

FIRST 5 COMMISSION OF SAN DIEGO
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Commissioners Present:

Dianne Jacob, Chairwoman
Carol Skiljan, Vice Chair
Sandra McBrayer
Dr. Wilma Wooten, Commissioner
Nick Macchione, Commissioner

Staff Present:

Joan Zinser, Interim Executive Director
Grace Young, Contracts & School Readiness Program Manager
Lynn Eldred, Program & Evaluation Manager
Martin Cherry, Operations Manager
Lauren Chin, Community Engagement and Planning Manager
David Smith, Sr. Deputy County Counsel
Tale Halse, Policy Advisor

Minutes for June 29, 2009 (As amended)

Call to Order and Introductions

Chairwoman Jacob called the meeting of the First 5 Commission of San Diego to order at 2:01 p.m. She introduced and welcomed the newest Commissioner Sandra McBrayer.

Approval of Commission Meeting Minutes - June 3, 2009

ON MOTION OF Commissioner Skiljan, seconded by Commissioner Macchione, the Commission approved the minutes of June 3, 2009.

AYES: Jacob, Skiljan, Macchione, McBrayer
ABSENT: Wooten
ABSTAIN: None
NOES: None

Opportunity for Public Comments

No public comments were received.

Commissioner Recusal Reminder

Senior Deputy County Counsel David Smith reminded Commissioners to recuse themselves on any agenda item where they might have a personal financial interest, or where their organization may have an interest.

(Dr. Wooten arrived at this time.)

Consent Calendar

ON MOTION OF Commissioner Macchione, seconded by Commissioner Wooten, the Commission approved formation of the consent calendar with item #1 approved on consent.

AYES: Jacob, Skiljan, Macchione, Wooten, McBrayer
ABSENT: None
ABSTAIN: None
NOES: None

1. Contract Amendment for 211

ON MOTION OF Commissioner Macchione, seconded by Commissioner Wooten, the Commission

1) Found that the proposed contract is consistent with the Commission's Strategic Plan, furthers the support and improvement of early childhood development within the County and provides a public benefit.

- 2) Authorized the Commission's Interim Executive Director, or her designee, to negotiate and execute the amendment with 211 San Diego.
- 3) Received and approved the recommendation to amend the contract for 211 San Diego for FY 2009-10 for an additional \$225,000 for First 5 San Diego warm line enhancements.

AYES: Jacob, Skiljan, Macchione, Wooten, McBrayer
ABSENT: None
ABSTAIN: None
NOES: None

2. **Administrative Review and Recommended Changes Regarding Advisory Committees**

Chairwoman Jacob thanked County Counsel and Commission staff for doing an in-depth review of the Commission advisory committees concerning the potential for any conflict of interest.

Interim Executive Director Zinser reported that:

- ◆ Staff reviewed dates of services of all TPAC and Finance Committee members in relation to any existing First 5 San Diego contracts with their organizations. In addition, HHSA Agency Contract Support reviewed all contract awards to the members' organizations to determine if appropriate processes were followed in all cases.
- ◆ TPAC minutes from July 2005 through May 2009 were also reviewed to determine if TPAC had ever taken any action that may have influenced the procurement process or awarding of a contract.
- ◆ All Commission policies were reviewed. Recommended changes were reviewed by the Agency Compliance Office and County Counsel.

Interim Executive Director Zinser informed the Commission that no evidence was found of any actual conflict of interest in the contracting process. There is the potential for the appearance of conflict of interest as some TPAC members work for organizations that also receive First 5 funding. As such, staff recommended amending the by-laws concerning TPAC membership and recommended changes to three policies.

Chairwoman Jacob recognized the value expertise of the contractors and service providers on Commission advisory committees, who are also a valued resource in the community. She noted that throughout the history of the Commission, these individuals have donated their time, their expertise, and their knowledge without remuneration because of their commitment to children, and belief in the mission of the Commission. Chairwoman Jacob thanked these TPAC members for their contribution. The Chairwoman noted that she will be working with the First 5 Interim Executive Director and County Counsel to determine if changes should be made to the ordinance that established the Commission.

ON MOTION OF Commissioner McBrayer, seconded by Commissioner Macchione, the Commission approved Chairwoman Jacob's recommendations as follows:

- 1) **Approved the amendment to the First 5 Commission of San Diego by-laws to preclude contractors and subcontractors of the First 5 Commission of San Diego from membership on the Technical and Professional Advisory Committee (TPAC) and Finance Committee (FC).**

Additionally the by-laws will:

- ◆ **Preclude members of advisory committees to the Commission from applying for First 5 Commission of San Diego funds during their service and for one year after their term ends (applies to committee members who are members of a committee on or after October 1, 2009).**
- ◆ **Define terms of service on TPAC as 2 years, with a limit of up to 2 terms.**
- ◆ **Establish the number of TPAC members as no more than 11.**

- 2) **Adopted policy changes to:**

- ◆ **F5C-003: Commission Funding Process**
- ◆ **F5C-010: Policy for Innovative Grant Funds**
- ◆ **F5C-016: Responsive Fund Request**
- ◆ **F5C-017: Finance Committee Membership Policy**

3) Directed staff to immediately restructure the TPAC to align expertise around the Commission's core strategies as identified in the strategic plan.

AYES: Jacob, Skiljan, Macchione, Wooten, McBrayer
ABSENT: None
ABSTAIN: None
NOES: None

Public Comment:

Bonny Forester, Director of the Early Intervention and Prevention Program at the San Diego Center for Children asked the Commission to modify the language in the policies for Innovative Grant Funds (F5C-010) and for Responsive Funds (F5C-016).

Chairwoman Jacob referred the matter to the First 5 Interim Executive Director and County Counsel.

3. Strategic Planning Progress Report

At its previous meeting, the Commission requested feedback on whether the draft Strategic Plan should include strategies that address: critical needs emerging due to current economic conditions; healthcare access; and targeted and intensive home visitation. Staff member Lauren Chin summarized the input received from TPAC and the Strategic Planning Team, and provided the Commission with additional draft strategies.

Commissioner Wooten recommended retaining the overarching objective: "Increase the percentage of children succeeding in school from kindergarten through third grade". She also commented that investing in healthcare access strategy ensures that First 5 clients are linked to a medical home.

Chairwoman Jacob requested that the draft Plan be revised to contain a few broad categories, more specific strategies, and specific measurable targets.

Public Comments:

Mary Bussen, clinical supervisor for the Welcome Home Baby Program, spoke to a multidisciplinary universal home visiting model.

Susan Hedges, a maternal and child health researcher at SDSU, spoke in support of a universal home visiting model.

Silvia Alcantar, from the Vista Community Clinic spoke in support of the healthcare access program.

The Commissioners also received a letter from Fran Butler Cohen, CEO of the Family Health Centers of San Diego asking the Commission to include postpartum depression as part of its Strategic Plan.

4. Executive Director Monthly Report

The Commission was provided with a written status report of Commission activities including pertinent updates on current projects and contracts.

5. Future Agenda Items

- Public Hearing for the approval of the 10-year Long Range Financial Plan
- Public Hearing for the approval of the Strategic Plan

6. Adjournment

Chairwoman Jacob adjourned the meeting of the First 5 Commission at 2:51 p.m. The next Commission meeting has been scheduled for August 17, 2009.

Respectfully submitted for your review and approval:

Sandra McBrayer

Date