

**FIRST 5 VENTURA COUNTY
ADMINISTRATION/FINANCE COMMITTEE
MINUTES**

May 7, 2021

Present: Commissioner Morales, Commissioner Stenslie, Joseph Richards, and Kara Ralston

Staff Present: Lauren Arzu, Fahim Farag, Jennifer Johnson, and Petra Puls

I. Call to Order/Welcome/Introductions

Commissioner Morales began the meeting at 9:35 a.m.

II. Approval of Minutes from April 9, 2021

A motion was made by Kara Ralston, seconded by Joseph Richards, to approve the minutes from the May 7, 2021 meeting. The motion carried unanimously.

III. Approval of Agenda

A motion was made by Commissioner Stenslie, seconded by Joseph Richards, to approve the agenda. The motion carried unanimously.

IV. Public Comments

There were no public comments.

V. Review of Financial Reports as of March 31, 2021

Jennifer Johnson presented the financial statements as of March 31, 2021. Jennifer referred to the March 31 expenditure report, noting that the report largely reflects funded partner activity through quarter two. She gave an overview of the report, providing explanations as to variances. She referenced the balance sheet and the statement of revenues and expenditures, highlighting the status of accounts.

VI. Recommendation to Update Boilerplate Contract

Jennifer Johnson referred to the handout on the proposed boilerplate contract changes. Jennifer stated that before the beginning of each new fiscal year, staff reviews the standard boilerplate contract for any updates to insurance requirements, opportunities to clarify language/streamline the boilerplate, and identification of any new provisions that may need to be added due to any issues encountered in the prior year. Jennifer stated that the boilerplate modifications were developed in consultation with the Commission's legal counsel. The practice of multi-year contracting (that was implemented in FY 2016-17) would be maintained, along with allowing funded partners to utilize unspent funds up until the end of their funding cycle.

Jennifer reviewed the proposed revisions to the boilerplate, which include: 1) Refining the provision on independent contractor status; and 2) Expanding the provision for minimum standards related to wages and benefits, which clarifies allowable/reimbursable costs for unemployment insurance. The Committee agreed with the proposed changes and discussed the importance of contractor's that are non-profit agencies participating in the State Unemployment Insurance (SUI) program and not electing to opt-out.

A motion was made by Commissioner Stenslie, seconded by Kara Ralston, to revise the contract boilerplate as proposed, which includes continuing multi-year contracting and use of unspent funds. The motion carried unanimously.

VII. Recommendation to Update Employee Compensation Schedule

Lauren Arzu stated that salary ranges were updated last month to add two new classifications for bringing the Neighborhoods for Learning initiative in-house. Additional time was needed to collect salary adjustment data for all other positions and it was planned to come back in May with all other ranges. Lauren reported that staff has collected salary range data from First 5 commissions of similar size and geography and community agencies in Ventura County. She discussed the data collection methodology. Information on the Consumer Price Index (CPI) was also reviewed. The Committee reviewed the survey data and the ranges. Lauren stated the proposed ranges track with overall averages and medians for all sources, along with the CPI. She discussed the rationale for the slightly lower beginning range for the Assistant level classification. Lauren stated that for temporary classifications, a 20% differential is recommended (up from 15%) due to increased retirement benefits and rising health care costs. Any existing staff falling below the new range would be adjusted to align with the new beginning range for their classification. The Committee inquired on the number of staff that fall below the range and the amount required to make the adjustment, which staff reported would be less than \$5,000.

A motion was made by Kara Ralston, seconded by Joseph Richards, to approve the proposed salary ranges with the changes discussed. The motion carried unanimously.

VIII. Consideration of Updates to Employee Handbook

Lauren Arzu reported that staff is working on updating the Employee Handbook, which was last updated in 2017. She stated that many of the proposed updates for 2021 are being made to bring the handbook in alignment with new laws and existing policies that have been approved by the Commission, such as the Advocacy Policy and the Remote Work Supplemental Payment Policy. Staff is exploring some changes to paid leave benefits and is seeking feedback from Committee members. Lauren reviewed current policies related to sick leave, personal leave, and holiday closures. She also shared policy data collected from other First 5 commissions and community agencies. The Committee agreed that the maximum accrual cap on sick leave should be removed. The Committee discussed the Commission's personal leave policy that addresses time off for parents to participate in their child's education. Because not all staff have children (or children that are not in school) there was discussion about equity and options for expanding leave for other purposes. Holidays that the Commission observes was discussed and a proposal to close additional days between Christmas and New Year's Day in lieu of accruing personal leave days. Staff discussed the rationale, including handling December holiday closures for NfL staff co-located at school sites. The Committee provided input and perspectives for options other than closing additional days in December. Staff will continue to explore paid leave benefit options for review next month when the other updates to the Employee Handbook are brought forward to the Committee for approval.

IX. Update on Commission Activities

Petra Puls referred to the April 2021 Report from Commission Staff. She highlighted the report, noting advocacy efforts. Petra reported that the Commission approved all the recommendations brought forth by the Committee last month. Petra also provided an update on the NfL transition activities. She concluded her report recognizing Jennifer Johnson for 20 years of employment with the Commission.

X. New Business/ Miscellaneous

There was no new business.

XI. Closure

A motion was made by Kara Ralston, seconded by Joseph Richards, to close the meeting at 10:34 a.m. The motion carried unanimously.

XII. Next Meeting

Friday, June 4, 2021, 9:30 a.m. – 11:30 a.m., Location TBD