

**FIRST 5 CHILDREN AND FAMILIES COMMISSION
San Luis Obispo County**

**COMMISSION MEETING MINUTES
APRIL 23, 2008**

MEMBERS PRESENT	Katcho Achadjian	SLO County Board of Supervisors
	René Bravo, M.D.	SLO County Medical Association
	Carol Capito	Child Care Planning Council
	Lee Collins	SLO County Social Services
	Julian Crocker	SLO County Office of Education
	Don Dennison	Children's Services Network
	Janet Murphy	Community at Large
	Rosalinda Rodriguez	Community at Large
	Greg Thomas, M.D.	SLO County Public Health (back-up CHO)

STAFF PRESENT Susan Hughes, Jason Wells, Anne Tognazzini

CALL TO ORDER

Chairperson Katcho Achadjian called the meeting to order at 4:06 PM.

PUBLIC COMMENT

Linda McGregor, 2-1-1, SLO Hotline, provided information and statistics related to 2-1-1 and noted she was attending to learn a little more about First 5.

CONSENT AGENDA:

- 1) Approval of March 26, 2008 minutes.
- 2) Approval of 3rd quarter fiscal year 2007-08 financial statements.
- 3) Approval to provide a letter of support for AB 2527. The legislation would make independent First 5 Commissions eligible to leverage TCM/MAA funding.

Commissioner Collins made a motion to approve the Consent Agenda items. The motion was seconded by Commissioner Crocker and passed unanimously.

REVIEW/APPROVAL OF THE 2006-07 FIRST 5 CALIFORNIA ANNUAL REPORT

Jason Wells reviewed the 2006-07 First 5 California report. Susan Hughes noted that County profiles are in separate book which is available on the website.

There were no questions or comments from the public.

Commissioner Dennison made a motion to approve the First 5 California Annual Report. The motion was seconded by Commissioner Murphy and passed unanimously.

APPROVAL OF STAFFING RELATED ITEMS

Job Descriptions:

Susan Hughes provided an overview of First 5 job descriptions for Executive Director (ED), Program Officer, Finance Officer, and Administrative Officer, noting the descriptions can be amended later.

Commissioner Crocker noted that Leadership is not included in the categories of responsibilities for the Executive Director. Susan Hughes added there were leadership responsibilities contained within Community Relations that could be moved to a Leadership category.

There were no questions or comments from the public.

Commissioner Crocker moved to accept the job descriptions, amending the ED description to include Leadership as a category. Commissioner Murphy seconded the motion, and it passed unanimously.

Salary Ranges

Susan Hughes provided background on the salary study and on a proposed salary step progression. She noted the cost to First 5 for salary adjustments for all four positions would be approx. \$19,000.

During the ensuing discussion, Patricia Gomez, County Counsel, noted employees would know and agree to the step increases when hired, with policies spelled out in the employee handbook.

Commissioner Capito asked about the step levels of current employees and whether top step salaries would work with keeping Administrative costs at 10%. Susan Hughes stated she would have to review the numbers.

There were no questions or comments from the public.

Commissioner Rodriguez moved to accept the salary study and salary progression, seconded by Commissioner Crocker.

Commissioner Collins expressed concern about the salary increase for the Executive Director, and possible backlash. In the ensuing discussion, it was noted the Executive Director is currently a Program Manager position in the Health Agency, with layers of supervision above it. It was also noted the ED position would become an at-will employee. Patricia Gomez, County Counsel added that the position would have far more duties, especially in the areas of leadership and advocacy, and that the position is being reshaped just as the organization of First 5 SLO County is being reshaped.

It was clarified that the motion does not include Cost Of Living Adjustments (COLAs) but rather deals with the 6-step salary ranges only. The motion passed 8-1, with Commissioner Collins opposing.

Employee Benefits

Susan Hughes provided an initial review of employee benefits, noting comparisons with other counties. She stated she would come back with specific costs for pension/retirement, health, dental, and vision, leave, COLAs, and life insurance, but total costs wouldn't exceed current costs. Commissioner Collins expressed concern that COLAs could escalate each year, while at the same time revenues would decline, as people stop smoking. Ms. Hughes noted that COLAs probably need to be discussed separately from the benefits package. She also noted that benefit costs would increase in the future even if First 5 were to remain in the county structure.

There were no questions or comments from the public.

Commissioner Thomas asked that alternatives be brought back, citing the example of the public sector sometimes giving employees total leave per year. Commissioner Crocker asked that COLAs be dealt with separately from other benefits.

Contracting and Procurement Policy:

Susan Hughes noted the contracting and procurement policy had been amended to make it more usable for First 5's new organizational structure. She also provided a supplemental handout with paragraphs G and H, which are statutorily required items.

There were no questions or comments from the public.

Commissioner Crocker made a motion to adopt the contracting and procurement policy, with the addition of paragraphs G and H. The motion was seconded by Commissioner Collins and passed unanimously.

Contracting

Susan Hughes asked for authorization to enter into a facilities lease and/or other contracts which are required to implement the pending organizational change. She noted this would allow her to take such action between meetings, but that she would consult first with the Chair of the Commission, when possible.

There were no questions or comments from the public.

Commissioner Collins made a motion to authorize the Executive Director to enter into facilities lease or/or other contracts related to the organizational change. The motion was seconded by Commissioner Murphy and passed unanimously.

