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Meeting Minutes

April 6, 2021

3:00 PM

Kings County Department of Public Health
330 Campus Drive 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 Kings County Department of Public Health 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 at the Kings County Department of Public Health. 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 Kings County Department of Public Health, 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 Kings County Department of Public Health, 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://clarissaravelo.my.webex.com/clarissaravelo.my/j.php?MTID=mf533368723f93c914e50d760f639e50b>

- 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 182 685 0099** and the **password is J487JfHv5Vk.**
- If you have trouble logging in through the Internet, you may join the meeting via telephone by calling **(415) 655-0001**, then enter the **access code of 54875348.**
- 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 Lewis called the meeting to order at 3:03 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

Program Officer Clarissa Ravelo asked to modify agenda and move action item 2021-04-088 to the top action item.

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 presented.

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. 005 **2021-04-083 Approval of Minutes: February 2, 2021 Commission Meeting**

P. 010 **February 2021 Fiscal Report**

No discussion on this item occurred.

Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Barlow			
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. 093 **2021-04-088 Commission’s Process to Become a Legal Entity Separate from the County:** Commission to receive staff update on the progress of the Commission becoming a legal separate entity, discuss possible options and direct staff to take actions as necessary. (Out of order according to published agenda/Moved to top of Action items section)

Program Officer Ravelo provided the Commission with an update on the process of becoming a legal entity separate from the County. Commission staff recommended approval of the draft ordinance language included in the packet. Commission staff and county counsel will create an agreement between the County and the Commission for administrative services.

Commissioner Bugay inquired about a tentative timeframe to take the item to the Board of Supervisors. Ms. Ravelo indicated that it could be on the Board's agenda within 2-3 weeks.

Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner 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. 013 **2021-04-084 Election of FY 2021-2022 Chair-elect:** Commission to review, discuss and vote on a Chair-elect for FY 2021-2022.

Program Officer Ravelo gave a staff report on this item. The Nomination Committee proposed that Commissioner Neves be Chair-elect for fiscal year 2021-2022.

Motion Made by:	Commissioner Bugay			
2 nd Motion by:	Commissioner 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. 015 **2021-04-085 Proposed Budget for FY 2021-2022:** Commission to review, discuss and consider approving the 2021-2022 Budget.

Program Officer Ravelo reported there was a 2% decrease to contract funding as voted on by the Commission. Also stated that West Hills College will not be seeking a contract with First 5 in regards to the Avenal FRC. Program Officer Ravelo further reported they have spoken to Reef Sunset Union School District in regards to operating an FRC in the Avenal community; Commission staff will continue discussion with RSUSD to ensure the needs of the 0-5 population are considered.

Motion Made by:	Commissioner Barlow			
2 nd Motion by:	Commissioner 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			

P. 023 **2021-04-086 Administrative Cost Limit for FY 2021-2022:** Commission to review, discuss and consider approving the administrative cost limit for FY 2021-2022.

Program Officer Ravelo stated the current proposed budget was at a 6% for administrative costs and recommended a limit of 10% in the event there are any changes in administrative charges.

Motion Made by:	Commissioner Bugay			
2 nd Motion by:	Commissioner 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. 027 **2021-04-087 First 5 California Annual Report:** Commission to review and discuss the First 5 California 2019-2020 Annual Report.

Program Officer Ravelo reported that Proposition 10 statutes requires each county commission review, at a public hearing, each annual report issued by First 5 California. Ms. Ravelo also discussed how Kings County has benefited from other programs that are supported through First 5 including Covid-19 supplies for resource families, childcare providers, families in crisis, home visiting coordination, new parent kits, etc.

Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner 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			

Informational Agenda Items

- P. 098 **Consideration of First 5 Population in Local Planning for American Rescue Plan funding:** First 5 Association developed resources to assist local Commissions in advocating for the 0-5 population, related to local discussion on the American Rescue Plan funding.

Program Officer Ravelo provided a PowerPoint presentation to advocate for Local Planning for the American Rescue Plan funding for the First 5 population.

Discussion ensued regarding the intent of the funding: revenue replacement for losses due to the pandemic, and that it was one-time funding. Inquiries were made about the timeframe to come up with a proposal (unknown at the time), as well as a request for loss of revenue from First 5 grantees and other programs within the community, in order to put together a proposal. Since this is one-time funding, the plan proposal should include planning beyond Year 1 and Year 2, to ensure sustainability of the proposed plans.

- P. 115 **Spotlight on Service:** Staff from Central California United Cerebral Palsy – Parent & Me and Special Needs will present an overview of the funded projects.

Debbie Gibson gave a presentation towards the organization UCP and how they provided services through the pandemic. One of their main projects, Special Needs Project, consisted of virtual play projects, Parent & Me sessions to provide strategies, remote consultations with families, assisting families in connecting to remote services. Debbie Gibson also included that each monthly activity compose of making arts and crafts activities that the children performed at home.

- P. 126 **Staff Report:** February and March 2021

Program Officer Ravelo reported on the status of the FY 2021-2025 contracts; all contracts are scheduled to be before the Commission at the June meeting. Ms. Ravelo also discussed the Dia de los Ninos event happening at various sites throughout the county on April 30, 2021, in collaboration with the Kings County Library. An update on the Backpack to Success project was also provided – the backpacks should arrive within the next few weeks, and will be distributed to the various school sites/districts.

Future Agenda Items

June 2021

- Minutes from April 6, 2021 Commission Meeting
- April 2021 Fiscal Report
- 2020-2025 Strategic Plan update
- 3rd Quarter Grantee Achievement Report
- Commission Budget Modification/Augmentation for FY 2020/2021 (if necessary)
- Commission Schedule for FY 2021/2022
- Contracts for FY 2021-2025
 - Family Resource Initiative:
 - Recreation Association of Corcoran – Corcoran Family Resource Center

- Kings Community Action Organization – Kettleman City Family Resource Center
- Kings County Office of Education – Hanford Family Connection and Lemoore Family Connection
- School Readiness Initiative:
 - United Cerebral Palsy – Parent & Me
 - United Cerebral Palsy – Special Needs Project
- Elevating Early Care & Education (E3) Initiative:
 - Kings County Office of Education – Kings County CARES About Quality
- New Projects Initiative Contract – TBD
- Evaluation Contract – TBD

Commissioner Comments

Commissioner Lewis confirmed that she will be unable to attend the next upcoming meeting, and will need someone to chair in her absence. Program Officer Ravelo will connect with Chair-elect Barlow regarding his availability to chair the meeting in her absence.

Review Next Meeting Date & Adjournment

- June 1, 2021 at 3:00 PM

Commissioner Lewis confirmed the next Commission meeting date on June 1, 2021 at 3pm.

The meeting was adjourned at 4:07 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.*