



COMMISSION MEETING

**April 22, 2021
1:00 p.m. – 3:00 p.m.**

IN REPOSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, AND IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S ORDER AUTHORIZING ELECTRONIC PUBLIC MEETINGS, ALL FIRST 5 VENTURA COUNTY COMMISSION MEETINGS ARE PROCEEDING ELECTRONICALLY UNTIL FURTHER NOTICE.

The following options allow for public participation and comments:

1. To observe the meeting conducted via Zoom, please contact First 5 Ventura County at assistant@first5ventura.org at least one hour prior to the start of the meeting for registration information.
2. If you wish to make a public comment, you have the following choices:
 - a) If you wish to make a written comment on a specific agenda item before the meeting, please submit your comment via email at least one hour prior to the start of the meeting. Please submit your comment to assistant@first5ventura.org. Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 9). Your email will be read and placed into the item's record at the meeting.
 - b) If you are watching the meeting via Zoom (prior registration required – email assistant@first5ventura.org for information) and would like to make either a general public comment for items not on the day's agenda or to comment on a specific agenda item as it is being heard, please submit your comment, limited to 250 words or less in the zoom meeting chat box OR state your request for verbal public comment in the chat box. Verbal public comments may be limited to three (3) minutes due to time limitations.

Every effort will be made to read written comments into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

OPENING

- 1. Welcome and Introductions – Chair Marquez-O'Neill**
- 2. Approval of Minutes from March 25, 2021 Commission Meeting**
- 3. Agenda Approval and Review of Commission Packets**
- 4. Public Comments/Correspondence**

The following items will be reviewed and discussed by the Commissioners for appropriate action.

CONSENT AGENDA

Consent Agenda Item 5: Review and approve unless an item is pulled for separate action by the Commission and moved to the Regular Agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.

5. Receive and File the First 5 Ventura County Financial Reports as of February 28, 2021

REGULAR AGENDA

6. Report of Committees

a. Administration and Finance – Commissioner Morales, Commissioner Stenslie

i. Recommendation to approve policy for supplemental payments for employees working remotely

(Recommended action approves a policy for supplemental payments for Commission employees working remotely, up to \$60 per month to cover the work-related expense associated with working from home.)

ii. Recommendation to approve policy for COVID-19 paid sick leave and extended paid family leave from April 1, 2021 to September 30, 2021

(Recommended action provides new paid leave benefits for COVID-19 from April 1, 2021 through September 30, 2021 and approves a new policy and procedure to comply with the ARP Act and CSPSL.)

iii. Recommendation to update employee compensation schedule

(Recommended action approves an updated employee compensation schedule.)

iv. Recommendation to discontinue use of equipment replacement fund as of June 30, 2021 & fund FY 2020-21 NfL equipment purchases under the FY 2020-21 NfL Transition Budget

(Recommended action would conclude use of the Equipment Replacement Fund as of June 30, 2021 and to budget for minor equipment needs under each cost center's annual budget beginning July 1, 2021. For new equipment purchases related to bringing the Neighborhoods for Learning in-house, costs from February 1, 2021 to June 30, 2021 would be funded under the approved FY 2020-21 NfL Transition budget.)

v. Recommendation to adopt proposed budgets for Fiscal Year 2021-22

(Recommended action is to adopt Fiscal Year 2021-22 budgets. The operating budget shall be the final budget if there are no substantive comments by the Community Commission of Ventura County and the Board of Supervisors after their reviews.)

- vi. **Recommendation to update administrative cost policy and adopt administrative cap at 12% of total operating budget for FY 2021-22**
(Recommended action approves updates to the administrative cost policy and establishes the administrative cap at 12%, following the annual review of the Commission’s policy limiting the percentage of the Commission’s budget that may be spent on administrative functions, in compliance with legislative requirements.)

- vii. **Recommendation to approve updated financial plan, FY 2016-26, in compliance with Health and Safety Code Section 130151**
(The Commission will approve and adopt an updated financial plan.)

7. Recommendation to Transfer Sick-Leave Balances for Current Interface Children and Family Services Neighborhood for Learning Staff who are Transferring to First 5 Ventura County – Lauren Arzu
(Recommended action approves transferring sick leave balances of up to 80 hours for current ICFS Neighborhoods for Learning employees transferring to F5VC by June 30, 2021.)

8. Recommendation to Approve Contract with Economic Development Collaborative to Manage and Implement the Community Investment Loan Fund – John Anderson
(Recommended action would authorize the Executive Director to contract with the Economic Development Collaborative (EDC) to continue managing the implementation of the Community Investment Loan Fund for FY 2021-22, not to exceed \$35,000. The contract would also provide funds for EDC to issue up to \$500,000 in loans to eligible Community Investment Loan Fund applicants under the previously approved loan guidelines, for a total FY 2021-22 contract amount not to exceed \$535,000.)

- 9. Report from Executive Director – Petra Puls**
- (a) Report on Administrative Operations
 - (b) Update on Commission Initiatives
 - (c) Update on Statewide First 5 Activities

10. Commission Member Comments

(Government Code Section 54954.2(a) states: “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.”)

11. Next Meeting

Thursday, May 20, 2021, TBD (whether meeting to be held either in-person or electronically to be determined based upon state of the novel corona virus emergency)

12. Future Meetings

Thursday, June 17, 2021, TBD

Thursday, July 29, 2021, TBD

Thursday, August 26, 2021, TBD

Thursday, September 23, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo

Thursday, October 21, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo

Thursday, November 18, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo

Thursday, December 16, 2021, County Office of Education, 5100 Adolfo Rd., Camarillo

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact First 5 Ventura County at 805-648-9990 or via the California Relay Service. Reasonable advance notification of the need for accommodation prior to the meeting (48 hours advance notice is preferable) will enable us to make reasonable arrangements to ensure accessibility to this meeting.