

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

**COMMISSION MEETING MINUTES**  
**June 25, 2008**

<b>MEMBERS PRESENT</b>	Katcho Achadjian	SLO County Board of Supervisors
	René Bravo, M.D.	SLO County Medical Association
	Carol Capito	Child Care Planning Council
	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 Co Public Health (back-up CHO)

**MEMBERS EXCUSED:** Lee Collins SLO County Social Services

**STAFF PRESENT** Susan Hughes, Jason Wells, Anne Tognazzini

**CALL TO ORDER**

Chairperson Achadjian called the meeting to order at 4:04 PM.

**PUBLIC COMMENT**

Dean Walker, pediatric dentist, spoke about historical and current pediatric dental issues, and asked First 5 to support Cecilia Merrill’s role in facilitating treatment.

Chairperson Achadjian noted First 5 provided funding for the position so services would not be interrupted, and that First 5’s authority is in the position’s contract.

Susan Hughes noted Health Agency Director Jeff Hamm has called a meeting for June 30 with Mary Gallegos, Biz Steinberg, and Ms. Hughes, to deal with contract concerns which have arisen. These include administrative requirements, such as documentation for MediCal reimbursement.

Kena Burke, Children’s Health Initiative (CHI) Executive Director, spoke about the importance of the coordination of dental care, or “handholding,” for low-income families.

Commissioner Murphy asked why Ms. Merrill’s role had changed. Dr. Walker stated the changes happened about a year ago with a change of personnel in Public Health. Susan Hughes clarified that the changes were connected to a shift in state requirements for CHDP (Child Health and Disability Prevention program).

**CONSENT AGENDA**

May 28, 2008 minutes.

Commissioner Dennison made a motion to approve the Minutes of May 28, 2008. The motion was seconded by Commissioner Crocker and passed unanimously.

### Amended Employee Benefits Policy

Commissioner Crocker asked that the Amended Employee Benefits Policy be pulled from the Consent Agenda, and suggested three changes:

- 1) Inserting language stating that the ability to pay (or fiscal capacity) is a factor in salary step or COLA increases.
- 2) Requiring commission review prior to the granting of salary increases. He suggested a small personnel committee could examine such issues and then give recommendations to the full Commission.
- 3) Deleting the first sentence under Section III, so benefits are seen as part of the compensation package, rather than appearing to be bonuses or incentives.

There were no comments or questions from the Commissioners, nor from the public.

Commissioner Crocker moved to approve the Employee Benefits Policy, with language changes as noted. Commissioner Murphy seconded the motion, which passed unanimously.

### **2008-09 COMMISSION OPERATING BUDGET**

Susan Hughes presented the 2008-09 Commission Operating Budget for approval.

Chairperson Achadjian noted Martha's Place will be requesting additional money, and he has provided Ms. Hughes with related paperwork to be discussed with Martha's Place, and then presented to the Commission at a later time. He also noted he serves on the MOCPOC (Model of Care Partner Oversight Committee) Board, without compensation, in case there is any concern with a conflict of interest.

There were no questions or comments from the public.

Commissioner Crocker made a motion to accept the 2008-09 Commission Operating Budget in the amount of \$2,869,360. It was seconded by Commissioner Capito and passed unanimously.

### **SECURING STAFF AND SERVICES OUTSIDE OF THE COUNTY STRUCTURE**

- 1) Approval of the contract with the County of San Luis Obispo for participation in the San Luis Obispo County Pension Trust and Retirement Plan.

Tony Petruzzi, with Pension Trust, noted the contract is basically a standard contract, and once it is approved by the Commission and by the Board of Supervisors, First 5 then becomes a contract agency of the Pension Trust. The benefits provided and costs will be basically the same as the County, based on the bargaining units of the current employees. He noted that LAFCO is a similar contract agency.

Commissioner Crocker asked for clarifications regarding contribution rates. Mr. Petruzzi explained the rates, and noted current employees would continue at the same contribution rate. Commissioner Crocker asked to see the retirement plan and Mr. Petruzzi promised to provide a copy of the plan as well as updates.

Questions were asked about Pension Trust's board membership, the 10-year contract term, and about administrative expenses.

There were no questions or comments from the public.

