

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

October 8, 2021

Members Present: Commissioner Morales, Pamela Grothe, Kara Ralston and Joseph Richards

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

Guests Present: Alaina Vandermade and Rosalva Flores, Brown Armstrong Accountancy Corporation

I. Call to Order/Welcome/Introductions

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

II. Approval of Minutes from September 3, 2021

A motion was made by Kara Ralston, seconded by Pamela Grothe, to approve the minutes from the September 3, 2021 meeting. The motion carried unanimously.

III. Approval of Agenda

A motion was made by Pamela Grothe, seconded by Kara Ralston, to approve the agenda. The motion carried unanimously.

IV. Public Comments

There were no public comments.

V. Presentation and Review of the FY 2020-21 Audit

Rosalva Flores and Alaina Vandermade from the firm conducting the FY 2020-21 audit for the Commission were welcomed to the meeting. Jennifer began the audit presentation with an overview of significant events in FY 2020-21 and provided context for the financial statements. Jennifer reviewed the financial statements, providing highlights and explanations for variances from the prior year. Jennifer provided highlights from the Notes to the Financial Statements. Jennifer also reviewed variances on the budget to actuals.

Rosalva Flores provided an overview of the results of the audit, noting that the report is in draft form until the Committee has an opportunity to provide comments. She reported that the opinion on the basic financial statements was unmodified - commonly referred to as a clean opinion. Rosalva 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, Rosalva noted compliance in all areas. Rosalva and Alaina extended their appreciation to Commission staff, recognizing the additional work that is required for conducting the audit remotely due to COVID-19. The methods for conducting the audit virtually were discussed along with the process for testing internal controls.

The draft post-audit letter, in which the auditors are required to review certain items with the audit committee, was discussed with the Committee, per auditing standards. Referring to the letter, Rosalva provided an overview of items contained within the letter. Rosalva stated the

audit went smoothly and there were no disagreements between the auditors and management during the audit, there were no consultations with other independent accountants, and there were no difficulties. Jennifer noted the presentation by stating that the audit will be presented during a public hearing at the October Commission meeting.

A motion was made by Joseph Richards, seconded by Pamela Grothe, to accept the draft audit as presented. The motion carried unanimously.

VI. Review of Funded Program Spending Levels as of June 30, 2021

Jennifer Johnson provided a report on program spending levels as of June 30, 2021, which are reflective of the fifth year of the five-year funding cycle. Jennifer reviewed the report and provided explanations as to the variances.

VII. Recommendation to Extend Policy for Paid Sick Leave and Extended Paid Family Leave under the Families First Coronavirus Response Act

Lauren Azru stated that the Commission has complied with all mandatory and voluntary Coronavirus-related paid leave entitlements. Staff members have used this leave sparingly. She noted that on September 30, 2021, California's 2021 COVID-19 Supplemental Paid Sick Leave (CSPSL) expired. CSPSL offered 10 days (up to 80 hours) of Paid Sick Leave between January 1, 2021 and September 30, 2021. Staff could use this leave if they were unable to work because they had to quarantine, had symptoms due to the vaccine, or were caring for a child whose school or child care was closed.

Lauren reported that many F5VC staff are working in-person with children who cannot be vaccinated; most of these children are also too young to wear masks. Particularly, new employees have little to no sick time accrued and would be required to take unpaid leave if they tested positive for coronavirus. She noted that staff believes voluntarily extending the CSPSL is an important opportunity to support the health and well-being of our employees and demonstrate leadership as a family friendly employer during the pandemic. Therefore, the staff recommendation is to extend the policy for COVID-19 sick leave benefits through June 30, 2022. Existing employees' COVID-19 balances would be available through June 30, 2022 and new employees would begin with two weeks of available COVID-19 paid sick leave. Referring to the proposed policy and procedures, Lauren noted that staff is not recommending extending the Expanded Family and Medical Leave benefit, which only covered employees who needed to care for a child whose school or child care was closed for more than two weeks, as this leave was not utilized by staff and the need for this type of leave is not anticipated.

A motion was made by Pamela Grothe, seconded by Joseph Richards, to approve the proposed policy to extend COVID-19 paid sick leave through June 30, 2022. The motion passed unanimously.

VIII. Update on Commission Activities

Petra Puls referred to the September 2021 Report from Commission Staff. She provided an update on Senate Bill (SB) 398 (vape tax), which was re-written to include Proposition 10. Petra reported on the expansion of the shared services pilot in partnership with the Ventura

County Office of Education. She updated the Committee on the deferral of one loan issued through the Community Investment Loan Fund, noting the continued challenges faced by the borrower and that staff is working with EDC on the repayment structure. Petra reported that the Commission approve the recommendations brought forth by the Committee last month, including the COVID-19 policy for vaccines and testing. The Committee briefly discussed further consideration of policies for vaccine mandates that will be revisited at a future meeting as more information becomes available.

IX. New Business/ Miscellaneous

There was no new business.

X. Closure

Commissioner Morales concluded the meeting at 11:09 a.m.

XI. Next Meeting

Friday, November 5, 2021, 9:30 a.m. – 11:30 a.m., Location TBD (*subsequently canceled*)