

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

October 7, 2014, 2:30 PM – 8:00 PM
601 Texas Street, Suite 210, Fairfield, CA

Minutes

Commissioners present: Jay Speck (Chair), Aaron Crutison (departed at 6:30pm), Dan Ayala, Dana Dean, Elise Crane (arrived at 6:45pm), Erin Hannigan, Liz Niedziela, Marisela Barbosa, and Patrick Duterte

First 5 Staff present: Megan Richards (Interim Executive Director), Ciara Gonsalves (Policy and Fund Development), Cherelyn Ellington-Hunt (Early Childhood Development), Christine Shipman (Health and Well-Being), and Christiana Lewis (Office Assistant III)

Members of the public present: Debbi Davis (Children's Nurturing Project & Help Me Grow Solano), Debbie Peralez (Child Start), Karen Sanchez (Child Start), Niccore Tyler (Solano County Health & Social Services)

Chair Speck called the meeting to order at 2:30pm.

I. Closed Session

Commissioners retreated to Closed Session.

II. Reconvene to Public Session

Chair Speck reconvened Public Session at 6:45pm. Chair Speck reported no action was taken during closed session.

III. Public Comment

No public comment

IV. Consent Calendar

- A. Approve the Commission Meeting Agenda for October 7, 2014
- B. Approve Minutes of the August 12, 2014 Commission Meeting
- C. Approve the 2015 Commission Meeting Dates

Motion: Approve the October 7, 2014 Commission Meeting Agenda, the August 12, 2014 Commission Meeting Minutes, and the 2015 Commissioner Meeting Dates

**Moved by Commissioner Dean; Seconded by Commissioner Crane
Approved 8-0-0**

**Yea: Commissioners Speck, Crane, Hannigan, Ayala, Niedziela, Duterte, Dean,
Barbosa**

Nay: None

Abstain: None

V. Public Hearing: First 5 Solano FY2013/14 Annual Report

Ms. Ellington presented the First 5 Solano contribution to the FY2013/14 First 5 California Annual Report that included Solano County program accomplishments, summaries of aggregate data, and detailed information about First 5 Solano Commission revenues, expenditures, and fund balance.

Overall highlights include 11,807 services provided to Solano County residents. First 5 Solano is in the second year of the 3 year funding cycle and grantees have achieved 89% of performance measures.

Ms. Richards stated that the FY2013/14 Audit was not yet complete by the County Auditor's Office. Once the audit is finalized, the annual report may be slightly adjusted to match the audit as required by First 5 California. The final audit will be presented at the October 25, 2014 Annual Retreat.

Motion: Approve the First 5 Solano submission to the First 5 California the FY2013/14 Annual Report

Moved by Commissioner Duterte; Seconded by Commissioner Ayala

Approved 8-0-0

Yea: Commissioners Speck, Crane, Hannigan, Ayala, Niedziela, Duterte, Dean, Barbosa

Nay: None

Abstain: None

VI. Committee Reports

A. Systems and Policy Committee

1. Ms. Richards reviewed the agenda for the October 25, 2014 Commission Retreat which will include a Public Hearing for the FY2013/14 Audit, review of the current strategic plan, updates to the organizational history chart, and Collective Impact training. Ms. Richards explained that Commissioners have agreed to a new Commission Meeting start time of 5:00pm beginning in 2015 to allow for 30 minutes of allocated strategic planning time.
2. Ms. Shipman presented the updated First 5 Solano Tobacco/Nicotine Education, Prevention and Investment Policy for review and approval. Changes to the policy included adding "nicotine" in the revised title and wherever tobacco is mentioned to expand the objective to include e-cigarettes and other types of nicotine products.

Commissioner Hannigan asked if the policy was broad enough to consider all the possibilities of future additives to e-cigarettes. Ms. Shipman explained that according to the First 5 staff's research, the updated policy is all

encompassing, but staff will continue to monitor the market and make changes as necessary.

Motion: Consider approval of an update to the First 5 Solano Tobacco Use Policy

Moved by Commissioner Hannigan; Seconded by Commissioner Ayala

Approved 8-0-0

Yea: Commissioners Speck, Crane, Hannigan, Ayala, Niedziela, Duterte, Dean, Barbosa

Nay: None

Abstain: None

B. Program and Community Engagement Committee

Ms. Ellington provided the background that First 5 was approached by the County Administrator's Office to work to retain the vacant space at 275 Beck Avenue as a child care facility. First 5 reviewed the possible tenants, including Fairfield-Suisun Unified School District and other private childcare providers; ultimately Child Start emerged as the most fitting partner. The proposal is for First 5 to fund a reduced-rate lease and then to implement a use agreement with Child Start for Head Start to use the space at no cost.

Ms. Richards explained that the dollar amount of \$49,968 presented in the motion reflects the \$0.95/sf rate; since then, the BOS has indicated they would support the \$0.80/sf rate and the motion could be amended to reflect that rate. Commissioner Niedziela pointed out that the motion does not include a ten year lease. Ms. Richards replied that the Commission may choose to add that provision to the motion.