Chairperson Achadjian asked about operations and performance of investments. Mr. Petruzzi provided statistics on returns, noting the average rate of return has been about 8.5% over the last five years. He provided staff and office information.

Commissioner Bravo made a motion to accept the Pension Trust Contract. It was seconded by Chairperson Achadjian and passed unanimously.

2) Consideration of staffing options for First 5 staff.

Rita Neal, County Counsel, gave a presentation on staffing options, independent of the County. Chairperson Achadjian asked if there would be a conflict to have staff present, and Ms. Neal stated no. Ms. Neal explained three options:

- Option 1: Open a recruitment process, using a subcommittee, with no staff involvement.
- Option 2: Enter into definite-end contracts with staff to get the organization up and running, and then start a recruitment process.
- Option 3: Make direct offers to current staff, as at-will employees.

Commissioner Crocker asked if the offer letter would be an employment contract. Ms. Neal noted the letter can include wording noting that employment would be consistent with the Employee Handbook (which is currently being written) as well as the Benefits plan.

There were no questions or comments from the public.

Commissioner Bravo made a motion to accept option 3. The motion was seconded by Commissioner Murphy and passed unanimously.

3) Approval to open a bank account with Heritage Oaks Bank and approval of authorized signatories for the account.

Susan Hughes spoke about research on local banks, and noted the bank account would be for payroll processing and petty cash for small purchases such as for postage stamps. She also spoke about getting a CalCard for occasional credit card purchases, such as Convention registration. In addition to approval of the resolution, a 3<sup>rd</sup> Commissioner is needed as a signatory if the Chair and Vice Chair are unavailable. Commissioner Bravo offered to be the third signatory.

There were no questions or comments from the public.

Commissioner Capito made a motion to approve the banking resolution. It was seconded by Commissioner Bravo and passed unanimously.

4) Initial Review of the Commission Employee Handbook format and intended contents.

Susan Hughes presented a Table of Contents and excerpt of the draft Employee Handbook to the Commission. She noted she used the CA Chamber of Commerce 2008 version. She noted a bit more tweaking is needed, after which it will be reviewed by County Counsel. It would then be brought back for approval at the August meeting. Commissioner Bravo asked for a copy of the draft.

There were no questions or comments from the public.

Chairperson Achadjian noted this item was for discussion only, and that the Commission looks forward to a full understanding and approval in August.

## **CHILDREN'S ORAL HEALTH UPDATE**

Jason Wells provided an update on progress on the Children's Oral Health Coordinator position, which was approved for funding at the May 2008 Commission meeting. He gave background on the RFQ (Request For Qualifications), which was released via email yesterday, posted on the First 5 website this morning, and will run in the Tribune this weekend. He noted the RFQs are due on July 30 and it is hoped an announcement might be made at the August 27 Commission meeting.

Wendy Wendt spoke regarding the possibility of Cal Endowment funding in the area of Oral Health systems building. She noted Cal Endow approached First 5 rather than other way around, with program officer Carol Chamberlain asking for a proposal by the end of summer. Ms. Wendt explained the proposal would be the result of an interactive process with Cal Endow, and could result in Cal Endow funding up to \$150,000 a year for up to two years, for activities around policy, advocacy, and systems change. She noted it can't fund direct service, but can fund strategic planning or professional development activities which lead in the direction of enhanced service. She also noted a successful proposal would have a term of Dec. 1, 2008 to Nov. 30, 2010, and that it might be possible to dovetail funding for the Oral Health Coordinator, as First 5 funding for that position comes to an end. Ms. Wendt noted she has two exploratory discussions scheduled.

Chairperson Achadjian opened the discussion to the public.

Kena Burke, CHI Executive Director, noted that Healthy Kids contracts with Delta Dental as their provider, and Delta's three tiers of service include a DentiCal product. She suggests it is important to maintain contact with Delta Dental, and invite them to the table. She also stated it's important to look at the new pediatric dentists in town, and ask them to step up and lead the charge. Ms. Burke also expressed concern that the Coordinator RFQ eligibility criteria states that current First 5 providers may not apply. Mr. Wells explained that the RFQ was based on another model.

Commissioner Crocker expressed concern about the authority the Coordinator would have, as an independent contractor.

