



Marin Children and Families Commission MINUTES September 20, 2023

I. CALL TO ORDER

The Marin Children and Families Commission (First 5 Marin) meeting was called to order at 5:38 p.m. by Dr. Garcia, Chairperson. The meeting was held at the First 5 Marin offices located at 1050 Northgate Drive, Suite 130, in San Rafael, California.

II. ROLL CALL

PRESENT:

Kari Beuerman
Angie Evans
Aideen Gaidmore
Itoco Garcia
Dr. Jessica Hollman
Lisa Raffle
Sandra Rosenblum

Staff: Maria P. Niggle, Michelle Fadelli and Beatriz Duran

Guests: Brian E. Washington, County Counsel; Kate Stanford, Deputy County Counsel,
Erin Cochran, Dave Cort, Kelly McKinley, Jose Rodas, Michelle Fox, Caroline and Erikson Bruister.

III. MINUTES

The Minutes of the First 5 Marin Meeting held on June 21, 2023, were recognized at this time.

MOTION/ACTION: Commissioner Raffle moved to approve the Minutes of June 21, 2023;

Commissioner Gaidmore seconded the motion. No further discussion or public comment was noted.

VOTE: The motion carried unanimously with all in favor.

IV. PUBLIC COMMENTS

At this time, statements were heard from the candidates applying for the Commission position, they were: Erin Cochran, Dave Cort, Kelly McKinley, Jose Rodas, Michelle Fox, and Caroline Bruister.

V. EXECUTIVE DIRECTOR/STAFF REPORT

1. Report from Executive Director:

Update on Annual Audit: Ms. Niggle advised that the Audit for Fiscal Year 2022-2023 is currently underway, and she anticipates the audit will be ready for review at the next commission meeting. Prior to that time, Ms. Niggle would like to convene a meeting of the Finance Committee in order to conduct a full review of the audit and is seeking a volunteer. After brief discussion, Commissioner Lucan agreed to participate as well as Dave Bonfilio.

Fund Development: Ms. Niggle stated that the Home Visiting Regional Technical Assistance grant was approved for award in the amount of \$125,976. She advised that Sonoma County will be managing the grant. Another grant opportunity that is pending approval is \$30,000 to convene agency partnerships and parent groups to improve early intervention services in rural communities.

Meetings with Funded Partners, Community Partners and Commissioners: Ms. Niggle advised she kept a busy schedule in meetings with various stakeholders and community partners and provided a brief summary.

Internal Policies and Operations Update: Ms. Niggle advised that she solicited the services of an IT Consultant who will provide assistance with updating the digital filing system, oversee the migration of files and archives, and help guide staff through the CalAim billing process, and will also provide technical support and training to staff. The contract for services is less than \$10,000. In regard to contracts with project grantees funded by the Commission for the new fiscal year, Ms. Niggle advised that all contracts are in place.

Staff Reports: Michelle Fadelli provided a report on the various forums F5M will be hosting. She is seeking ideas on forums and welcomes input from Commissioners. The Help Me Grow monthly report provided by Susanne Kreuzer was included in the packet.

VI. COMMISSION ITEMS

1. Introduction & Review of Prop 10 from Executive Director Maria Niggle: At this time, Ms. Niggle provided a summary of Proposition 10. She further provided a description of the roles and responsibilities of commissioners and referenced the Strategic Plan and Bylaws of the commission as the roadmap to the work they do in support of children 0 to 5.
2. Presentation of the Brpwn Act: Brian E. Washington, County Counsel, and Kate Stanford, Deputy County Counsel, gave a presentation on open government rules for California boards and commissions. Topics they covered included the Brown Act, Conflict of Interest Laws, and Best Practices for Public Meetings. Mr. Washington further encouraged commissioners to contact the Fair Political Practices Commission for further information and advice. (A copy of the presentation is included with this document)
3. Commissioner Handbook: Commissioners received the Commissioner Handbook binder which included several documents relative to their role and responsibilities including the F5M Ordinance, Bylaws and Strategic Plan; the handbook also contained F5M policies relative to fiduciary procedures, and various other references pertinent to the operation of F5M.
4. Commission Vacancy Application Process: Dr. Garcia, Commission Chair, commented that the Commission received a great pool of applicants and he went on to discuss the process and made a recommendation for the next steps. He noted that the Commission does not appoint individuals; the Board of Supervisors will make the selection from the pool of applicants. The Commission's role is to provide a recommendation of the candidate. The general consensus of the Commission was to select individuals to form the nominating committee; the Committee

will review applications and rank the top three individuals. Results will be provided to the full Commission whereby their recommendation will be passed on to the Board of Supervisors.

A motion was made by Commissioner Evans establishing an ad-hoc Nominating Committee consisting of Commissioners Gaidmore, Hollman and Beuerman. Commissioner Lucan seconded the motion. Having noted no further comment, the motion carried with all in favor.

VII. FINAL COMMENTS

Ms. Niggle advised that she is putting together information and trying to establish wage equity. She is proposing a wage commensurate to the duties Beatriz is doing. She would like to share that information with the Commissioners at the next scheduled meeting.

Another point made by Ms. Niggle was that the Commission has an opportunity to do things differently to align with issues like equity roadmap; in support of children and families. This includes continuing partnerships with grantees, and seeking new investors. A lot of work needs to be done to make an impact, even with declining revenues. Ms. Niggle advised that she is talking to grantors, investing in the roadmap already established by the Commission and will continue to support partnerships.

VIII. ADJOURNMENT

Commissioner Gaidmore moved to adjourn the meeting at 7:28 p.m. with a second from Commissioner Hollman. The next meeting of First 5 Marin is scheduled for October 18, 2023.