

# First 5 Solano Children and Families Commission

## Minutes of Meeting – Tuesday, October 5, 2010, 5:30 PM 601 Texas Street, Conference Room A, Fairfield, CA

### Attendance

Commissioners: Debbee Gossell, Chair; Dan Ayala, Vice-Chair; Dee Alarcón, Stephan Betz, Dana Dean, Elaine Norinsky, Linda Seifert.

Staff/Public: Commission staff and approximately eight members of the public were present.

### Call to Order

The meeting was called to order at: 5:38 PM by Chairperson Gossell.

#### I. Review, Amend, Adopt Agenda of October 5, 2010

Commissioners and staff introduced themselves.

***Motion: Review, Amend, Adopt Agenda of October 5, 2010***

Discussion: Christina Arrostituto, Executive Director for First 5 Solano, requested that agenda items VI.A, VI.B and VI.C be pulled from the agenda.

***Commissioner Seifert moved to approve the Agenda as amended. The motion passed unanimously.***

#### II. Greetings, Introductions, Public Comment

Shelli Cannon-Dekreek, Manager for Perinatal Services for Health & Social Services, informed the Commission that BabyFirst Solano has printed posters and used them to recognize fetal alcohol syndrome week. They have also created pamphlets for SIDS awareness month in October. Two short videos were played that BabyFirst Solano has created to advertise the "Go before you Show" campaign. The videos are being shown as trailers in movie theaters in Vacaville, Vallejo and Fairfield.

#### III. Approve Minutes of the August 3, 2010 Commission Meeting

***Commissioner Alarcón moved to approve the August 3, 2010 Commission meeting minutes. The motion passed unanimously.***

#### IV. Public Hearing: FY2009/10 Annual Audit

***Motion: Receive the FY2009/10 First 5 Solano Audit.***

Discussion: Ian Goldberg, Deputy Auditor-Controller for Solano County Auditor's Office, presented the FY2009/10 annual audit report to the Commission. Mr. Goldberg reported that an "unqualified opinion" (the highest possible rating) has been issued for the First 5 Solano financial documents. The report on compliance and internal controls over financial reporting did not show any instances of non-compliance or reportable conditions.

Commissioner Betz congratulated the Commission and staff for having an unqualified opinion on the audit for six consecutive years.

Commissioner Dean arrived at the meeting.

**Commissioner Betz moved to approve this motion. The motion passed with six ayes and one abstention.**

## **V. Public Hearing: First 5 Solano FY2009/10 Annual Report**

**Motion: Approve the First 5 Solano submission to First 5 California for its FY2009/10 Annual Report.**

Discussion: Chris Shipman, Health Programs Manager for First 5 Solano, reviewed a PowerPoint presentation on the FY2009/10 First 5 Solano Annual Report. Some highlights of the services provided by First 5 Solano last fiscal year included 700 children receiving mental health screenings, school readiness services for 1,683 children and over 1,600 prenatal screenings of at-risk pregnant women.

Ms. Arrostuto noted that this report is prepared in a format and content prescribed by First 5 California. First 5 Solano added the "Table of Accomplishments" and the report on internal programs that are supplemental to the state report. An updated leveraged funds report will be coming to the Commission through the Internal Systems Committee.

Commissioner Betz noted that on the internal programs report, the funds provided by the Commission are in addition to other funds the agencies are receiving for their events.

**Commissioner Seifert moved to approve this motion. The motion passed unanimously.**

The Commission adjourned for a short break to view the new First 5 Solano offices.

## **VI. Executive Director's Report**

Ms. Arrostuto informed the Commission that Solano County was awarded the 2010 "100 Best Communities" designation by America's Promise Alliance, and this is the fourth time in a row Solano County has achieved this distinction. The lead agency this year was the Solano County Library Foundation. The national panel that selected Solano County for the award highlighted several First 5-funded programs, notably the children's visiting room project led by Cherelyn Ellington, Community Programs Manager and Tonya Parker-Mashburn, CSP Solano. The panel also complimented Solano's high rates (95%) of children's health insurance coverage and the "Healthy Cooking with Kids" program in Benicia Unified School District, facilitated by Norma Lisenko, former First 5 Solano Community Engagement Coordinator.