In addition to the lease, General Services has identified some necessary structural changes to comply with ADA requirements and Child Start has requested improvements to the space to meet their quality standards. The request before the Commission includes a one-time expense of \$45,000 from the Discretionary Fund to cover the costs of the ADA requirements and the planning for the improvements until the use agreement is in place with Child Start. At that time, Child Start would fund the construction. The lease agreement between General Services and First 5 would be a part of the Commission's long-term financial plan, beginning in 2015. Commissioner Duterte asked if Child Start would consider preservation of the current lactation room located inside the proposed facility. Ms. Ellington confirmed that Child Start would keep the lactation space available for H&SS staff.

Commissioner Dean asked if First 5 contacted other providers before moving forward with Child Start. Ms. Ellington replied that staff did contact Fairfield-Suisun Unified School District and Ms. Richards explained that they have limitations from the Field Act and were unable to occupy the space. First 5 did not contact any private providers, but in considering private providers considered the fact that the previous private provider's revenue was not adequate to meet the lease agreement and that

Child Start is able to use the fair market value of the space and leverage three times the federal funding.

Commissioner Dean expressed concern for making decisions about funding outside of other decisions while still in the current budget cycle and not having the entire picture of the next funding cycle. Ms. Richards explained that the opportunity to secure the vacant space is restricted by the time constraints and other interested parties. Commissioner Dean asked for the percentage of the budget this funding would expend. Ms. Richards replied that the approximate \$42,000/year lease would expend about 0.6% of the \$6.7 million dollar budget. Commissioner Duterte said that although he understands Commissioner Dean's hesitation to make a decision on the next budget cycle, this is a rare funding opportunity and would be a great benefit to the community. Commissioner Crane concurred with Commissioner Duterte and emphasized that Child Start's target clients are children from low-income families.

Commissioner Crane and Chair Speck asked for clarification as to how many slots would be available at the facility. Ms. Peralez answered that the slots would include 20 preschool children currently being served at the Woolner Avenue facility, and 16 new toddler children. Chair Speck asked why Child Start does not plan to keep the Woolner facility in addition to proposed new facility at Beck Avenue. Ms. Peralez explained that the current facility is not an ideal location and presents child supervision challenges, but Child Start also does not have a budget to support such a wide expansion. Chair Speck asked if it was uncommon among other First 5 Commissions to have childcare facilities. Ms. Ellington answered that it is very common and that some other Commissions buy or build childcare facilities.

Motion: Consider a recommendation to fund a lease for the childcare center at 275 Beck Ave at a rate of no greater than \$49,968 annually, with an annual 3% increase to support Head Start/Early Head Start slots in Solano County and allocate up to \$45,000 from the Discretionary Fund for one-time expenses associated with start-up costs.

Amended Motion: Consider a recommendation to fund a 5 year lease, with an option to extend for an additional 5 years, for the childcare center at 275 Beck Ave at a rate up to \$42,240 annually, with an annual 3% increase, to support Head Start/Early Head Start slots in Solano County and allocate up to \$45,000 from the Discretionary Fund for one-time expenses associated with start-up costs.

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

**Yea: Commissioners Speck, Crane, Hannigan, Ayala, Niedziela, Duterte, Dean,
Barbosa**

Nay: None

Abstain: None

VII. Chair Appoints Nominating Committee for 2015 Officers

Chair Speck announced that he has appointed Commissioners Ayala and Dean as the Nominating Committee for 2015 Officers and if anyone is interested in being a 2015 Office to contact a member of the Nominating Committee. Appointment of 2015 Officers will take place at the December Commission Meeting.

VIII. Executive Director's Report

Ms. Richards reported that First 5 Solano applied as part of an effort by the Local Childcare Planning Council to the State of California to be a subgrantee for a Federal Preschool Expansion Grant. Solano was not selected as a subgrantee, however, Ms. Richards expressed hope to move forward on quality childcare efforts in the future.

First 5 Solano staff and Commissioner Crane recently attended the First 5 Association summit at Lake Tahoe which afforded the opportunity to learn other First 5 Commission best practices. In addition, First 5 California is co-hosting a conference in Sacramento in February and there will be an opportunity for local Commissioners to participate. Ms. Richards will provide details as they emerge.

First 5 Solano received a \$25,000 grant from Rise Together Bay Area for the Solano Safety Net Summit for FY2014/15 which will support the Steering Committee, work groups, and the Parent Leadership Training Institute.

The First 5 Association is working toward transitioning their role in the technical assistance and provided details on the four policy areas they will develop. There is a detailed handout in the packet outlining their policy areas.

IX. Commissioner Remarks

None

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

Ms. Richards announced a correction to the Commission Retreat start time of 10:00am.

The Commission Retreat will be held on October 25, 2014 at 10:00am at the Solano County Office of Education, 5100 Business Center Dr, Fairfield, CA 94534. The next Commission meeting will be held on December 2, 2014 at 5:30 PM at 601 Texas Street, Fairfield. Future agenda items include: Strategic Planning; Committee Reports.

Adjourn

Commissioner Speck adjourned the meeting at 7:30pm.

Christiana Lewis, Office Assistant III

Approved:

