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Meeting Minutes

April 7, 2020

3:00 PM

Hanford Family Connection

315 W. Lacey Blvd.

Hanford, CA 93230

KINGS COUNTY CHILDREN & FAMILIES COMMISSION (FIRST 5 COMMISSION) PUBLIC MEETING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19

California Governor Gavin Newsom issued Executive Orders N-25-20 and N-29-20 on March 12, 2020 and March 17, 2020, respectively, relating to the convening of public agency meetings in light of the COVID-19 pandemic. The First 5 Commission hereby provides notice that it will convene its regularly scheduled public meetings of the First 5 Commission by teleconference going forward, and will close its LOCATION TBD to the public generally, except as described below, until further notice.

Pursuant to the Executive Orders, and to maintain the orderly conduct of the meeting, the First 5 Commission will allow the First 5 Commissioners, Commission staff and interested members of the public to attend the meeting telephonically or by the Internet, and to participate in the meeting to the same extent as if they were present in the LOCATION TBD. Members of the public who choose to attend the meeting virtually, using certain digital or landline phones, may listen to the audio broadcast of the meeting, but will not be able to comment during the meeting. **Only those members of the public who cannot participate virtually, due to a need for a special accommodation (vision, hearing, etc.), may attend the meeting in person at Hanford Family Connection, where efforts will be made to allow adequate social distancing and to ensure that exposed surfaces are sanitized. No more than 10 individuals will be allowed to attend in person at the Hanford Family Connection, at any given time during the meeting. To secure the accommodation consistent with the American's with Disabilities Act and to attend in person, interested parties will need to contact Commission Staff as directed below no later than 48 business hours prior to the start of the meeting.**

Members of the public who wish to participate in the meeting virtually can do so one of three ways: Via the worldwide web; by telephone; or by postal or electronic mail. Members of the public who participate via their computers or through the WebEx app, may provide public comment at the meeting by using the "Raise Your Hand" function. Public comment will be limited to two (2) minutes during the "Unscheduled Appearances" section of the meeting. Public comment will not be available via phone. All others who wish to submit comments may only do so as outlined below.

- **Web Access:** To access the meeting via computer, please go to <https://meetingsamer2.webex.com/meetingsamer2/j.php?MTID=m208aaad47a31e94c695d485b3623267f>. You may also participate from your smart phone by downloading the **WebEx Meetings app** to your smartphone. After opening the app, click on **Join Meeting**, and then enter the meeting information. The **meeting number is 294 387 440** and the **password is upBHyFaQ888**.

- If you have trouble logging in through the Internet, you may join the meeting via telephone by calling **(408) 418-9388**, then enter the **access code of 294 387 440**.
- For members of the public who wish to participate, but are unable to do so virtually, you may submit written comments on any matter within the Commission's subject matter jurisdiction, regardless of whether it is on the agenda for Commission consideration or action, and those comments will be entered into the administrative record of the meeting. To submit written comments by U.S. Mail or email for inclusion in the meeting record, they must be received by the First 5 Program Officer no later than 9:00 a.m. on the morning of the noticed meeting. To submit written comments by email, please forward them to Clarissa.Ravelo@co.kings.ca.us. To submit such comments by U.S. Mail, please forward them to:

Program Officer, First 5 Commission, 330 Campus Dr. Hanford, CA 93230

Call to Order & Welcome

Commissioner Dr. Milton Teske called the meeting to order at 3:04 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 to the agenda.

Opportunity for Public Comment

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission. Commissioners may respond to statements made or questions posed. They may ask a question for clarification; make a referral to staff for factual information or request staff to report back to the Commission at a later meeting. Also, the Commission may take action to direct staff to place a matter of business on a future agenda.

Speakers are limited to two minutes. Please state your name before making your presentation.

No public comments were made.

Consent Calendar

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

- P. 004 **2020-04-056 Approval of Minutes: February 11, 2020 Commission Meeting**
P. 010 **February 2020 Fiscal Report**

The Commission did not have any comments or questions regarding the February minutes or the Fiscal report.

Motion Made by:	Commissioner Joe Neves			
2 nd Motion by:	Commissioner Dr. Lisa Lewis			
Motion (Pass/Fail)	Pass			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

Action Items

- P. 013 **2020-04-057 Proposed Budget for FY 20/21:** Commission to review, discuss and consider approving the 2020-2021 Budget.

Commissioner Bugay had a question about the change in funding for KCOE/CARES. Program Officer Ravelo indicated that the current contract funding total for this grant is \$570,596, with \$480,241 reimbursed by the First 5 CA IMPACT grant, and Prop 10 portion of \$90,355. The 3-year RFA for IMPACT grant has been released, and at this time, it was agreed upon that KCOE will apply for the RFA as the lead agency, instead of Kings County First 5. Rebecca Villa from KCOE also explained further that the 3-year IMPACT grant has been reduced by 30%.

Motion Made by:	Commissioner Joe Neves			
2 nd Motion by:	Commissioner Dr. Lisa Lewis			
Motion (Pass/Fail)	Pass			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

- P. 024 **2020-04-058 Administrative Cost Limit for FY 2020-2021:** Commission to review, discuss and consider approving the administrative cost limit for FY 2020-2021.

