

**First 5 Solano Children and Families Commission  
Commission Meeting**

March 3, 2015, 5:00 PM – 7:30 PM  
601 Texas Street, Suite 210, Fairfield, CA

**Minutes**

Commissioners present: Aaron Crutison (Chair), Jay Speck, Elise Crane, Erin Hannigan, Dan Ayala, Liz Niedziela, Jerry Huber, Dana Dean (arrived at 5:19pm)

First 5 Solano Staff present: Michele Harris (Executive Director), Megan Richards (Deputy Director), Ciara Gonsalves (Policy and Fund Development), Cherelyn Ellington Hunt (Early Childhood Development), Christine Shipman (Health and Well-Being), Venis Boyd (Family Strengthening), and Christiana Lewis (Office Assistant III)

Members of the public present: Debbi Davis (Children's Nurturing Project & Help Me Grow Solano), Dr. Lori Allio and Lauren Salazar (Hatchuel Tabernik and Associates), Alan Kerzin (Children's Network), and Cheryl Stumbaugh (Fairfield-Suisun Unified School District)

Chair Crutison called the meeting to order at 5:03pm.

**I. Public Comment**

Mr. Kerzin thanked the First 5 Solano staff for helping plan the Children's and Families Policy Forum and presented a set of four infographics which prioritized children's issues. Mr. Kerzin also reported 25 parents are attending the United Way of the Bay Area/First 5 Solano-funded Parent Leadership Training Institute (PLTI). The Children's Network is working on getting additional funding for the program to continue it after June 2015.

**II. Consent Calendar**

A. Approve the Commission Meeting Agenda for March 3, 2015

***Motion: Approve the March 3, 2015 Commission Meeting Agenda***

**Moved by Commissioner Hannigan; Seconded by Commissioner Ayala**

**Approved 8-0-0**

**Yea: Commissioners Crutison, Speck, Crane, Hannigan, Ayala, Niedziela, Huber, and Dean**

**Nay: None**

**Abstain: None**

B. Approve Minutes of the January 13, 2015 Commission Meeting

***Motion: Approve the January 13, 2015 Commission Meeting Minutes***

**Moved by Commissioner Hannigan; Seconded by Commissioner Ayala  
Approved 8-0-0**

**Yea: Commissioners Crutison, Speck, Crane, Hannigan, Ayala, Niedziela,  
Huber, and Dean**

**Nay: None**

**Abstain: None**

### **III. First 5 Solano FY2015/16 Proposed Budget**

Ms. Richards presented the FY2015/16 proposed budget. Ms. Richards provided Commissioners with a copy of the revised budget that was submitted to the County Administrator's Office. Ms. Richards reminded Commissioners that First 5 Solano must follow the Solano County budget process timeline, and any funds that are not captured in the submitted budget cannot be utilized during the fiscal year.

Overall, the FY2015/16 Proposed Budget has projected expenditures of \$6.8 million and projected revenues of \$4.2 million, resulting in the use of \$2.6 million in reserves, leaving a balance of \$5.7 million in the Commission's reserves. The vast majority of projected revenue remains with Prop 10 taxes. In addition, there may be a new matching funding opportunity for early childhood education by First 5 CA for FY2015/16, but details are not available yet. Staff have included the comparable amount from the Child Signature Program of \$105,000 in both revenues and expenditures for potential use for this new First 5 CA match program. The vast majority of projected expenditures are programmatic. Ms. Richards pointed out that there was a revision to the *Expenditure Summary* slide of the presentation, which now includes the funding for the Beck Avenue lease of \$42,240. Ms. Richards also indicated that at the current spending level the Commission would have expended the reserves by FY2017/18.

Commissioners asked how well First 5 Futures was providing a return on investment, how First 5 Solano is approaching new revenue, and if other counties have similar programs. Ms. Richards responded that First 5 Solano staff is currently reviewing the First 5 Futures program to determine if and/or where a modification in strategy is necessary. Most other First 5's are facing similar budget situations and have sought outside funding or other sustainability measures. Ms. Harris answered that we will bring a full First 5 Futures report back to the Commission, including status of the First 5 CA match program when additional information was available.

In addition, Commissioners asked if First 5 Solano grantees are aware of the current funding situation, how First 5 Solano is transitioning current grantees to self-sufficiency, and how is First 5 Solano narrowing funding to those programs identified as having the highest yield. Ms. Harris answered that grantees are aware of the current funding situation, as they have participated for the last 8 years during the Commission's use of its Long-Term Financial Plan. In addition, First 5 Solano is in the process of sharing up-to-date fiscal information with grantees and is planning an Executive Director's Meeting for all the grantees to hold specific discussions about the current funding situation.

Commissioners also inquired as to the proportion of funding First 5 Solano provides for other public agencies versus non-profits and . Ms. Richards agreed to provide the information to the Commission.

Commissioners indicated that the preference is to take action to have a more gradual decrease in projected expenditures. In addition, Commissioners expressed interest in having public partners take on more of the savings. Commissioners make the recommendation that staff work with grantees to see if there were any savings that could be incurred in the next year to help make a "softer landing" in the long run.