Commissioner Thomas, having missed the earlier discussion regarding job descriptions, mentioned his email to Ms. Hughes about the ED being responsible for employment termination and discipline. Ms. Hughes noted the job descriptions were not final, and his suggestions will be incorporated.

CHILDREN'S ORAL HEALTH

Children's Oral Surgery Case Manager

Jason Wells reviewed background and details of a proposed contract with the Health Agency to provide oral health surgery case management services.

In response to a question regarding the contract period ending at the end of May instead of June, Mary Gallegos, CMS Administrator, explained the contract is to start in June for cross-training and overlap with current staff, which makes the 12-month contract end in May. Commissioner Thomas suggested a 13-month contract, to match the fiscal year.

The discussion was opened to public comment and questions.

Suzanne Russell, Executive Director of Clinica de Tolosa, asked if the position would assist anyone who needs help scheduling, and was told it would. Biz Steinberg, Executive Director of EOC, noted she supported the position but was concerned about the job title, and whether half-time would be enough. Larry Smith, a pediatric dentist in San Luis Obispo, stated he was pleased with this step, and expressed hope that the position might have a broader context eventually.

Commissioner Collins made a motion to approve the contract, adjusted to reflect 13 months, not exceeding \$42,000, and requiring quarterly reporting of numbers of children served. Jason Wells noted the scope of work does require quarterly reporting (a PEDS report), and that an update could also be provided to the Commission at specific intervals. Chairperson Achadjian asked that updates be brought to the Commission quarterly.

The motion was seconded by Commissioner Thomas and passed unanimously.

Teleconference with The California Endowment

Susan Hughes and Jason Wells reported on a teleconference with The California Endowment regarding funding to support the development of a countywide coalition and a comprehensive plan to address children's oral health in San Luis Obispo County.

Mr. Wells explained that Cal Endow was very interested in being part of a collaboration to continue the momentum of the Children's Oral Health Summit. He stated that Cal Endow might fund \$150,000 per year for two years and that their interests included helping fund a dental coordinator, hiring professional consultants (to look at best practices throughout the state), and assisting in the creation of a coalition of county experts to develop policies and a plan which would result in long-term, sustainable and measurable changes. He noted the end goal would be a sizeable decrease in the number of children reaching dental crisis. Ms. Hughes noted Cal Endow wants the money to go to policy change and community-wide/institutional change, and that this has to be collaboration.

There were no questions or comments from the public.

Commissioner Bravo stated that the money doesn't address the real issues of manpower and access and doesn't reflect new thinking.

Chairperson Achadjian noted that he doesn't want to waste money, but he also prefers to see the Cal Endow money invested here rather than elsewhere.

Commissioner Murphy noted that this funding opportunity represents one part of what the Commission is setting out to do, and sees it as a parallel goal.

Commissioner Crocker noted that although direct service is important, the money might be invested in a way that would get dentists here permanently, rather than paying for one or two pediatric dentists for a short term.

Commissioner Dennison asked whether these monies would preclude First 5 from going back to Cal Endow for other oral health funding. Susan Hughes stated it would have to fit under their guidelines.

Commissioner Thomas noted that a big part of the current problem is due to not having pushed prevention. He suggested that rather than having more pediatric dentists, an emphasis on prevention is needed in order to have a sizable decrease in number of children reaching dental crisis.

Commissioner Bravo disagreed, stating that increasing the number of pediatric dental offices would make a sizeable dent in the problem. Commissioner Thomas explained he does agree more pediatric dentists are needed, but there needs to be a focus on prevention by pediatricians, obstetricians, parents, and teachers.

Commissioner Rodriguez noted that she sees the issue as one that requires a multifaceted approach. She added that rather than being reactive in a crisis, the issue needs a triage approach which looks at the long term.

Commissioner Collins noted that he believes Cal Endowment's goals are to create new ways of approaching things which are then replicable in other communities, and with solid goals in mind, it would be wrong to turn down the money.

Commissioner Collins made a motion to pursue collaboration with Cal Endow, in order to receive funding to address children's oral health needs in this county. The motion was seconded by Commissioner Crocker and passed unanimously.

COMMISSION COMMENTS AND ANNOUNCEMENTS

Commissioner Rodriguez provided copies of a letter she will be signing, and which will be sent to the Chair of the State Assembly Latino Caucus. Susan Hughes explained the First 5 State Association had identified several groups they wanted to educate about First 5, so those groups would be supportive if an effort is made to dip into First 5 monies to cover the state budget shortfall. Chairperson Achadjian suggested other local Latino groups might also get involved, such as the Latino Outreach Council or Vision Unida.

Commissioner Dennison reported, as the liaison between First 5 and CSN (Children's Services Network), that he had done a presentation for CSN on the First 5 strategic plan. He noted that CSN is undergoing reorganization, and thanked Susan Hughes for her assistance.

ADJOURNMENT

With no other announcements or comments, Chairperson Achadjian adjourned the meeting at 6:17 PM

All materials referred to in these minutes are available at the First 5 Children & Families Commission office. For a more detailed account, recordings of the meeting are available by calling 781-4058.

**The next regular Commission meeting will be:
May 28, 2008, 4:00 – 6:30 p.m.
2975 McMillan Ave., Room MM1, San Luis Obispo, CA 93401**