



## Meeting Minutes

April 2, 2019

3:00 PM

Kings County Board of Supervisors Chambers,  
Kings County Government Center  
1400 West Lacey Blvd.  
Hanford, CA 93230

### Call to Order & Welcome

The Meeting was called to order by the Chair (Commissioner Bugay) at 3:02 PM.

### Commissioners Roll Call

Commissioner	Present	Absent	Joined Meeting After Roll Call
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Todd Barlow		X	
Dr. Lisa Lewis	X		

### Review and Modification to Agenda

No modifications were made.

### Opportunity for Public Comment

Commissioner Sanja Bugay offered opportunity for public comment, none were offered.

### Consent Calendar

#### **2019-04-032 Approval of Minutes: February 5, 2019 Commission Meeting February 2019 Fiscal Report**

Motion Made by:	Joe Neves		
2 <sup>nd</sup> Motion by:	Dr. Lisa Lewis		
Motion (Pass/Fail)	Pass		
<b>Commissioner</b>	Aye	Nay	Abstain
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Dr. Lisa Lewis	X		

### Action Items

**2019-04-033 Election of FY 19/20 Chair Elect:** Commission to elect a Vice-Chair for FY 19/20, this individual will serve as commission Chair for FY 20/21.

Motion Made by:	Joe Neves		
2 <sup>nd</sup> Motion by:	Dr. Lisa Lewis		
Motion (Pass/Fail)	Pass		
<b>Commissioner</b>	Aye	Nay	Abstain
Joe Neves	X		

Dr. Milton Teske	X		
Sanja Bugay	X		
Dr. Lisa Lewis	X		

The nomination committee elected Dr. Milton Teske as Vice Chair for the FY 19/20.

**2019-04-034 Proposed Budget for FY 19/20:** Commission to review, discuss and consider updating the 2019-2020 Budget.

Program Officer Waite mentioned different items proposed on the budget were out of First 5's control as the numbers are locked in through the county. The biggest change in this year's budget is with the Oral Health Grant, a proposed switch from a consultant to a staff member for FY 19/20. First 5 will be adding a position along the lines of a Program Manager to lead the day to day work with the schools, receiving the oral health assessments from the kindergarten classes and implementing the plan by June 30<sup>th</sup>. First 5's total budget is being reduced by \$8,442.00. Commissioner Sanja Bugay mentioned if the funding remains flat and the costs go up; do the facilities shrink services or hours as a concern. Program Officer Waite mentioned none of the grantees chose to reduce their hours in this year's application. Commissioner Dr. Milton Teske asked if other counties do their budget in the same manner. Program Officer Waite informed Commissioner Dr. Milton Teske every county does their budget separately and he hasn't looked into the methodology but can find out. Program Officer Waite also stated some Commissions are separate from their counties budget. Commissioner Dr. Lisa Lewis asked Program Officer Waite if our participants were staying in a sweet spot or increasing in an area. Program Officer Waite stated the numbers of participants fluctuate from year to year, but decline of numbers have been seen through out the years, no cliff of a drastic drop off hasn't been seen. The less the Saturdays and evenings the centers are opened the less numbers are being seen. In Kettleman about 4 years ago, there was a drastic drop in a program and Scott and the Kettleman revamped the program and inserted home visitation to better match what the community is looking for. All of the sites have regularly filled their classes and offerings they've had. Commissioner Sanja Bugay mentioned she wouldn't suggest an automatic cost of living because Commissioner Sanja Bugay feels it's a good idea to have multiple funding sources, as First 5 is having a decline in funding sources and having multiple funding resources for the family centers would be a good idea. Commissioner Sanja Bugay also stated if an organization has multiple funding sources there's a good point to having multiple funding sources, but if our own programs are declining and if there is a need and the First 5 sources have the sources to fund the need that is something to look at. Commissioner Sanja Bugay doesn't want to lock in First 5 into either path that will short change a program that will take away from the program that is producing good results. Scott Waite mentioned the floor of First 5's funding will come in pretty close at the end of First 5's 5 year plan. Raising the age of smoking from 18 to 21 cut into the revenue had an impact. First 5 started working on The Quality Improvement Project in which CD will be taken over a bigger portion as Prop 10 won't be able to fund a majority of the. Quality Improvement Project. Commissioner Sanja Bugay stated she didn't want to lock in the budget if changes needed to be made to the contract amounts for the FRC's. Commissioner Sanja Bugay also asked if the contracts were needed. Scott Waite mentioned he would have to ask the provider's if the contracts are needed as in the RFA release states a clear amount each Center receives in funds for each program. Commissioner Sanja Bugay mentioned that the commission and Program Officer Waite were aware of no reduction in service hours or people served next year. Program Officer Waite mentioned no changes were made in the contracts regarding the hours. Program Officer Waite stated a budget does have to be voted or approved on,

