



**COMMISSION MEETING
MINUTES**

October 21, 2021

Commissioners Present: Rachel Champagne, Matt LaVere, Barbara Marquez-O’Neill, Dr. Cesar Morales, Bruce Stenslie, Dr. Christine Walker, Barry Zimmerman

Excused Absence: Dr. Michael Gollub, Dr. Robert Levin,

Staff Present: Petra Puls, Tyla Adams, John Anderson, Lauren Arzu, Amy Cook, Fahim Farag, Janet Fleming, Heather Guerrero, Teresa Gutierrez, Jimena Hernandez, Jennifer Johnson, Jared Martin, Sam McCoy, Grace Montejano,

Public Present: Alicia McFarland, Regan Bynder

OPENING

1. Welcome and Introductions

Chair Marquez-O’Neill opened the meeting at 1:02 p.m., reminded attendees how to participate via public comment, and shared a quote about self-care.

2. Approval of Minutes from September 23, 2021 Commission Meeting

A motion was made by Commissioner Walker, seconded by Commissioner Stenslie, to approve the minutes from the September 23, 2021 Commission Meeting. The motion passed with Commissioner Zimmerman abstaining.

3. Agenda Approval and Review of Commission Packets

Chair Marquez-O’Neill provided an overview of regular and supplemental packet items, noting materials were sent via email and are posted on the F5VC website.

A motion was made by Commissioner Zimmerman, seconded by Commissioner Walker, to approve the agenda. The motion passed unanimously.

4. Public Comments/Correspondence

There were no comments from members of the public.

5. Resolution to Continue to Hold Virtual Meetings

Petra Puls noted we have been meeting virtually throughout the pandemic, based on an Executive Order issued by Governor Newsom, which expired in September. AB 361 was subsequently passed to allow local agencies and boards to meet virtually through December 31, 2023 if there is a state of emergency, a governing body has recommended social distancing, or a legislative body (like the Commission) recommends virtual meetings. Petra detailed additional requirements related to public comments and disruption of service required by the legislation.

Commissioners will be asked to verify monthly that they see a need for continued virtual meetings.

A motion was made by Commissioner Stenslie, seconded by Commissioner Zimmerman to adopt a resolution authorizing F5VC to allow for all Commission and Standing Committee Meetings to participate via teleconference so long as such actions comply with AB 361. The motion passed unanimously.

6. Public Hearing on Annual Audit and Year-End Report to the First 5 State Commission for FY 2020-21, in compliance with Section 130150 of the Health and Safety Code

Petra Puls reminded Commissioners that F5VC hosts this public hearing annually in October and invited Jennifer Johnson to present the Audit to the Commission.

Jennifer Johnson noted that Commissioners received an electronic copy of the audit and offered to mail hard copies to any Commissioner who would like one. Jennifer highlighted significant events for Fiscal Year 2020-21, noting this was the final year of the prior five-year strategic plan. Jennifer reviewed investments made and how services were adapted to the pandemic.

Jennifer reviewed the difference between the two sets of financial statements, including Governmental Fund and Government-wide. Jennifer presented balance sheet and the statement of revenues, expenditures, and changes in fund balances, noting variances to the prior year and providing explanations. F5VC received greater tobacco tax revenues than expected. F5VC planned on using resources from existing fund balances, but revenues more than covered expenses, resulting in an increase to the fund balance. Overall, F5VC's financial condition remains strong. Jennifer reviewed notes to financial statements and disclosures included in the audit. Jennifer also reviewed budgetary comparison schedules.

Jennifer stated the auditors issued an unmodified opinion on the basic financial statements, commonly referred to as a clean opinion. Jennifer referred to the Report on Internal Controls and noted there were no control deficiencies or material weaknesses. For the Report on State Compliance (the expanded audit), which is required for local First 5 Commissions relative to compliance with certain state laws and accountability mechanisms, Jennifer reported compliance in all areas. Jennifer referenced the post-audit letter provided by the auditors. Jennifer concluded her presentation stating that the audit was reviewed by the Administration/Finance Committee, which serves as F5VC's audit committee, on October 8.