***A. Motion: Consider approval of the First 5 Solano FY2015/16 Proposed Budget***

**Moved by Commissioner Huber; Seconded by Commissioner Crane  
Approved 6-2-0**

**Yea: Commissioners Crutison, Speck, Ayala, Niedziela, Huber, and Dean**

**Nay: Commissioners Crane and Hannigan**

**Abstain: None**

***B. Motion: Consider approval of allocations of funding of up to \$2,936,560 for a one year extension of current grants as listed in the staff report with direction to staff to work with grantees to see if there were any savings that could be incurred in the next year to help make a "softer landing" in the long run.***

**Moved by Commissioner Speck; Seconded by Commissioner Huber  
Approved 8-0-0**

**Yea: Commissioners Crutison, Speck, Crane, Hannigan, Ayala, Niedziela, Huber, and Dean**

**Nay: None**

**Abstain: None**

**IV. Awards of Funding for First 5 Solano Pre- Kindergarten Academies**

Ms. Ellington presented the Pre-Kindergarten Academy awards of funding. There were eight initial applicants requesting a total of \$209,668 in response to RFA #2015-01 for 2015 Pre-Kindergarten Academy Services. The applicants represented all cities in the County except Vallejo. A ninth application was received from Vallejo after the deadline for applications closed, with a proposal to hold 5 pre-k academies. County Counsel agreed it would be appropriate for First 5 Solano to sole-source the Vallejo contract.

Commissioner Speck commented that the distribution of classes does not accurately reflect the intensity of need. Commissioner Dean said that she agrees with Commissioner Speck, but feels that the individual districts are responsible for applying. Ms. Ellington added that of those districts that apply, not all have the capacity to hold as many Pre-Kindergarten Academies as reflected need in the community.

Commissioner Speck stated that he thought the initial motion should reflect more sessions going to Fairfield Suisun and less going to Travis due to the need in the districts and made an amended motion A for 5 sessions to go to Fairfield Suisun and 3 sessions to go to Travis. The motion died for lack of a second.

**A. Motion: Consider approval of awards of funding of up to \$139,836 in response to Request for Applications #2015-01 for 2015 Pre-Kindergarten Academy services as follows:**

1. Up to \$10,000 for 1 Pre-Kindergarten Academy session to Benicia Unified School District
2. Up to \$39,888 for 4 Pre-Kindergarten Academy sessions to Fairfield Suisun Unified School District
3. Up to \$10,000 for 1 Pre-Kindergarten Academy session to River Delta Unified School District
4. Up to \$39,948 for 4 Pre-Kindergarten Academy sessions to Travis Unified School District
5. Up to \$20,000 for 2 Pre-Kindergarten Academy sessions to Vacaville Unified School District
6. Up to \$10,000 for 1 Pre-Kindergarten Academy session to Circle of Friends Child Development Center (Fairfield)
7. Up to \$10,000 for 1 Pre-Kindergarten Academy session to World Changers Academy-Miracle Christian Worship Center (Dixon)

**Moved by Commissioner Hannigan; Seconded by Commissioner Ayala  
Approved**

**Yea: Commissioners Crutison, Crane, Hannigan, Ayala, Niedziela,  
Huber, and Dean**

**Nay: Commissioner Speck**

**Abstain: None**

**B. Motion: Consider approval of a sole source award of funding of up to \$50,000 to Vallejo City Unified School District for 5 Pre-Kindergarten Academy sessions**

**Moved by Commissioner Hannigan; Seconded by Commissioner Ayala  
Approved**

**Yea: Commissioners Crutison, Speck, Crane, Hannigan, Ayala, Niedziela,  
Huber, and Dean**

**Nay: None**

**Abstain: None**

**C. Motion: Consider approval of additional award of funding of up to \$49,860 to Fairfield Suisun Unified School District for 5 additional Pre-Kindergarten Academy sessions**

**Moved by Commissioner Dean; Seconded by Commissioner Speck**

**Approved**

**Yea: Commissioners Crutison, Speck, Crane, Hannigan, Ayala, Niedziela,  
Huber, and Dean**

**Nay: None**

**Abstain: None**

**V. Committee Reports**

**A. Systems and Policy Committee**

1a. Ms. Allio led the Commissioner in a discussion to review the Strengths, Weaknesses, Opportunities, and Challenges (SWOC) Analysis from the Key Informant interviews to help the Commission to organize information and ideas, provide insight into opportunities and barriers that may be present in the community, and identify strengths available that can be activated to seize opportunities and counteract barriers.

Ms. Allio then asked the Commission to participate by identifying specific Strengths, Weaknesses, Opportunities, and Challenges of the First 5 Solano Commission itself.

**B. Program and Community Engagement Committee**

There were no items for report from the Program and Community Engagement Committee.

**VI. Executive Director's Report**

Ms. Harris informed the Commission that First 5 Solano continues to work diligently on applying for grants and other relevant information could be found in her written report.

**VII. Commissioner Remarks**

None

**VIII. Future Agenda Items, Meeting Time/Date/Location**

The next Commission meeting will be held on April 7, 2015 at 5:00 PM at 601 Texas Street, Fairfield. Future agenda items include: Committee Reports; Strategic Planning; First 5 CA Annual Report.

**Adjourn**

Commissioner Crutison adjourned the meeting at 7:56pm.

Christiana Lewis, Office Assistant III

Approved: 