because the county likes to include the minutes that the commission has voted on in order to for the county to provide to the Legislative to show the commission has control of the Prop 10 dollars.

Motion Made by:	Joe Neves		
2 <sup>nd</sup> Motion by:	Dr. Milton Teske		
Motion (Pass/Fail)	Pass		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Dr. Lisa Lewis	X		

**2019-04-035 Administrative Cost Limit for FY 2019-2020:** Commission to review, discuss and consider approving the administrative cost limit for FY 2019-2020.

Program Officer Waite mentioned First 5 is required to report out to the state each year how much of First 5's Prop 10 dollars are spent on Administration, Program Expenses and Evaluation efforts. The Oral Health Grant and Linkages to Learning program based out of the First 5 office are also part of the administrative cost. External programs are also included on the budget as an administrative cost which is: Administration 6%, Program Support 4% , Evaluation 3% , Linkages to Learning 8% , Oral Health 8%, and External Contracts 72%.

First 5 needs to adopt in order to meet Prop 10 requirements an Annual Administrative cost limit. The average rate for the category Kings County First 5 is in, is at a 10.42% Kings County First 5 is projecting to be at 6%.

Motion Made by:	Joe Neves		
2 <sup>nd</sup> Motion by:	Dr. Milton Teske		
Motion (Pass/Fail)	Pass		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Dr. Lisa Lewis	X		

**2019-04-036 Approval of Grantee Contracts for FY 2019/2020:** Commission to review, discuss and consider approving contracts for the following:

- West Hills Community College – Avenal Family Connection
- Recreation Association of Corcoran – Corcoran Family Resource Center
- United Cerebral Palsy - Parent & Me
- United Cerebral Palsy - Special Needs Project
- Kings Community Action Organization – Kettleman City Family Resource Center

Program Officer Waite mentioned Contracts were released and approved in February's meeting and all of the grantees responded to the contracts except for Kings United Way 211 project. The Contract for Kings Untied Way 211 project is being worked on and will be on June's agenda for June's Commissioner Meeting. Applications were received and reviewed and turned

into the contract. Commissioner Dr. Milton Teske asked if the contracts are the same as every year. Program Officer Waite stated the contracts used are boiler contracts provide by County Counsel Julianna. Waite mentioned the budget changes each year and the Grantees are asked to provide to verification when major changes are made to the budget. Grantees are also asked to show a scope of their work whether the scope of work is new or the number of people is adjusted. Commissioner Sanja Bugay asked the contractors that were present, if there were services currently provided that will be impacted based on the numbers given, and wanted to hear from the contractors themselves before passing the contracts. Commissioner Joe Neves suggested having a study session with all of the grantees to see what needs have or haven't been met.

Motion Made by:	Joe Neves		
2 <sup>nd</sup> Motion by:	Dr. Milton Teske		
Motion (Pass/Fail)	Pass		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Dr. Lisa Lewis	X		

**2019-04-037 Approval of Grantee Contracts for FY 2019/2020:** Commission to review, discuss and consider approving contracts for the following:

- Kings County Office of Education – Kings County CARES About Quality
- Kings County Office of Education – Hanford Family Connection and Lemoore family Connection

Program Officer Waite mentioned the contracts for Office of Education are Separate as conflict of Interest with a member of Office of Education being a commissioner. Commissioner Joe Neves stated all his comments from the above conversation stands, and feels Office of Education should also be part of the study session as well.

