



Marin Children and Families Commission
MINUTES
October 18, 2023

I. CALL TO ORDER

The Marin Children and Families Commission (First 5 Marin) meeting was called to order at 5:31 p.m. by Commissioner Aideen Gaidmore, Vice Chair. 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
Aideen Gaidmore
Dr. Jessica Hollman
Eric Lucan
Lisa Raffel
Sandra Rosenblum

ABSENT:

Dr. Itoco Garcia
Angie Evans

Dave Bonfilio, Commissioner Emeritus

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

Guests/Public: Janice Yu of Eide Bailly, Kelly McKinley, Don McCray and Amarantha Silva

III. MINUTES

The Minutes of the First 5 Marin Meeting held on September 20, 2023, were recognized at this time. Commissioner Hollman moved to approve the Minutes of September 20, 2023; Commissioner Beuerman seconded the motion. Having noted no further discussion or public comment, the motion carried with all in favor.

IV. PUBLIC COMMENTS

None were noted at this time.

V. EXECUTIVE DIRECTOR/STAFF REPORT

Ms. Niggle provided a summary of the Help Me Grow conference which was held in Texas and she reported that a working group with San Mateo and Butte County was created to explore the needs and relationships between Help-Me-Grow and First 5 commissions. She also reported about her participation at the Children's Funding Project and Funding the Next Generation annual conference with a focus on finding local funding for children, the early childcare education workforce, and their families.

Susanne Kreuzer talked about a pilot program they have coordinated with Occupational Therapy students from the Dominican University. The students will be working with young children and will provide screening and evaluation plus hands-on occupational therapy motor skills. The Dominican University students will also be planning a home program for kids and will be working with the parents. Six children have been recruited to participate in this 8-week pilot program. Ms. Kreuzer also advised that the HMG program has now been accepted as an enhanced case management service provider and will have the ability to bill for services to young children. The next process is to get staff training on the billing process.

Michelle Fadelli advised that she is putting together a Children's Summit in January and suggested giving awards to people who do outstanding service for young children, not necessarily the executive directors but rather someone programmatic, during the event. She will offer a survey on possible dates for the event. Commissioner Bonfilio raised the question of cutting down on forums and focusing more on public policy. Ms. Fadelli advised that alternating between virtual forums and in-person forums helps reduce expenses and getting sponsorships for the forums is also something she has been focusing on.

1. Request to Amend Letter of Employment Offer to Beatriz Duran, Administrative Assistant/Board Secretary: Ms. Niggle is requesting approval to offer an equitable work rate to Ms. Duran; she referred to the letter of offer that was included in the packet. Ms. Niggle further advised that she looked at various models for wage comparisons throughout Marin County and believes that the offer is comparable to the work Ms. Duran is currently doing.

Commissioner Raffle moved to approve the letter of employment as presented; Commissioner Lucan seconded the motion. Having noted no further discussion or public comment, the motion carried with all in favor.

2. First 5 Marin Quarterly Financial Report – Quarter 4 FY 2022-2023: Commissioners were provided with financial reports which included the Statement of Net Position, Budget to Actual Report, and the Income Statement for the Period Ending June 30, 2023.

VI. COMMISSION ITEMS

1. Request to Approve F5M Calendar of Meetings FY 2023-2024: Commissioners reviewed options for a future meeting schedule, they talked about a new time frame and potential conflicts with the current meeting dates. Discussion was held about accessibility to the public; Commissioners agreed that the communication forums were a good way of engaging the community. Commissioners commented that they would like to see more participation from the public but remarked that no matter what time they scheduled the meetings providers/parents would still have difficulty in attending. After further discussion, Commissioners opted to change the meeting time from 4:00 to 6:00 p.m. and to schedule the meetings on the second Wednesday of the month. Further discussion continued about the location of the meetings. There was mention of holding the meetings at various locations as per requests made by partnering agencies who were interested in hosting First 5 Marin meetings at their sites. The consensus of the Commission, however, was to continue holding meetings at the F5M offices.

A motion was made by Commissioner Lucan to schedule the First 5 Marin Meetings on the second Wednesday of each month except July, August, and December from 4:00 p.m. to 6:00

p.m. to be held at the First 5 Marin offices; Commissioner Gaidmore seconded the motion. Commissioner Rosenblum commented that two Commissioners were not present, and she feels they should be allowed to review the proposed changes to ensure they have no conflicts. Commissioner Lucan stated that he would rescind his motion if there was a hard conflict with the proposed schedule; agreed to by Commissioner Gaidmore. Having noted no further discussion or public comment, the motion carried with all in favor.

