



Commission Meeting Minutes
January 27, 2011

Commissioners Present: Chair Phil Cox, John Davis, Ray Chavez, Steve Bargeon, Maureen Bianco, and Cheryl L. Duerksen, Ph.D. **Excused:** Chair-Elect Christine A. Nelson, M.D.
Staff Present: Executive Director Janet Hogan, Finance Manager Aaron Cooper, Executive Assistant Rose Froyd, Program Officers Michele Morrow and Sterling Bishop

1. Welcome and Call to Order: Chair Cox called the meeting to order at 10:00 a.m.
2. Public Comment: None

Commissioner Bargeon arrived at 10:02 a.m.

3. Consent Items:

- A. November 18, 2010, Meeting Minutes
- B. Early Childhood Mental Health Project Agreement

Approve and authorize the Executive Director to sign an amendment to the agreement with First 5 Fresno extending the agreement end date from October 31, 2010, to December 31, 2010, for the Early Childhood Mental Health Project.

- C. Healthy Kids Positions

The Children's Health Initiative Healthy Kids Insurance Program ended as scheduled and follow-up administrative tasks have been completed. Two positions are vacant and recommended for deletion: half-time hourly Children's Health Initiative Clerk-BL and Program Officer I.

On a motion by Commissioner Davis, seconded by Commissioner Chavez, the consent items were approved. Chair-Elect Nelson was excused.

5. Action Items:

- A. Request for Proposals: One-Time Projects for 2011-2012 fiscal year

The Commission discussed the desirable qualities and criteria for funding and announced the mandatory Question and Answer Forum will be held on February 11, 2011.

On a motion by Commissioner Bianco, seconded by Commissioner Bargeon, the Request for Proposals for Capital Project Grants and Planning Grants was approved for release for a total amount of \$725,000. Chair-Elect Nelson was excused.

4. Timed Items: 10:05 a.m.

Presentation of draft First 5 Tulare County 2009-2010 Local Annual Report

Janet Hogan presented the draft report indicating it includes information on all funded

programs operating during fiscal year 2009-2010 and the distribution of the Kit for New Parents. The Commission discussed distribution to media and the public.

On a motion by Commissioner Bargeon, seconded by Commissioner Davis, the report was approved. Chair-Elect Nelson was excused.

5. Action Items:

B. School Readiness Program

The Commission recognized School Readiness Coordinator Jim Moore's dedication to the program.

On a motion by Commissioner Bianco, seconded by Commissioner Chavez, staff was directed to meet with the schools to determine their interest in continuing the programs and report on source of funds to continue the programs for the 2011-2012 year. Chair-Elect Nelson was excused.

C. 2010-2011 Communications Plan Changes

On a motion by Commissioner Chavez, seconded by Commissioner Bianco, a *Hands-On Heroes* event in place of children's festivals were approved changes to the 2010-2011 Communications Plan. Program providers will also be recognized. Chair-Elect Nelson was excused.

D. Finance Manager Position Salary Adjustment

On a motion by Commissioner Davis, seconded by Commissioner Chavez, the salary range for the Finance Manager position was approved to Range 167 effective January 23, 2011, and staff directed to report on the structure of the salary schedule. Chair-Elect Nelson was excused.

E. Financial Report

Aaron Cooper presented the balance sheet and income statements for the period ending November 30, 2010.

On a motion by Commissioner Bargeon, seconded by Commissioner Bianco, the report was accepted. Chair-Elect Nelson was excused.

F. First 5 Tulare County Advisory Committee

On a motion by Commissioner Davis, seconded by Commissioner Chavez, the process for identifying and selecting members for an advisory committee to assist with the 2012-2015 Strategic Plan development was approved. Each Commissioner will submit a nominee, and Executive Director Janet Hogan will contact them. Chair-Elect Nelson was excused.

6. Reports

A. Children's Health Initiative and OCERS

Sterling Bishop reported he has joined several committees advocating for children and is becoming more involved in oral health awareness programs. He and Jim Moore are meeting and working on OCERS planning for the end of the School Readiness Program.

B. Executive Director

Janet Hogan reported the date for the First 5 Tulare County Commission's Annual Retreat is April 6, 2011, beginning at noon. The location has not been determined.

Janet reported on the Children's Agenda and the California State Budget. A \$17,210.00 Special Project Grant was awarded to Kaweah Delta Hospital Foundation to fund a comprehensive training program for neonatal nurses.

C. Reports from Commissioners

Commissioner Chavez reported he attended the Tulare Hospital Board Meeting with Janet Hogan.

7. Future Agenda—February 24, 2011 meeting

- Presentation regarding Early Childhood Mental Health Project
- Investment Report for December 31, 2010
- Mid-year budget revisions
- One-year extension of agreement with the Corporation for Standards and Outcomes for the evaluation data collection system "Outcomes Collection, Evaluation, and Reporting Services (OCERS)

8. Adjourn: Chair Cox adjourned the meeting at 10:55 a.m.