Motion Made by:	Joe Neves		
2 <sup>nd</sup> Motion by:	Dr Milton Teske		
Motion (Pass/Fail)	Pass		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Dr. Lisa Lewis	X		

**2019-04-038 First 5 California Annual Report:** Commission to review, discuss and consider approving the 2017-2018 annual report for First 5 California.

Program Officer Waite mentioned First 5 California is required by Prop 10 to produce an annual report that reports out to the community or to the state how Prop 10 dollars are used across the state. As a local commission are required to hold a public hearing to review the First 5 California report. April's Commissioner meeting is used to publish the report. This action item meets as the Prop 10 requirements and would serve as the public hearing for the First 5 California annual report. No Public comments were made.

Commissioner Joe Neves asked if the dialects could be requested in different languages. Waite mentioned he would pass the message along and provide the information given at

June's Commissioner meeting. Commissioner Dr. Milton Teske asked after reviewing the report if Waite noticed if there were any highlights or comparisons from other counties that Kings County can learn from. Scott Waite stated he would have to go back through the report and pull those highlights out and review. Some counties are doing excellent things and are farther along on some projects than Kings County. Kings County has the special needs project that focuses on developmentally screen and getting kids into services as other counties have the Help Me Grow model which is to create multiple screening venues.

Motion Made by:	Joe Neves		
2 <sup>nd</sup> Motion by:	Dr. Milton Teske		
Motion (Pass/Fail)	Pass		
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Dr. Lisa Lewis	X		

- P. 335 **2019-04-039 First 5 Kings County Commission Make-Up:** Commission to review, discuss and consider approving a modification to the composition of the Commission membership.

Scott Waite mention the commission has just recently been a board of 7. Crystal Hernandez recently left her position at Champions leaving her position on the Commission board opened. Steven Naylor resigned to his own personal scheduling conflicts. The Maddy Act was flown after the two commissioners left and no responses were made. Different agencies were contacted to identify different individuals and no one responded as well. The commission board cannot change the membership, which would have to go in front of the board of supervisors. A recommendation would be needed before going in front of the board for changes of membership. Many counties have 5 commissioners on their board. Los Angeles County has 9 commissioners on their board. Fresno County has a Advisory Committee which is opened to their Grantees and public, to which they would do an Open Brown Act Meeting two weeks prior to their Commission meeting to allow input for commission onto the Agenda. Commissioner Joe Neves stated a technical board would be beneficial for the board but doesn't need to meet as much at the commission board but maybe meeting once or twice a year. Having 7 commission boards requires 4 to have a quorum to where as a 5 commission board would have a 3 quorum. Commissioners Dr. Milton Teske, Dr. Lisa Lewis and Commissioner Sanja Bugay agreed to go down to a 5 commission board with a 3 quorum. Scott Waite asked if designees should be allowed. Commissioners Dr. Milton Teske and Joe Neves agreed to have designees. Commissioner Joe Neves asked what the difference between a designee and an alternate was. County Counsel Juliana stated a designee would be sitting in place for some one who is voting, to where an alternate is sitting in place but cannot vote. Adding 2 alternates would be okay but will not count as voters. Commissioner Joe Neves asked to delete the two open positions. Commissioner Joe Neves asked if the board wanted to discuss the topic of an advisory board as the board is now a commission board. Commissioner Sanja Bugay asked why superintendent of schools is lined up, as in the Prop 10 guidance the individual isn't called out; and the requirements state any education position is called. Scott Waite stated it was a carry over before The Office of Education received funding when the commission board was being formed. Commissioner commented is Commissioner Sanja Bugay wants to change the Position of Office of Education board being replaced with a different education member like West