2. First 5 Marin Audit ending June 30, 2023: Janice Yu of Eide Bailly accounting agency provided a review of the First 5 Marin Audit of Financial Statements ending June 30, 2023. She reported the audit was done in compliance with GASB standards and field work was conducted during August and September. Total expenses for fiscal year 2022-23 were \$2,730,470, and total revenues were 1,761,812. As of June 30, 2023, the Commission's net position was 4,398,839. A material weakness was identified which had to do with the reporting of grant revenue from the ARPA funds. An adjustment was posted to the financial statements and no additional corrective action was needed. Ms. Yu reported no instances of non-compliance.

Commissioner E. Bonfilio advised that he worked closely with the auditor, and he and Commissioner Lucan reviewed the audit draft thoroughly. He talked about the material weakness that was identified by Ms. Yu and advised that controls are in place so that it doesn't happen again. He also briefly mentioned the Commission's portfolio performance and gains in the Commission's share of Cal-Pers; the performance was not good but it didn't affect the cash.

A motion was made by Commissioner Raffle to accept the First 5 Marin Audit ending June 30, 2023 as presented by Eide Bailly; seconded by Commissioner Hollman. Having noted no further discussion or public comment, the motion carried with all in favor.

3. Commission Vacancy: Review & Selection of Candidates recommended by the Adhoc Nominating Committee for Recommendation to the Marin County Board of Supervisors: Ms. Niggle advised that members of the Ad hoc Nominating Committee met on October 4th to review applications and to select 3 candidates for recommendation to the Commission. The candidates selected are Dave Cort, Kelly McKinley and Joe Rodas. All three candidates were invited to attend.

At this time, Ms. McKinley spoke about her interest in serving on the Commission. She shared information about her passion for working with young children, and caregivers, and about her work experience in museums for 30+ years. Ms. McKinley remarked on her interest in helping children in Marin County thrive.

A lengthy discussion over the selection of candidates continued at this time. Commissioners talked about the candidates' qualifications and their strengths, noting that all three candidates bring strong points to the table. Commissioner Lucan described the process of selection made by the County Board of Supervisors, and he suggested the Commission follow a similar process.

The consensus of the Commission was to set up interviews with the candidates during the open meeting, a set of 3-5 questions (all the same) will be given to the candidates. Members of the Nominating Committee will be tasked with arranging the questions. Interviews will begin at 5:00 p.m.

A motion was made by Commissioner Raffle to set up the nomination process as discussed for the next Commission meeting; seconded by Commissioner Beuerman. Having noted no further discussion or public comment, the motion carried with all in favor.

VII. COMMISSIONER COMMENTS/ANNOUNCEMENTS/OTHER COMMENTS

Don McCray commented on the Brown Act and talked about community representation on the Commission. He also asked the Commission to consider establishing permanent sub-committees where individuals are engaged and can participate even though they don't serve on the Commission.

Amarantha Silva talked about her involvement as a Parent Leader for Parent Voices in the County of Marin; she also commented that parents are seeking support and want to be heard and be part of the conversation. Ms. Silva welcomed Commissioners to come to their parent meetings and to listen to their stories.

Kelly McKinley talked about inclusivity and briefly remarked on barriers to participation. She encouraged the Commission to think of the many ways to communicate with parents, and to promote accessibility.

VIII. FINAL COMMENTS

Commissioner Emeritus Bonfilio talked about his recent trip to Washington, D.C. and his advocacy efforts on behalf of the Cancer Society; he commented that appropriations will be getting tougher for all.

Commissioner Beuerman talked about her participation at the California Welfare Director's Conference, and how she was able to reconnect with their mission. She also touched on the situation between Israel and Palestine and its effect on children.

Commissioner Hollman talked about the clinic's partnership with the library. She commented that the library has provided books in San Rafael and in Novato and it has been a huge success. The possibility of expanding the book services to the campus clinics was also discussed.

At this time, Commissioner Emeritus Bonfilio was recognized for his support of First 5 Marin.

IX. ADJOURNMENT

Commissioner Hollman moved to adjourn the meeting at 7:22 p.m. The next meeting of First 5 Marin is scheduled for November 8, 2023.