COMMISSION MEETING

January 16, 2025
1:00 p.m. – 3:00 p.m.

Ventura County Office of Education
Board Room
5100 Adolfo Rd. Camarillo

OPENING

1. **Welcome and Introductions – Chair LaVere**
2. **Seating of 2025 Commission Chair and Vice Chair**
3. **Approval of Minutes from November 21, 2024 Commission Meeting**
4. **Agenda Approval and Review of Commission Packet**
5. **Public Comments / Correspondence**

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

CONSENT AGENDA

Consent Agenda Items 6 - 8: 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 Expenditure Report as of November 30, 2024**

7. **Approval of Commissioner Authorized Signatories for 2025**
   (In accordance with the Commission's Policy and Procedures on Internal Control, on an annual basis, the Commission will designate a Commissioner to serve as Primary Signatory for the accounts payable process, along with three other Commissioners to serve as alternate signers when primary is unable to sign.)

8. **Recommendation to adopt a revised resolution per Government Code 54954(a) to modify place for holding regular Commission meetings**
   (Recommended action is to adopt a revised resolution to modify the place for holding the May 15, 2025 and October 16, 2025, regular Commission meetings.)

REGULAR AGENDA

9. **Report of Administration and Finance Committee – Commissioners Stenslie and Morales**

   a. **Recommendation to Update Records Retention and Destruction Policy – Jennifer Johnson**
      (Recommended action will update records retention schedule to add retention periods for participant/client records, workplace violence prevention records, grievance/investigation records, and site evacuation and safety plans, along with modifying retention periods for personnel records.)

   b. **Recommendation to Modify Family and Medical Leave Section of the Employee Handbook – Lauren Arzu**
      (Recommended action is to revise the requirement for use of accrued leave benefits when on Family and Medical leave outlined in the Employee Handbook allowing employees to retain up to 120 hours of sick and/or vacation leave.)

   c. **Committee updates**

10. **Strategic Planning – Petra Puls**
    (The Commission will review and discus data on the conditions impacting prenatal – age 5 and their families.)

11. **Report from Executive Director – Petra Puls**
    (a) Report on Administrative Operations
    (b) Update on Commission Initiatives
    (c) Update on Statewide First 5 Activities

12. 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.")

13. Next Meeting

Thursday, February 20, 2025, Ventura County of Education, 5100 Adolfo Rd. Camarillo

14. Future Meetings

Thursday, March 20, 2025, County Office of Education, 5100 Adolfo Rd. Camarillo
Thursday, April 17, 2025, County Office of Education, 5100 Adolfo Rd. Camarillo
Thursday, May 15, 2025, Ventura County Public Health, 2240 E. Gonzales Rd. Oxnard
Thursday, June 26, 2025, County Office of Education, 5100 Adolfo Rd. Camarillo
Thursday, August 21, 2025, County Office of Education, 5100 Adolfo Rd. Camarillo
Thursday, September 18, 2025, County Office of Education, 5100 Adolfo Rd. Camarillo
Thursday, October 16, 2025, Ventura County Public Health, 2240 E. Gonzales Rd. Oxnard
Thursday, November 20, 2025, County Office of Education, 5100 Adolfo Rd. Camarillo
Thursday, December 18, 2025, 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.