



Marin Children and Families Commission
Meeting Minutes – October 6, 2010

I. CALL TO ORDER (5:45 pm)

Cio called the meeting to order at First 5 Marin at 5:45 p.m.

Commissioners Present

Aideen Gaidmore
Supervisor Kinsey
David Bonfilio
Sparkie Spaeth
Cio Hernandez
Heather Ravani

Commissioner Excused

Alicia Suski
Regina Archer
Sister Joan Hanna

Staff Present

Amy L. Reisch
Michelle Fadelli
Tiffany Steeves
Barbara Clifton Zarate

Representatives from the community

Carole Mills, District Representative
Senator Mark Leno
Floencia Parada, Parent Services Project
Jenny Ocon, Parent Services Project
Mavina Palma, Parent Services Project/Concilio Education Committee

II. MEETING MINUTES

Cio asked if there were changes, additions or corrections to the September 1, 2010 Commission minutes.

Minutes were approved as submitted.

III. COMMISSIONER COMMENT

- Aideen Gaidmore announced that she, along with several other organizations, were featured in the Marin Independent Journal on Thursday, September 30th when State Senator Mark Leno talked to reporters and local leaders at Novato Youth Center about the state budget impasse. The article is titled, “Marin child care centers, health clinics feel pinch from budget impasse”.

- Aideen Gaidmore also reminded the Commission that this year's *Striving for Excellence Conference* is Saturday, January 29, 2011 at Embassy Suites, San Rafael.
- The Commission congratulated Barbara Clifton-Zarate, Program Manager at First 5 Marin, on her new position as the Marin County Trustee of the Marin Community Foundation representing the poor and needy.
- Sparkie Spaeth announced that the Bi-National Health Week Wellness Fair at the Canal Health & Wellness Campus is coming up. People from all parts of the community are invited. Amy reminded the Commission that First 5 is a sponsor all of the Bi-national events.
- Steve Kinsey announced that Marin General Hospital donated \$100k to the Children's Health Initiative. Conversations are continuing and Marin General Hospital hopes to offer additional funding by the end of this fiscal year.

IV. PUBLIC COMMENT

- Members of Concilio and staff from Parent Services Project (PSP) attended the Commission meeting to personally thank the Commissioners for a small grant Concilio received last fiscal year. They reported that the grant allowed the community to offer a summer soccer league for tots as well as money for trees that were planted at Bahia Vista School. Nearly 87 families with small children participated in the soccer league. Parents staffed and coordinated all of the activities and they are planning to continue this coming year with support from others in the community.

V. EXECUTIVE DIRECTOR/STAFF REPORT

- **Health**

Amy announced that California Kids Foundation (providers of CalKids insurance) has a plan to continue through June 2011, when Partnership Health Plan comes to Marin. The Children's Health Initiative (CHI) may be able to use the funds that have been pledged by First 5 Marin, Sutter, Marin General Hospital and the Marin Community Foundation to continue enrollment in CalKids through June 2011. She assured the Commission that the partners are working hard to clearly communicate any and all changes to the community. Our goal is to make sure that families currently enrolled know that they will still have insurance for their children.

Heather Ravani explained the restructuring of CHI outreach and the inclusion of the team in her department. In this way, the team can learn about all available programs for which their clients may be eligible and appropriately refer them to enrolment workers. CHI staff will receive more training on how to help families assess their eligibility. CHI staff will also do more community outreach to families to access their needs and eligibility. Finally, the County is considering making CHI staff into benefited positions.

Sparkie Spaeth said that as part of the County's web redesign, HHS will develop online screening tools which will include a screen for County government benefits, including WIC. The County will continue to use paper as well as electronic applications.

- **Community Enhancement**

Cio inquired about the County's Car Seat Program. Sparkie Spaeth said that the Car Seat program has historically been managed by volunteers at the County. Sparkie thinks that moving the Car Seat Program out to the School Readiness communities makes sense. Barbara is working with DHS and with the SRI Coordinators to create a coordinated effort and funding stream for the installation and distribution of car seats throughout the School Readiness communities.

- **Other Activities**

Easter Seals - Amy announced that Suzanne Kreuzer, project manager for the SNMH initiative, is no longer with Easter Seals of Northern California and the position is currently unfilled. However, as the initiative has matured, it doesn't require the same kind of a coordinating position. As a result, the contract with Easter Seals no longer contains funding for that position, though maintains the same level of funding for all of the other work they have been doing (assessments and intervention for children with mild to moderate developmental delays). That means F5M will have funding which could be used to help fund a position that holds all the training and inclusion work needed for the in the ECE and service community. The Early Childhood Education Partnership, with the help of the Child Care Commission, has supported the development of a county-wide, ECE-elementary training collaborative which will need staff support. Head Start also has some funds for a part-time training coordinator. The Partnership is looking at how we might structure a collaborative position with several sources of funding, where to house it, and how it will function. Amy hopes to come back to the Commission with a proposal in November.

Aideen Gaidmore says that we need to be cautious about how that person fits into the larger landscape. She believes that this needs to be thoughtful process.

Amy assured the Commission that the other grants, in addition to Easter Seals', will continue at the levels agreed to in the Strategic Plan.