Hills, COS, or Bradman the board can bring the change to the Board of Supervisors and take care of the conflict with Office of Education. Commissioner Sanja Bugay if there was a struggle to fill the Superintendent spot. Scott Waite answered as Todd Barlow is the new Supervisor, and for his first commission meeting Todd Barlow requested for Rebecca to attend for him but never requested for Rebecca to attend following meetings. Commissioner Sanja Bugay asked if someone is asked to be a designee for commissioner if its per meeting or permanent. County Counsel Juliana answered; it would depend on the bylaws and how the designee was named, as the commission controls the voting rights, they control the rights of the designee. Commissioner Joe mentioned the person representing the commissioner would be designee until replaced. Commissioner Sonia Bugay stated somebody representing education makes sense to have on the commission board. Commissioner Joe Neves stated he has not done any out reach, and asked Scott Waite if any outreach has been made to Bradman, West Hills and COS. Scott Waite answered he has not made any outreach to Bradman but has had outreach with COS and West Hills and being having the meetings from 3Pm-5pm would be hard for the professors as they have classes to teach. Scott Wait stated they've had some interests, some interested in the future, but no one wanting to apply at this time after having contact with COS and West Hills.

### **Informational Agenda Items**

**Spotlight on Service:** Staff from Kings County Office of Education will present an overview of the funded projects.

Rebecca Villa did a presentation on programs hosted at their FRC's. The staff at the FRC's in Lemoore and Hanford is all car seat Technicians. A total of 64 car seats were checked at both locations and replaced a total of 42 car seats were replaced at both locations. The FRC's in Hanford and Lemoore work with the Safe Kids Coalition as well. They hosted a car seat event in Corcoran. 55 car seat were checked and replaced 33 car seats. An event was hosted at Wonderful Kids preschool where 29 car seats were checked and 20 were replaced. AAA donated 30 convertible car seats and 10 booster car seats for the car seat events. Services are based on donations received to continue programs ran at the FRS's in Lemoore and Hanford. The lead staff member Sandra Quadros is being funded 80% out of the FRC budget and 20% out of CARES budget as she works in both programs. Fundraisers were done with DD's Discounts and First Book. Both businesses were able to raise \$5, 563.00. Donations were received form Tachi Palace. 200 small pumpkins were donated by Tachi Palace for KCOE's Fall Literacy Event. St Vincent de Paul donated at total of 30 Thanksgiving baskets for the families that go to the FRC's. 15 baskets were given to Hanford FRC and 15 were given to Lemoore FRC. Action Organization donated a total of 31 Christmas Baskets for the Lemoore and Hanford FRC families. 16 baskets to Hanford FRC and 15 baskets to Lemoore FRC. Calviva help donate \$1,000.00 this year for the Winter Literacy Program. A Latch on Event was done in August through the Leche League. Dr. Elick's office helps with dental services for the FRC families. Kings County CARE's program training dates have increased in order for all participants can attend. PITC program allows all participants to attend and earn 2 college course units by committing to the 13 week course.

### **Staff Report: April 2019**

Staff from the Health Department came over and helped the First 5 staff stuff backpacks for all upcoming kindergarteners.

### **Future Agenda Items**

June 2019

- Minutes from April, 2019 Commission Meeting
- May 2019 Fiscal Report
- 3<sup>rd</sup> Quarter Grantee Achievement Report
- Commission Budget Modification/Augmentation for FY 2018/2019 (if necessary)
- Commission Schedule for FY 2019/2020
- First 5 Ordinance and Commission Make-up
- Contracts for FY 2019/2020
  - Kings United Way – 211
- Strategic Planning & Impact of Diminished Funding
- Spotlight on Service: United Cerebral Palsy: Special Needs Project and Parent & Me

### **Commissioner Comments**

### **Review Next Meeting Date & Adjournment**

- June 4, 2019 at 3:00 PM

Meeting was adjourned at 4:30Pm.