Step Home Visitation Project for the amount of \$357, 760. J. Gallelo stated ayes included: D. Stromgren, S. Heitman, S. Allen, S. Anderson, and there were no nayses.
- Yolo County Health Department - Step By Step Home Visitation Project for the amount of \$110,000. J. Gallelo stated ayes included: S. Heitman, H. Thomson, K. Villegas, D. Stromgren, S. Anderson; abstentions: P. Miller, S. Allen and there were no nayses.

MOTION: S. Allen **SECOND:** P. Miller Motion carries unanimously.

Item 11: Treasure's Report

S. Heitman stated revenues exceeded expenses primarily due to increased MAA revenues for previously billed years that were finally paid by the state in FY07/08. These revenues were put back into 10 year sustainability plan and allocated over next ten years to continue IFSI, Special Projects and other funding streams. Funded program expenses were under budget primarily due to decreased Healthy Kids insurance payments. Operating expenses were slightly over budget primarily in phones, strategic planning, and professional services for strategic planning support and evaluation.. S. Allen asked if the Commission's administrative overhead remained under the 10% cap and M. Bacot stated it has been much less. S. Allen also asked about the exceeded consulting costs and if these expenses were planned/budgeted. M. Bacot stated staff did not know exact costs of strategic planning, but had made a best guess. J. Gallelo added staff could not complete all strategic planning components internally as planned and contracted with ACS Quantum to complete tasks.

Receive Year End FY 07/08 Revenue and Expense Report as presented.

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

M. Bacot stated the annual independent financial audit was performed in August. She is currently completing all financial reports to go into the audit which will be complete at the end of the September. Prepared a 'popular' budget for Commission review with last year's and this year's budget.

S. Allen asked if it is F5Y's policy to follow industry policy and change auditing firms or at least auditors every three years. M. Bacot affirmed that we do.

Receive Audit Update.

Item 11: Community Presentation – Knight's Landing Children's Center (KLCC)

J. Gallelo gave background on KLCC and F5Y funding that supported a feasibility study of establishing a co-op childcare center, as well as funding for hiring the first childcare director. She stated that out of the IFSI came clear direction to form a task force and coordinate fiscal sustainability options with technical assistance coming from the City of Davis R & R. Director Clare Purtill shared a PowerPoint presentation with the Commission and then offered testimonials from 3 parents who had children enrolled in KLCC. S. Heitman reported on the KLCC Task Force committee activities and attempts to identify factors challenging KLCC and partners in regards to funding. She stated previous relationships between the different funding entities appeared to be a factor in the lack of communication and the task force agreed that all parties needed to move beyond old history. C. Purtill asked if someone from KLCC could participate on the Task Force. S. Heitman thought that would be helpful at this point.

Item 13: Commission -Driven Special Projects

J. Gallelo stated at the May 2008 Commission meeting, staff was still working out details of IFSI and who was funded for what areas. When all the proposals were complete, the gaps in some result areas became apparent. Staff developed a draft plan for Commissioners to review in determining how to spend the \$100,000 in Commission driven projects over the strategic planning timeline, though individual projects would be phased in at different times over the seven year period. Included projects for FY08-09 are: kindergarten transition camps (\$25,000), COMPASS application expansion to include public interface (\$20,000), dental media campaign (\$5,000), early childhood mental health media campaign (\$50,000).

Approve Commission driven Special Projects Funding for FY08/09

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

Item 14: Universal Preschool MOU

J. Gallelo stated that following the direction of the Commission over the past year, First 5 Yolo should become more of a funder rather than an administrator/fiscal body of UP4WS. The first step was F5Y turning over fiscal responsibility of the program to the City of West Sacramento with the City continuing to contract with City of Davis R & R to continue day to day operations. This was completed in July 2008. Next was to create an MOU among each of the partnering agencies to establish a 5 member Executive Committee representing the partners with each having an equal vote on governing, setting policy, and other duties. Approval of MOU from J. Ayala representing YCOE as well as F5Y was requested.

Approve Universal Preschool for West Sacramento Executive Board MOU

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

Item 15: Report of Staff Activities

J. Gallelo reported that the first IFSI contractor meeting was held in July and staff are currently working to determine components/structure for on-going quarterly meetings as well as how F5Y can assist in facilitation of communication and streamlining service coordination and activities between the different programs and agencies. These meetings will be known as Family Focus Forums and will also include providers who are non F5Y contractors.

Receive Executive Director Report of Staff Activities as presented.

Commissioner's Reports

B. Hinton reported that the car seat safety program is no longer funded as of the end of this month but that money from fines that come will fund a small amount and that they would like to use those monies to fund seats for foster families. Yolo Health Alliance is making process working with partners in realigning to meet budget constraints. The county budget next year will be dramatically worse with programs being severely impacted.

J. Ayala reported that school has begun and that Head Start classrooms are completely full, but that State Preschool funding (wrap around with HS) is on hold pending a state budget. Classes in WUSD will be expanded with the collaboration of their administration. There are two workshops

being offered “Communication in Crisis” and Secretary of Education David Long will speak to current issues in education.

P. Miller reported that because of issues in Sacramento County, Yolo County DESS is in the process of doing case review focusing on kids 0-5 and ensuring these cases received due diligence. They are also setting up protocol for frequently referred clients to make certain that staff are responding and that appropriate actions are taking. In comparing outcome measures between the two counties, Yolo is far superior. DESS is looking for volunteers to read and donate books in October for Literacy Month. The Heart Gallery opening featuring children in the foster system available for adoption is Friday, November 7 at the County admin building.

K. Villegas reported that the West Sacramento Neighbor’s Fair is scheduled for November 4 and YCCA will have a booth there. She recently visited MILE Preschool, a private provider in the UP4WS program and stated it was a stellar program. The Community Give Away Day is coming up in November.

Adjournment

The meeting adjourned at 4:20 p.m. The next commission meeting will be held October 8, 2008 at 2:00 p.m.