Sam McCoy presented highlights from the FY 2020-21 annual report, which captures service and client demographic data in three sections. F5CA designates the categories of result areas that cover direct services and systems change efforts, which impacts the ability to represent F5VCs work. Staff will present a more detailed version of the annual accomplishments in the coming months.

Sam presented the AR-1 overview of investments by the assigned result areas: improved family functioning, improved child health, improved child development, and improved systems of care. He noted each contractor can only be included in one service per outcome area and added the F5VC annual report, to be presented in the near future, will capture F5VC investments and outcomes in greater detail and with our local frame.

Sam outlined information from AR-2, which include numbers served categorized by caregivers, children 0-3, and children 3-5, as well as race/ethnicity and primary language spoken in the home. Sam concluded his report with an overview of AR-3, which includes narratives for the county evaluation summary and county highlights. He noted the First 5 California annual report, which aggregates these county level reports from across California, will be distributed to the Commission once it is completed by the state.

Chair Marquez-O'Neill opened up the meeting for public comments at 1:54 p.m.

There were no comments from members of the public. Chair Marquez-O'Neill closed the public hearing at 1:55 p.m.

A motion was made by Commissioner Stenslie, seconded by Commissioner Morales to receive and file the Annual Audit and approve the Year-End Report to the First 5 State Commission for FY 2020-21, in compliance with Section 130150 of the Health and Safety Code. The motion passed unanimously.

CONSENT AGENDA

7. Receive and File the First 5 Ventura County Financial Reports as of August 31, 2021

A motion was made by Commissioner Walker, seconded by Commissioner Zimmerman, to approve the consent agenda. The motion passed unanimously.

REGULAR AGENDA

8. Report of Committees **a. Administration and Finance**

Commissioner Morales noted that during the October meeting, the Committee reviewed the audit, reviewed a report on program spending levels as of June 30, 2021, and discussed a potential vaccine mandate for new staff members.

i. Recommendation to Extend Policies and Procedures Related to COVID-19 Paid Sick Leave

Lauren Arzu noted that F5VC has offered supplemental COVID sick leave throughout the pandemic, which has been used sparingly by staff. The requirement to offer this sick leave expired on September 30. However, many staff members are working directly with families with young children who cannot be vaccinated yet, and many who are too young to wear masks. The recommendation would extend up to 10 days of paid COVID sick leave for staff

through the end of the fiscal year. County Counsel and the Administration Finance Committee reviewed and approved this recommendation.

A motion was made by Commissioner Zimmerman seconded by Commissioner Morales to extend paid sick leave benefits for COVID-19 through June 30, 2022, and approve the updated Policy and Procedures as recommended by staff. The motion passed unanimously.

ii. Progress Report

Lauren Arzu noted that Commissioner Morales included the progress report in his opening remarks.

9. Report from Executive Director

Petra Puls delivered highlights from her written report, noting the CDTFA has been delayed in processing revenues and we anticipate having July revenues in a few weeks. Petra welcomed Janet Fleming to the F5VC team and thanked Fahim Farag for his service. There are additional job opportunities posted on the F5VC website.

The next Parent and Child Together class cohort will begin on November 1. Staff will begin administering the Parenting Ladder evaluation.

Governor Newsom signed Vape Tax legislation, which includes a Prop 10 backfill.

Barnes and Noble will host a book drive where customers can donate books to First 5 Ventura County. Books will be used to build home libraries.

We welcomed nine new parent leaders, and the existing parent leaders are orienting them to our work. Five parents will represent Ventura at a two-day, virtual national summit. F5VC put together a prenatal task force and will report back on future outcomes.

Chair Marquez-O'Neill thanked Petra and noted she is particularly excited to see the parent leader group growing.

10. Commission Member Comments

There were no additional comments from Commission members.

11. Next Meeting

Thursday, November July 18, 2021, VIRTUAL (To observe or participate in 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.)

The meeting was adjourned at 2:13 p.m.