



Commission Meeting Minutes  
September 8, 2011

**Commissioners Present:** Chair Phil Cox, Chair-Elect Christine A. Nelson, M.D., John Davis, Ray Chavez, Steve Bargeon, Maureen Bianco, and Cheryl L. Duerksen, Ph.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 8:34 a.m. Commissioners Nelson, Duerksen, and Davis were not present at this time.

2. Public Comment: None

4. Consent Items:

A. Approve June 23, 2011 Meeting Minutes

B. Harder+Company Community Research Agreement

Find that the agreement to conduct meetings with First 5 Tulare County Commission to assist in the development of a new strategic plan is consistent with the *July 2009 through June 2012 Strategic Plan* and approve and authorize the Executive Director to sign an agreement for the period August 15, 2011, through November 30, 2011, in an amount not to exceed \$14,050.00.

C. Barbara Aved Associates Agreement

Find that the agreement with Barbara Aved Associates for evaluation consulting, data analysis, and reporting is consistent with the *July 2009 through June 2012 Strategic Plan*; and approve and authorize the Executive Director to sign an agreement for the period October 1, 2011, through November 16, 2012, in an amount not to exceed \$60,000.00.

On a motion by Commissioner Chavez, seconded by Commissioner Bianco, the consent items were approved. Commissioners Nelson, Duerksen, and Davis were not present for the vote.

Chair Elect Nelson arrived at 8:38 a.m.

5. Action Items:

A. First 5 California: Healthy Families Program Payment

On a motion by Commissioner Bargeon, seconded by Commissioner Chavez, the following were authorized. Commissioners Duerksen and Davis were not present for the vote.

(1) reimburse the California Children and Families Commission \$227,930.51 for Tulare County children ages zero through five newly enrolled in the Healthy

Families insurance program between December 2008 and June 2009;  
(2) deny \$10,408.28 payment for an audit adjustment due to late invoicing; and  
(3) deny \$5,720.31 payment for retroactive enrollments due to late invoicing and services beyond the scope of the agreement.

B. 2010-2011 First 5 Tulare County Budget Revision #5

On a motion by Commissioner Nelson, seconded by Commissioner Bianco, the following were approved for the budget revision. Commissioners Duerksen and Davis were not present for the vote.

- (1) adjust revenue from Proposition 10, State School Readiness, and interest earnings to amounts actually received;
- (2) increase appropriation of \$8.00 for State School Readiness Program staff travel; and revenue adjustments to keep Fund 20 School Readiness balanced;
- (3) increase appropriation for one-time projects as several that were budgeted to cross the 2010-2011 and 2011-2012 fiscal years were completed in the 2010-2011 year;
- (4) create appropriation reflecting First 5 Tulare County's AB 99 liability for \$5,743,168.00 to make the budget consistent with financial statements. This liability will be expensed in the 2010-2011 year, but payment will be made no sooner than June 30, 2012, depending upon the outcome of litigation. This would come back to the Commission to approve any payment.

Commissioner Duerksen arrived at 8:43 a.m.

6. Reports

A. Executive Director

Janet Hogan briefly reviewed her written report highlighting

- (1) Special Project Grant awarded to Tulare County Breastfeeding Coalition for the Baby Café in the amount of \$3,632.00 and
- (2) the Special Project Grant given to the Office of Education for professional development in 2010-2011 not to exceed \$13,000.00, was awarded a total of \$10,140.00 once the actual class enrollment was completed.

Commissioner Davis arrived at 8:45 a.m.

B. Reports from Commissioners

Commissioner Chavez reported the Office of the State School Superintendent continues to support First 5 Commissions in their efforts with the school readiness programs.

Commissioner Nelson reported the Academy of Pediatrics is also supportive of First 5 efforts.

Chair Cox asked for an update from Janet Hogan on the Advisory Committees for the

Strategic Plan. She distributed the meeting dates for the four committees and a list of the nominees.

7. Future Agendas

September 29, 2011, Strategic Plan update meeting, 9 a.m. to noon

October 13, 2011, Regular Meeting

2010-2011 Annual Report and Audit

June 30, 2011, Investment Report

2010-2011 year-end financial status in regard to one-time capital and planning projects

Chair Cox adjourned the Commission Meeting for a 10-minute break at 8:50 a.m.

3. Timed Item: Chair Cox reconvened the meeting at 9:00 a.m.

9 a.m. Strategic planning discussion

See attached summary

8. Adjourn: Chair Cox adjourned the meeting at 11:12 a.m.

### Agenda Item 3. Timed Item: 9 a.m. Strategic Planning Discussion

Janet Hogan introduced facilitator Paul Harder of Harder+Company Community Research.

Mr. Harder reported there would be two discussion sessions, today and September 29, 2011. He reviewed the agendas for both meetings. Commissioner Cox invited the public to comment throughout today's discussion.

#### Vision Statement Review

The following recommendations were suggested:

Add "safe" to supportive environments

Replace "productive members of our community" with updated language. Janet will research.

#### Mission Statement Review

It was the consensus of the Commission that the Mission Statement allows for possible direct services and does not restrict funding decisions. The word prenatal should be corrected to "prenatally."

#### How Are We Doing

Paul Harder distributed a three-point scale on five criteria to the Commission. The Commission and public agreed that the community be made aware of the services provided through funded programs by continually submitting information to local publications. A work/adhoc group was suggested. Commissioners Nelson, Bianco, and Davis volunteered.

#### Spending 2007-2008 through 2010-2011 Fiscal Years

The Commission reviewed expenditures by Strategic Plan Result Areas and expenditures by Program Types. There was discussion regarding linking the Resulting Areas to the Program Types.

The discussion adjourned for a 15-minute break at 10:15 a.m.  
and reconvened at 10:30 a.m.

#### Early Childhood Development System and Core Elements of an Early Childhood Development System

The Commission discussed the integration of the services/systems and types of programs that might best serve Tulare County. This topic will be discussed in depth at the next session.

#### Funding Philosophies

The consensus of the Commission is that they are comfortable working together guided by the Mission Statement, and knowledge and advice provided when presented funding considerations.

Paul Harder closed the discussion at 11:11 a.m. with a reminder of the September 29<sup>th</sup> meeting.