Commissioner Teske explained that First 5 CA requires local commissions to set a limit on Prop 10 funding used for Administrative costs, including the comparison between current year and the upcoming FY 2020-2021.

Motion Made by:	Commissioner Joe Neves			
2 nd Motion by:	Commissioner Sanja Bugay			
Motion (Pass/Fail)	Pass			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 028 **2020-04-059 First 5 California Annual Report:** Commission to review and discuss the First 5 California 2018-2019 Annual Report.

Commission Teske called for questions or discussion about the agenda item, and there were no comments from the Commissioners or the attendees.

Motion Made by:	Commissioner Joe Neves			
2 nd Motion by:	Commissioner Dr. Lisa Lewis			
Motion (Pass/Fail)	Pass			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 089 **2020-04-060: Effect of COVID-19 on Delivery of Services for Current Contracts and First 5 programming:** Commission to review, discuss and consider alternatives to delivery of services for current Contracts and programs.

Program Officer Ravelo introduced the agenda item and provided a brief summary of the action item. Ms. Ravelo relayed that all of the grantees have provided status updates related to their programs, and alternative methods of service delivery, including but not limited to telework, remote/virtual sessions with participants, and telephone and email communication. Ms. Ravelo further informed the Commission that the 3rd quarter progress and expenditure reports are due on April 15, 2020, which will provide a better picture of the status of each grantee's ability to deliver services in accordance with their current Scope of Work and contract. First 5 staff are available to problem solve with grantees, and find alternate ways for the community to access services/programs. Ms. Ravelo further stated that it should be expected that the grantees may not meet the number of deliverables in their Scope of Work, especially for the parent and/or child classes, wherein some community members may not have access to technology, even if the FRC's are able to provide virtual sessions.

Commissioner Bugay stated that the technological needs of participants should be assessed, to see if there's anyway for those needs to be met.

Commissioner Lewis stated that grantees should continue to help participants as much as possible, and to sustain current support of the grantees.

Executive Director Edward Hill provided comment and suggestions related to amending current SOW's with language allowing for tele(?) to meet their contract obligations.

Commissioner Barlow relayed that grantees will not be altering service provision just for the short-term, but this may become a long-term event. He also stated that the current emergency situation is for an undetermined length. He went on to state that current circumstances may last longer than what was initially anticipated, and that there may be a possibility that it may recur next year.

Commissioner Teske suggested continuing the follow-up with grantees/sites; carry on remote services, and to turn to First 5 staff for guidance or counsel.

Commissioner Bugay made a motion to allow grantees to amend their Scope of Work/services to deliver services virtually, increase services to the public, how it makes sense in their community, and to continue issuing payments to the grantees.

Motion Made by:	Commissioner Sanja Bugay			
2 nd Motion by:	Commissioner Joe Neves			
Motion (Pass/Fail)	Pass			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

Commissioner Teske further requested that First 5 staff reach out to other First 5's to see what creative options they have come up with to continue delivering services to the community. Commissioner Teske also recommended that the information gathered from other First 5's should be shared with the grantees, so that they can determine whether those alternatives are something they can adopt for their own practice.

Program Officer Ravelo informed the Commission that she is already attending webinars weekly related to First 5 response to the current situation, and will pass on that information to the grantees and the Commission.

Informational Agenda Items

P. 092 **Staff Report:** February-March 2020

Program Officer Ravelo provided a summary of the February-March 2020 Staff Report, including status of the contract extensions for 2020-2021, status of strategic plan activities, and various COVID-related activities through First 5 CA and First 5 Association. Ms. Ravelo also provided an update on the Linkages 2 Learning program, Kindergarten backpack distribution, and New Parent Kits.

Future Agenda Items

June 2020

- Minutes from April, 2020 Commission Meeting
- April 2020 Fiscal Report
- Election of FY 20/21 Chairperson-Elect

- 2020-2025 Strategic Plan
- 3rd Quarter Grantee Achievement Report
- Commission Budget Modification/Augmentation for FY 2019/2020 (if necessary)
- Commission Schedule for FY 2020/2021
- Extension of Contracts for FY 2020/2021
 - Kings United Way – 211
 - 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
 - Kings County Office of Education – Kings County CARES About Quality
 - Kings County Office of Education – Hanford Family Connection and Lemoore Family Connection
 - EMT & Associates
- Spotlight on Service: United Cerebral Palsy and Kings United Way

Commissioner Comments

No additional comments were provided by the Commissioners.

Review Next Meeting Date & Adjournment

- June 2, 2020 at 3:00 PM
- Commissioner Dr. Milton Teske adjourned the meeting at 3:43 pm.

Public Comment is Taken on Each Agenda Item

Please note that the order in which the agenda items are considered may be subject to change.

*Agenda backup information and any public records provided to the Commission after the posting of the agenda for this meeting will be available for public review at the first 5 office: **330 Campus Drive, Hanford, CA 93230**. Upon a timely request, reasonable efforts will be made to provide such information or records in alternative formats.*