

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

December 7, 2022

Present: Commissioner Morales, Pamela Grothe, and Joseph Richards

Staff Present: Petra Puls, Lauren Arzu, Amy Cook, Jennifer Johnson, and Alma Perez

I. Call to Order/Welcome/Introductions

Informal updates began at 1:10 p.m. and Commissioner Morales officially convened the formal meeting at 1:36 p.m. when he joined the meeting.

II. Recommendation to Hold Virtual Meeting

A motion was made by Commissioner Morales, seconded by Joseph Richards, to continue holding virtual meetings for the next 30 days. The motion carried unanimously.

III. Approval of Minutes from October 7, 2022

A motion was made by Pamela Grothe, seconded by Joseph Richards, to approve the minutes from the October 7, 2022 meeting. The motion carried unanimously.

IV. Approval of Agenda

Jennifer Johnson stated that agenda item six - Recommendation to Approve the Policy Platform for 2023 has been tabled until next month. **A motion was made by Pamela Grothe, seconded by Joseph Richards, to approve the agenda as amended. The motion carried unanimously.**

V. Public Comments

There were no public comments.

VI. Recommendation to Grant Executive Director Authority to Enter into a Lease Agreement with 2580 Main St., LLC and Extend Current Main Office Lease for One Year

Lauren Arzu detailed the current lease for administrative office space, which expires December 31, 2022. The current administrative office space of 1,610 square feet, plus adjacent storage space of 275 square feet, accommodates the organizational and workstation needs. Lauren detailed the one-year lease renewal proposal and costs. Lauren noted that while the building owner's legal name has changed, the property management firm is still Don Carlton Realty. The annual cost for January 2023 through December 2023 is \$46,488. This amount reflects an increase of 6% for office space (excluding the storage space, which remains at the same cost of \$1.00 per square foot). This annual increase is based on the Consumer Price Index (CPI), albeit at a lower level since the lease agreement set a cap of 6%.

Staff continues to explore alternative locations, which ideally would have administrative offices co-located with a centrally-located Neighborhood for Learning site.

A motion was made by Joseph Richards, seconded by Pamela Grothe, to renew the lease for office space for one (1) additional year, concluding December 31, 2023, and grant the Executive Director authority to enter into a lease agreement with 2580 Main St., LLC. The motion carried unanimously.

VII. Recommendation to Approve Unspent Funds for the Neighborhoods for Learning Initiative

Petra Puls referred to the written recommendation and provided background information on American Rescue Plan Act (ARPA) funding that was approved by the Ventura County Board of Supervisors to expand First 5 Ventura County's Neighborhoods for Learning (NfL) services and pilot a light-touch home visiting program. This funding of \$3.5 million will be used to address the negative impact of the pandemic on the health and well-being of families with young children and pregnant mothers. Petra reviewed updated timelines for issuing contracts to ARPA recipients and stated that the County is now estimating that contracts will start in Spring 2023 rather than Fall 2022. Petra discussed staff efforts that were already underway to launch the expansion quickly and efficiently. With the availability of over \$1 million in prior year unspent funds within the NfL initiative, staff is proposing to utilize up to \$500,000 of these funds to bridge the gap between now and the newly projected contract start in Spring 2023. Funding would be used to cover personnel and operating expenses through no later than March 31, 2023.

A motion was made by Joseph Richards, seconded by Pamela Grothe, to approve the request to utilize up to \$500,000 in unspent NfL funds through March 31, 2023 for the Neighborhood for Learning Initiative. The motion carried unanimously.

VIII. Update/Discussion on Insurance Policy for Abuse & Molestation

Lauren Arzu provided background information on the Commission's Abuse and Molestation (A&M) insurance, which is required to house Neighborhoods for Learning (NfL) on school campuses. She stated that the insurance coverage needs to be updated to include staff working on the Welcome Every Baby Home Visitor pilot program that is being funded under the ARPA grant.

The current A&M coverage is based on a minimum of two staff members being present with families at NfL locations. Under the Home Visiting pilot program, individual staff members will be meeting with families in their homes, which presents an increased risk to the insurance company. As a result, the premium will increase by \$2,500 annually (prorated for the first year) and any claims filed in relation to the home visiting program would require a \$50,000 self-insured retention (SIR), instead of the existing \$25,000 deductible for NfL services.

The Executive Director needs Commission approval to enter into contracts of \$50,000 and above. The Committee discussed the necessity of increasing this coverage and whether the Executive Director has the authority to accept the updated insurance policy terms that include the potential for a \$50,000 SIR without Commission action. After discussing the differences between authorizing expenditures for contracts and an insurance policy SIR, the Committee agreed to have staff report the change in insurance policy terms to the Commission and, if requested, bring it back for approval by the Commission.

IX. Review of Financial Reports as of October 31, 2022

Jennifer Johnson referred to the financial statements as of September 30, 2022. Jennifer presented the balance sheet and the statement of revenues and expenditures. She also referenced the October 2022 expenditure report. She gave an overview of the report, providing explanations as to variances.

X. Recommendation to Approve Meeting Schedule for 2023

Jennifer Johnson referred to the proposed 2023 Administration/Finance Committee meeting schedule and noted the Committee will plan to go dark in the month of July, as historically the Committee does not have business during that month. Jennifer noted that meetings are expected to return to in-person for 2023.

A motion was made by Joseph Richards, seconded by Pamela Grothe, to approve the 2023 Administration/Finance Committee meeting schedule.

XI. Update on Commission Activities

Petra Puls referred to the October 20, 2022 Report from Commission Staff. She highlighted updates on staffing, the F5VC website, ARPA funding, and the loan pay-off that occurred through the Community Investment Loan Fund. Petra reviewed upcoming activities, including updating the Commission's bylaws and ordinance, strategic planning/visioning, and updating the financial plan due to the passage of the ban on flavored tobacco products. She concluded her report discussing legislative measures and advocacy, including the First 5 Association's efforts to advocate for additional First 5 revenues.

XII. New Business/ Miscellaneous

Commissioner Morales reflected on the work of First 5 and thanked staff for their contribution. Petra thanked the Committee for their leadership and guidance.

XIII. Closure

Commissioner Morales ended the meeting at 2:03 p.m.

XIV. Next Meeting

Friday, January 6, 2023, 9:30 a.m. – 11:30 a.m. at First 5 Ventura County, 2nd Floor Conference Room