



**COMMISSION  
MEETING MINUTES**

**June 16, 2022**

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

Excused Absence: Michael Gollub

Staff Present: Petra Puls, Jennifer Johnson, Alma Perez, Heather Guerrero, Sam McCoy, Jhoelle Aspuria-Arca, John Anderson, Amy Cook, Shelby Ferns, Janet Fleming, Tyla Adams, Jimena Hernandez, Teresa Gutierrez, Jared Martin

Public Present: Liz Bruce, Chrystal Tipping, Alicia McFarland, Regan Bynder

**OPENING**

**1. Welcome and Introductions**

Chair Stenslie opened the meeting at 1:02 p.m., reminded attendees how to participate via public comment, and gave attendees the opportunity to introduce themselves.

**2. Adopt a Resolution for Commission to Continue to Hold Virtual Meetings due to COVID-19 Emergency**

Chair Stenslie stated that virtual meetings have been held in response to Governor Newsom signing an Executive Order. According to Assembly Bill No. 361, local agencies and boards are permitted to hold virtual meetings through January 1, 2024. He detailed the conditions that must be met in order for virtual meetings to occur.

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

**A motion was made by Commissioner Walker, seconded by Commissioner Marquez-O’Neill, to adopt a resolution authorizing F5VC to allow Commissioners to participate via teleconference so long as such actions comply with AB 361. The motion passed unanimously.**

**3. Approval of Minutes from April 21, 2022 Commission Meeting**

**A motion was made by Commissioner LaVere, seconded by Commissioner Zimmerman, to approve the minutes from the April 21, 2022 Commission Meeting. The motion passed unanimously.**

#### **4. Agenda Approval and Review of Commission Packets**

Petra 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 Morales, seconded by Commissioner Walker, to approve the agenda. The motion passed unanimously.**

#### **5. Public Comments/Correspondence**

There were no comments from members of the public.

#### **6. Presentation: 2022 Take 5 and Read**

Tyla Adams presented a summary of the 2022 Take 5 and Read event held on May 4<sup>th</sup> and 5<sup>th</sup>, 2022. The goal of the annual Take 5 and Read! event is to increase awareness about the importance of early literacy, to engage local elected officials and community stakeholders, and to build children’s home libraries. Tyla thanked Commissioners for participating, and shared social media posts and comments from our celebrity readers.

Chair Stenslie and the Commission thanked Tyla for her presentation and briefly discussed plans for next year’s event.

### **CONSENT AGENDA**

#### **7. Receive and file the First 5 Ventura County Financial Statements as of March 31, 2022, and Expenditure Report as of April 30, 2022**

**A motion was made by Commissioner Morales, seconded by Commissioner LaVere, to approve the consent agenda. The motion passed unanimously.**

### **REGULAR AGENDA**

#### **8. Recommendation to authorize contracting with the County of Ventura to receive up to \$3.5 million in American Rescue Plan Act (ARPA) funds**

Petra Puls presented an update on F5VC’s “5 for 5” request for American Rescue Plan Act (ARPA) funds to the Commission. She noted that the Board of Supervisors has previously allocate a portion of the ARPA funds to invest in early childhood and is expected to take action on a funding recommendation on July 12, 2022. If approved, these funds would allow F5VC to expand NfL services and to pilot a new light touch home-visiting program, “Welcome Every Baby”.

Petra and the Commission discussed how the ARPA funds will be utilized if granted to F5VC as well as details surrounding the Welcome Every Baby program.

**A motion was made by Commissioner Marquez-O’Neill, seconded by Commissioner Champagne, to authorize contracting with the County of Ventura to receive up to \$3.5 million in ARPA funds. The motion passed with Commissioner LaVere abstaining.**

#### **9. Review of First 5 Ventura County FY 2020-22 Strategic Plan in compliance with Health and Safety Code Section 130140**

Petra Puls noted that it is a statutory requirement and best practice to review the Strategic Plan annually. She went over F5VC’s background and noted transition activities in recent years, including increasing our focus on systems change, capacity building and advocacy. Petra reviewed the revised F5VC Mission, Vision, and Core Values as well as the strategic priorities and framework.

F5VC strategic investments, such as Neighborhoods for Learning (NfL) and Help Me Grow (HMG), are intended to help achieve our mission, vision, and strategic priorities. The NfLParent and Child Together classes are key strategies within our investments to address the gap in services for infants and toddlers. HMG works to ensure a child’s optimal development by strengthening the systems connecting families to early identification and interventions services.

Petra concluded her presentation by reviewing the actions F5VC has taken to implement the Strategic Plan in its first year. A series of recommendations have been adopted to align resources, supports, and infrastructure with implementing HMG and NfL in house. FY 2021-22 also represents the first year of our new evaluation plan; data analysis will take place over the next few months and a report will be presented later in the Fall.

Petra notes that the Commission has made a significant commitment to continue its key investments in our long-range financial plan. She recommended no changes to be made to the current Strategic Plan and an extension of the plan should be considered. The Commission discussed timelines for data analysis and evaluation finding to be presented, and recommended to revisit next steps regarding strategic planning at that point.

**A motion was made by Commissioner Zimmerman, seconded by Commissioner Levin, to receive and file the review of the First 5 Ventura County FY 2020-22 Strategic Plan in compliance with Health and Safety Code Section 130140. The motion passed unanimously.**

#### **10. Report from Executive Director – Petra Puls**

Petra Puls shared that she presented the FY2022-23 Operating Budget to the Board of Supervisors and pending any material comments from the Community Commission, the budget is considered final. She gave an update on NfL activities including the creation of the new NfL teacher’s aide position. She noted that interim audit testing has commenced and that more work will be conducted in September. Petra reported that F5VC has been recognized again as a “Best Place to Work” by the Pacific Coast Business Times.

Petra provided an update on the Wonderschool pilot and discussed collaborative efforts with VCPH to

address gaps in prenatal services.

Petra gave an overview of the McKinna Wellness Fair that took place this past Saturday acknowledging both F5VC staff and Parent Leaders for their work.

The Commission thanked Petra for organizing an insightful report.

#### **11. Performance Review of Employee (Govt. Code, Section 54957)**

The Commission entered closed session at 2:03 p.m. to discuss the performance evaluation of the Executive Director.

The Commission returned to open session at 2:59 p.m.

#### **12. Discussion and consideration of updates to Executive Director's Objectives, Performance Goals, and Compensation**

Chair Stenslie reported that the Commission approved a 5% performance-based merit increase to the Executive Director's compensation as of July 1, 2022, with all other compensation remaining the same. He added that the Commission asked the Executive Director to add an additional goal around visioning and bring back the FY 2022-23 Performance Goals at an upcoming meeting.

**A motion was made by Commissioner Walker, seconded by Commissioner LaVere, to approve the Executive Director's 5% performance-based merit increase effective July 1, 2022. The motion passed unanimously.**

#### **13. Commission Member Comments**

Chair Stenslie thanked staff for their tireless efforts during the pandemic.

#### **14. Next Meeting**

Thursday, July 21, 2022, VIRTUAL/IN-PERSON (To observe or participate in the meeting conducted via Zoom, please contact First 5 Ventura County at [assistant@first5ventura.org](mailto:assistant@first5ventura.org) at least one hour prior to the start of the meeting for registration information).

#### **15. Future Meetings**

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

The meeting was adjourned at 3:04 p.m.