Commissioner Seifert complimented First 5 and all the partners and community agencies that helped put together this application and provide the services that helped garner the award.

## **VII. Committee Reports**

### **A. Program Committee**

Discussion: Commissioner Seifert reviewed the Program Committee meeting on September 9, 2010. They reviewed the FY2009/10 Performance Measures report.

### **B. Internal Systems Committee**

- 1. Motion: Consider approval of changes to the Meeting Attendance Policy, Section Sections IB and II, to conform with the approved annual Commission and Committee Meeting Schedules. Commissioner Alarcón moved to approve this motion. The motion passed unanimously.**
- 2. Motion: Consider approval of a revision to the Conflict of Interest Code to add Contract and Program Specialist to the list of Designated Positions required to**

**submit a statement of financial interests, to conform with state law. Commissioner Betz moved to approve this motion. The motion passed unanimously.**

- 3. Motion: Consider approval of changes to the Co-Sponsorship of Conferences and Training/Grantwriting Fund Policy, specifically to delete references to the Grantwriting portion of the fund, to align with changes approved in the FY2010/11 Budget authorizing grantwriting funds to be part of the Organizational Support Fund. Commissioner Seifert moved to approve this motion. The motion passed unanimously.**

Commissioner Ayala reviewed the draft agenda for the upcoming Commission Retreat.

Ms. Arrostituto pointed out that there is one hour set aside at the retreat for strategic planning. An RFQ had been issued to hire a strategic planning consultant. HTA has been awarded the contract for this RFQ. The principal from that group, Lori Allio, will be at the retreat.

#### C. Community Engagement Committee

- 1. Motion: Consider approval of a revision to the Community Engagement Policy as follows: 1) change the limit per event from \$500 to \$300, to conform with changes approved in the FY2010/11 Budget; and 2) other technical changes as outlined in the staff report.**

Discussion: Commissioner Betz reviewed the background for this motion. Numbers 5, 8 and 9 in the policy were added.

Commissioner Seifert asked why the grants were being lowered from \$500 to \$300.

Ms. Ellington explained that each year, all of the grant money available in this fund are used, and many agencies are turned away. This policy change enables more grants to be put out into the community.

Commissioner Seifert commented that she would like to see the limit remain at \$500. She is concerned that there may be events that won't happen because of the lowered amount. She also stated that she is not comfortable with the funds being issued on a first-come, first-served basis.

Commissioner Dean explained with the previous policy and funding, only 19 events could be funded throughout the year. With this policy, about 33 events could be funded.

**Commissioner Alarcón moved to approve this motion. The motion passed with six ayes and one no.**

#### VIII. Chair Appoints Nominating Committee for 2011 Officers

Commissioners Betz and Dean were appointed to the nominating committee.

#### IX. Commissioner Remarks

Commissioner Gossell informed the Commission that her dentist is very excited about the Kits for New Parents, and hands them out to all his patients with children ages 0-5.

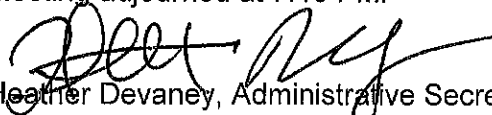
Commissioner Betz commented on issues related to children's visitation at CSP Solano. The visits are short, and sometimes they don't occur at all. With regard to incarcerated women, when their children are born, the babies are taken away from the mothers after 23 hours and cared for by a guardian or relative. There are times where the guardian does not bring the child to visit the

mother, and they are unable to see each other until the mother is released from prison. H&SS applied for and was awarded (as one of 13 sites in the US) received a "Second Chance" grant from the Department of Justice for a demonstration project to provide services to women who are leaving prison.

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

The First 5 Solano Commission Retreat will be held on November 6, 2010 at 9:00 AM, 601 Texas Street (Conference Room A), Fairfield. The next regularly-scheduled Commission meeting will be held on December 7, 2010 at 5:30 PM, 601 Texas Street (Conference Room A), Fairfield, CA. Future agenda items include: Election of 2011 First 5 Solano Officers.

Meeting adjourned at 7:10 PM.

  
Heather Devaney, Administrative Secretary

Approved: *December 7, 2010*