



**COMMISSION  
MEETING MINUTES**

**December 15, 2022**

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

Excused Absence: Bruce Stenslie

Staff Present: Petra Puls, Jennifer Johnson, Lauren Arzu, Alma Perez, Heather Guerrero, Jhoelle Aspuria-Arca, John Anderson, Janet Fleming, Tyla Adams, Jimena Hernandez, Teresa Gutierrez, Grace Montejano, Andrew Huizar, Christina Saenz, Blanca Morales, Amy Cook, Mario Rodriguez, Megan Switzler, Shelby Ferns

Public Present: Alicia McFarland

**OPENING**

**1. Welcome and Introductions**

Commissioner Zimmerman stated that he would chair the meeting in Chair Stenslie’s absence, opened the meeting at 1:08 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**

Commissioner Zimmerman 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 LaVere, seconded by Commissioner Morales, 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 October 20, 2022 Commission Meeting**

**A motion was made by Commissioner Marquez O’Neill, seconded by Commissioner Levin, to**

**approve the minutes from the October 20, 2022 Commission Meeting. The motion passed with Commissioner Champagne abstaining.**

#### **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 LaVere, seconded by Commissioner Zimmerman, to approve the agenda. The motion passed unanimously.**

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

There were no comments from members of the public.

#### **6. Presentation: "Music is Magical: The Benefits of Singing in Early Childhood."**

Megan Switzler gave a presentation on the benefits of music and singing in early childhood development. She discussed the positive impact singing has on areas including language development, playful engagement, cognitive development, and transitions from one activity to the next.

The Commission thanked Megan for her presentation.

### **CONSENT AGENDA**

- 7. Receive and File the First 5 Ventura County Financial Statements as of September 30, 2022 and Expenditure Report as of October 31, 2022**
- 8. Recommendation to adopt a resolution per Government Code 54954(a) to establish time and place for holding regular Commission meetings for Calendar Year 2023**

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

### **REGULAR AGENDA**

#### **9. Report of Committees**

##### **a. Administration and Finance**

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

Lauren Arzu referred to the written recommendation and discussed the rental rate associated with extending the office lease agreement with 2580 Main St., LLC by one year.

Lauren compared the current rate to the proposed rate for 2023 and noted that there will be a 6% increase for the proposed rate. She stated that a one year lease would be beneficial to F5VC as it will provide flexibility for staff. Petra added that staff will continue to explore alternative locations, and ideally would like to have administrative offices and a NfL site co-located.

**A motion was made by Commissioner LaVere, seconded by Commissioner Marquez-O’Neill, to approve the recommendation to grant Executive Director authority to enter into a lease agreement with 2580 Main St., LLC and extend current office lease for one year. The motion passed unanimously.**

**ii. Recommendation to Approve Unspent Neighborhoods for Learning (NfL) Funds**

Petra Puls referred to the written recommendation and detailed the original timeline for receiving \$3.5 million in American Rescue Plan Act (ARPA) funding. She noted that, with the expectation that ARPA-funded activities would begin in Fall 2022, F5VC onboarded several new hires. However, delays in the contract start date have occurred pushing it back to Spring 2023.

In response to this delayed start date, Petra recommends using a portion of FY 2021-22 unspent Neighborhoods for Learning funds as bridge funding until the contract with the County of Ventura can be finalized. The amount requested is up to \$500,000 for November 1, 2022 through March 31, 2023 and will be used to cover personnel and operating expenses associated with increasing early childhood education and family support service capacity countywide and to launch a light-touch home visiting pilot program, Welcome EVERY Baby.

**A motion was made by Commissioner LaVere, seconded by Commissioner Champagne, to approve the use of up to \$500,000 in available unspent NfL funds to be used as bridge funding through no later than March 31, 2023 when American Rescue Plan Act funding is anticipated to be available. Funds would be used to expand existing First 5 Neighborhoods for Learning services and activities and launch a new light touch home visiting pilot “Welcome EVERY Baby”. The motion passed unanimously.**

**10. Recommendation to Approve Updated Commission Ordinance**

Petra Puls provided background information on the establishment of the F5VC ordinance. She highlighted two proposed amendments to the current Commission Ordinance. The first proposed amendment is to update the name of the Child Care Planning Council to “Local Planning Council of Ventura County”. The second proposed amendment is to remove reference to the Ventura County Children, Family, and Community Commission (Community Commission) in Section 2 and 7 of the Ordinance.

Petra went over the reasoning for making these proposed amendments and updating the Commission Ordinance. She shared the barriers that the current ordinance has had on F5VC operations. The updated Ordinance shall be final if approved by the Board of Supervisors.

**A motion was made by Commissioner Morales, seconded by Commissioner Walker, to approve the updated Commission Ordinance. The motion passed with Commissioner LaVere recusing himself.**

### **11. Recommendation to Approve Updated Commission Bylaws**

Petra Puls referred to the written recommendation and discussed the proposed amendments to the Commission Bylaws. She stated that the proposed amendments would change the time of the election of officers from October to no later than December. Petra further noted that additional proposed amendments would update the name of the Child Care Planning Council to “Local Planning Council of Ventura County and remove reference to the Ventura County Children, Family, and Community Commission (Community Commission) which is no longer active.

**A motion was made by Commissioner Morales, seconded by Commissioner Marquez-O’Neill, to approve the updated Commission Bylaws. The motion passed unanimously.**

### **12. Election of new officers to be seated in January**

The F5VC Commission held nominations for the election of new officers for 2023.

Commissioner Marquez-O’Neill nominated Commissioner Zimmerman for position of Chair. This nomination was seconded by Commissioner LaVere.

Commissioner Zimmerman nominated Commissioner LaVere for position of Vice Chair. This nomination was seconded by Commissioner Marquez-O’Neill.

**A motion was made by Commissioner Morales, seconded by Commissioner Levin, to elect new officers. The motion passed unanimously.**

### **13. Visioning and Strategic Planning**

Petra Puls shared a proposed timeline and activities for visioning and strategic planning beginning in January 2023. The activities would be grouped into reflections, taking stock of realities, and envisioning potential future direction. She mentioned that the current Strategic Plan is slated to end in June 2023 and a decision regarding extending the plan would take place by no later than March 2023. Additional activities, such as approval of the Commission’s 2023 Policy Platform and updating the long range financial plan would take place during Q3.

Commissioners commented that the proposed timeline and activities are well thought out and are looking forward to the process.

### **14. Report from Commission Staff**

Petra Puls presented the Report from Commission staff. She went over updates on staffing and introduced NFL new hires Chelsea Ventura, Charlotte Testorff, and Mario Rodriguez.

Petra discussed up-to-date information on the Proposition 10 tax distribution rates, abuse and

molestation insurance, grand funding, ARPA funding, advocacy efforts, recent NFL events, and mentioned save the date information for the Take 5 and Read to Kids! event in 2023.

The Commission thanked Petra for organizing a concise report.

### **15. Commission Member Comments**

Commissioner Zimmerman thanked staff for their tireless efforts during the pandemic.

### **16. Next Meeting**

Thursday, January 12, 2023, VIRTUAL/IN-PERSON

### **17. Future Meetings**

Thursday, February 16, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, March 16, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, April 20, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, May 18, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, June 22, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, July 20, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, August 17, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, September 21, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, October 19, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, November 16, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo  
Thursday, December 14, 2023, County Office of Education, 5100 Adolfo Rd., Camarillo

The meeting was adjourned at 2:25 p.m.