Commissioner Bravo suggested it is important not to limit who comes forward for the Coordinator position.

Commissioner Thomas suggested the RFQ eligibility criteria could be reworded to state the applicant should have no financial conflict of interest. Mr. Wells stated he would make that change.

Ms. Wendt noted, in reference to authority, the intent is to create a neutral space in which to get started, and to decide later where the position will be ultimately housed. Ms. Hughes also noted the Commission would give the position clout, as it had with the School Readiness Initiative and Children's Health Initiative.

There were no further questions or comments.

## **FIRST 5 EARLY EDUCATION AND FAMILY RESOURCE CENTER UPDATE**

Commissioner Crocker gave an update on the First 5 Early Education and Family Resource Center, noting they are at the point of needing construction money. He stated the plans for the two buildings are less than a month away from being approved by the State Architect.

He also reported on innovative efforts by the City of Paso Robles to redesign the Spring Street corridor. Because of that, Paso Robles has expressed an interest in establishing a retail shopping project (in the former Paso Robles Ford location) which also incorporates many of the services the Family Resource Center might have offered. This proposal has resulted in a rethinking of the Family Resource Center. One possibility being considered is to relocate the preschool portion (4 classrooms) from the smaller building into the larger building. Instead of serving as a general Family Services Center, it could be an Early Literacy Family Support Center focused on the preschool population. In so doing, the plans could be scaled back, to concentrate on the larger building, cost less, and be more focused on First 5. He added the First 5 Preschool at Georgia Brown is doing very well, but it really needs better facilities.

Commissioner Capito asked what would happen with the existing architectural plans. Commissioner Crocker explained the plans are basically structural, and the interior changes could be made locally, without needing approval from the State.

Commissioner Thomas asked for an update on the redevelopment funds and on the Cuesta College dental hygiene program. Commissioner Crocker explained that the redevelopment funds are very much in play. He also stated that due to changes in Administration at Cuesta, there has been a delay regarding the dental program, but it is now getting back on track.

Commissioner Dennison asked about other services which might be attached to the preschool, and Commissioner Crocker mentioned the library portion and also expanding on Cuesta's adult literacy program, with its focus on families.

There were no questions or comments from the public.

## **STRATEGIC PLANNING FOR 2009-11**

Susan Hughes did a presentation on the Strategic Planning process and timeline for 2009-11. She noted the last Strategic Plan revision was a minor one, which resulted in new contracts for 2007-2009, with School Readiness contracts going to 2011. She added this would be another minor revision, with a focus on the established initiatives (School Readiness, Perinatal Substance Abuse, and Children's Health Initiative), and with minor programming adjustments. She also noted a major revision should begin in 2009, and would last 18 months.

Commissioner Crocker asked if timeline benchmarks would occur at regular Commission meetings, and Ms. Hughes confirmed they would.

The discussion was opened to the public.

Kena Burke, CHI Executive Director, reported on the Cox special session budget bill which is attempting to abolish First 5 to address the State budget crisis. She noted that CHI is taking this to their local board, and CHIs statewide are discussing the threat.

Susan Hughes gave additional information, noting that the First 5 Association is on top of this concern. She noted that various ways to approach it have been discussed, and the Association has hired a media consultant. She added that if the Cox bill passes out of committee to the legislature, it still has to go to the people for a vote because Prop 10 was voted in by people. She added that Mr. Wells will be in touch with partners to educate them so they can offer support in the way of letters.

Ms. Hughes also noted she will be working on a Board resolution and noted all the Commissioners can write letters, and would be provided with templates. Commissioner Crocker noted the importance of involving the local legislators (Blakeslee and Maldonado), making appointments with both of them. Rita Neal, County Counsel, reminded that visits to legislators would have to involve less than a quorum.

## **COMMISSIONER COMMENTS AND ANNOUNCEMENTS**

Commissioner Crocker expressed appreciation for the work staff has done in regards to the upcoming transition.

## **ADJOURNMENT**

With no other announcements or comments, Chairperson Achadjian adjourned the meeting at 6:22 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 (805) 781-4058.

**The next regular Commission meeting will be:  
August 27, 2008, 4:00 – 6:30 p.m.  
2975 McMillan Ave., Room MM1, San Luis Obispo, CA 93401**