Emergency Bridge Loans – Amy announced that Fairfax-San Anselmo Children's Center received a \$55,000 bridge loan for the month of October. Northbay Children's Center still needs to complete their loan request. It should be in the mail next week. Most First 5's have developed some kind of bridge loan program for child care centers. Because First 5's will not have the resources to keep providing these types of special loans year-after-year, a subcommittee of the Bay Area Regional Execs group was formed to address this issue through both capacity development and other funding solutions. We want to make it clear to the childcare community that as First 5 revenues decline "bridge loans" won't be available.

VI. COMMISSION DISCUSSION

- **Status of Annual Audit**

David informed the Commission that the Finance Committee met last week to review a draft of the annual audit. Unfortunately, the audit was not complete—there were still some outstanding confirmation letters and some final adjustments to be made. The Finance Committee will meet again on October 14 to review the final draft of the audit. David asked the Commissioners for the Finance Committee to have the authority to accept the audit on behalf of the Commission, as it did last year. This will enable First 5 Marin to meet its audit

deadline.

Motion to give the Finance Committee the authority to approve the audit.

M/S: Bonfilio/Spaeth

Ayes (6): Gaidmore, Kinsey, Bonfilio, Spaeth, Hernandez, Ravani

Nays (0)

Abstain (0)

Absent (3): Suski, Archer, Hanna

Outside Payroll Vendor and Contractor - Amy informed the Commission that F5M, as was discussed and planned for in the Strategic Plan, is shrinking in size – both staff and number of grants – and will be moving the Finance Manager’s position to a part-time position beginning in January, 2011. Part of making this possible is by no longer using the County payroll system. This requires both the establishment of our own cafeteria benefits plan and the selection of an outside vendor to manage the plan and all payroll activities. First 5 Alameda is already using an outside vendor and is using the same finance management system as we do. We will contract with CalPers for our health benefits and are in the process of identifying other vendors for the other benefits we offer (dental, vision, etc.). Our benefits package will be as similar to our current plans as possible, though rather than having varied dollar amount available to employees based on salary, everyone will have the same amount available. Our retirement plan will not change and the timing will be such that there will be no interruption in benefits. It’s our goal to stay within 5% +/- of what we are currently paying per year. The commission will pay up to a certain amount for benefits, and anything over, the employee will have to pay out-of-pocket (as they currently do).

Motion to approve using an outside payroll vendor and, should they need to, for the Finance Committee to approve any contracts related to the cafeteria plan.

M/S: Bonfilio/Kinsey

Ayes (6): Gaidmore, Kinsey, Bonfilio, Spaeth, Hernandez, Ravani

Nays (0)

Abstain (0)

Absent (3): Suski, Archer, Hanna

Contracting with a CPA - David informed the Commission that after the first of year F5M will continue to use the same auditor, but will also hire a contract CPA to review the financials quarterly. As part of audit requirements, we must offer the auditor the basic financial statements. It makes sense to have the additional oversight. The CPA will assure that the Commission gets financial statements on a regular basis.

- **Update to Personnel Manual** – Staff proposed a change to the Personnel Manual to alter the calculation of vacation accrual. The original table was taken from the County and is far more complicated than we need. Moving forward, full-time staff will earn paid vacation at the regular rate of pay computed hourly as follows: 0-3 years maximum vacation days 10; 3-5 years maximum vacation days 15; and 5+ years, maximum vacation days 20.

Motion to approve proposed changes to vacation accruals in the personnel handbook

M/S: Bonfilio/Kinsey

Ayes (6): Gaidmore, Kinsey, Bonfilio, Spaeth, Hernandez, Ravani

Nays (0)

Abstain (0)

Absent (3): Suski, Archer, Hanna

VII. FINAL COMMENTS

- Amy informed the Commission that in November they will receive a copy of the approved audit and the annual evaluation report from JDC Partnerships. She also hopes to have a proposal for the money remaining from the SNMH Initiative funding change.
- Michelle Fadelli reminded the Commission that MarinKids will launch November 17th. The official event will take place at the County of Marin, Board Chambers Room, 11:00 a.m. Michelle will send an email invitation. Amy also informed the Commission that Dorene Schiro (a Leadership Committee member who has a donor directed fund at MCF) is working on a meeting with The Foundation about matching her and other donors funds for MarinKids. Finally, The California Endowment has asked for an LOI from MarinKids.
- Michelle Fadelli received a call from the Bay Citizen (the new online news source for the Bay Area) and which is responsible for the Bay Area pages in the NY times. The Bay Citizen wants to do a story on the impact of First 5's in the Bay Area. Michelle provided the reporter with results from many counties in a variety of areas. They also will likely call one or more Commissioners for their perspectives.
- Amy informed the Commission that Robin Brandes, for personal reasons, has elected not to design the Annual Report this year. An RFQ was distributed and bids will be in by Friday.

VIII. NEXT STEPS

IX. ADJOURN (7:15pm)

Next Meeting

Wednesday, November 3, 2010

5:30PM

First 5 Marin 1101 5th Ave, Ste 215

San Rafael CA 94901