



COMMISSION MEETING

April 21, 2022
1:00 p.m. – 3:00 p.m.

IN ACCORDINANCE WITH GOVERNMENT CODE SECTION 54953(e)(1)(A) AND IN REPOSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS AND THE LOCAL HEALTH OFFICER RECOMMENDATION REGARDING SOCIAL DISTANCING, 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 either in writing or verbally, 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 written 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 Stenslie**
2. **Adopt a Resolution for Commission to Continue to Hold Virtual Meetings due to COVID-19 Emergency**
(Recommended action is to adopt a resolution authorizing the Commission to meet virtually under Government Code section 54953, subdivision (e)(3).)
3. **Approval of Minutes from March 17, 2022 Commission Meeting**

4. Agenda Approval and Review of Commission Packets

5. Public Comments/Correspondence

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

CONSENT AGENDA

Consent Agenda Item 6: 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.

6. Receive and File the First 5 Ventura County Financial Reports as of February 28, 2022.

REGULAR AGENDA

7. Report of Administration and Finance Committee – Commissioner Morales, Chair Stenslie

a. Presentation on employee satisfaction survey results

(The Commission will hear a presentation on the results of the employee satisfaction survey conducted in March 2022.)

b. Recommendation to adopt proposed budgets for Fiscal Year 2022-23

(Recommended action is to adopt Fiscal Year 2022-23 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.)

c. Recommendation to approve a cost-of-living adjustment for FY 2022-23 and to update employee compensation schedule

(Recommended action will approve a cost-of-living adjustment effective July 1, 2022 of 3% and will adjust the Commission's salary/wage schedule by the same percentage.)

d. Recommendation to increase employer retirement contribution and add life insurance and accidental death and dismemberment insurance to employee benefit package

(Recommended action will update the employee benefit package by increasing the employer contribution to a maximum of 10% and will add life insurance and accidental death and dismemberment insurance at 150% of the employee's salary.)

e. Recommendation to update administrative cost policy and adopt administrative cap at 12% of total operating budget for FY 2022-23

(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.)

f. Recommendation to approve updated financial plan, FY 2021-29, in compliance with Health and Safety Code Section 130151

(The Commission will approve and adopt an updated financial plan.)

g. Recommendation to adopt a new attribution and logo policy

(Recommended action will adopt a new attribution and logo policy for funded programs, thereby sunseting the previous policy adopted in 2003.)

h. Recommendation to revise contract boilerplate for funded programs

(Recommended action will revise provisions in the contract boilerplate to refine and clarify identified provisions.)

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 2022-23, not to exceed \$35,000. The contract would also provide funds for EDC to issue up to \$650,000 in loans to eligible Community Investment Loan Fund applicants under the previously approved loan guidelines, for a total FY 2022-23 contract amount not to exceed \$685,000.)

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 19, 2022, TBD (whether meeting to be held either in-person or electronically to be determined based upon state of the novel coronavirus emergency.)

12. Future Meetings

Thursday, June 16, 2022, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, July 21, 2022, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, August 18, 2022, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, September 15, 2022, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, October 20, 2022, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, November 17, 2022, County Office of Education, 5100 Adolfo Rd., Camarillo
Thursday, December 15, 2022, 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.