



A G E N D A

Marin Children and Families Commission

Wednesday, June 12, 2024 - 4 to 6 pm

First 5 Marin Office | 1050 Northgate Drive, Suite 130 | San Rafael

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| 1. Call to Order | Action |
| 2. Roll Call | - |
| 3. Approval of Minutes from F5M Meeting May 8, 2024 | Action |
| 4. Public Comment - Three (3) minutes per speaker maximum | Information |
| 5. Executive Director/Staff Report | Information |
| 6. Commission Items | |
| a. Request for Sponsorship made by Fairfax San Anselmo Children's Center | Action |
| b. Request to Approve Letter of Engagement with Richardson and Company, LLP, for services rendered for the F5M audit ending June 30, 2024 | Action |
| c. Commission Meeting Schedule FY 2024-2025 | Information |
| d. Determination on Appeal - Anna Myles-Primakoff, Esquire | Discussion |
| e. Request for Approval to Fund RFP Projects (10) FY 2024-2025 | Action |
| f. Request to Approve Agreement that will be used to bind with RFP Projects FY 2024-2025 | Action |
| g. Request to Approve F5M Budget FY 2024-2025 | Action |
| h. Request to Approve Budgeting and Administrative Costs Report | Action |
| 7. Commissioner Comments/Announcements | Information |
| 8. Adjournment | Action |

Next Meeting: September 11, 2024

Members of the public can contact Michelle Fadelli at Michelle@first5marin.org for the Zoom meeting link.

Copies of documents used in this meeting are available in accessible formats upon written request. The agenda is available online at <http://www.first5marin.org>. In accordance with the Americans with Disabilities Act, if you need special assistance (i.e. auxiliary aids or services) in order to participate in this public meeting, please contact First 5 Marin by calling (415) 257-8555 or email Michelle@first5marin.org at least five (5) business days prior to the meeting.



FIRST 5 MARIN

Learn. Grow. Thrive.

Marin Children and Families Commission

MINUTES

June 12, 2024

1. **CALL TO ORDER** - The Regular Meeting of the Marin Children and Families Commission was called to order at 4:05 pm by Dr. Garcia, Commission Chair, and was held at the First 5 Marin offices located at 1050 Northgate Drive, Suite 130, in San Rafael, California.
2. **ROLL CALL** - Those in attendance and constituting a quorum were:
Present: Kari Beuerman, Aideen Gaidmore, Itoco Garcia, Eric Lucan, Kelly McKinley, Lisa Raffel, and Sandra Rosenblum
Absent: Angie Evans, Jessica Hollman
Others: Dave Bonfilio, Commissioner Emeritus, Maria P. Niggle, Beatriz Duran, and Michelle Fadelli
Guests: Dennise Enriquez, Claudia Ramirez, Veronica Duarte, Amarantha Silva, Ruth Perez, Yesenia Ortiz, Maria Patch
3. **APPROVAL OF THE MINUTES** – Upon brief revisit of the minutes, **MOTION:** Commissioner Lucan moved to approve the Minutes of the Regular Meeting held on May 8, 2024; seconded by Commissioner Beuerman and carried with all in favor.
4. **PUBLIC COMMENT** -
Dennise Enriquez from Parents in Action Marin voiced her concern over the recent grant funding decision. Informed Commission about Parents in Action Marin, a local parent-run group.

Amarantha Silva, on behalf of Parent Voices Marin, thanked the Commission for awarding their project. She commented that the application process was easy to follow, and was glad everyone had the same opportunity.

Claudia Ramirez talked about her experience with Parent Voices, and talked about her current experience as a parent leader serving with Parents in Action Marin.

Veronica Duarte spoke in support of Parents in Action Marin, and is asking the Commission to take into account the work she is doing for the children in Marin County in her role as leader of PIA.

Ruth Perez spoke about the support and the resources that Parents in Action Marin provides, and spoke about their work in inclusion and supporting parent equity.

Yesenia Ortiz commented about her experience over being on a waiting list for a childcare slot for 2 ½ years; she spoke about her advocacy in Sacramento. Thanked the Commission for their support.

Maria Patch commented that she has been a community leader for 20+ years. She spoke about the importance for parents to have a voice and their desire to become leaders in their communities.
5. **EXECUTIVE DIRECTOR/STAFF REPORT** - Ms. Niggle gave a presentation highlighting events that First 5 Marin was engaged in during the past year. Commissioner Lucan asked whether the Commission would be

conducting a performance evaluation of the executive director. Commissioner Garcia led the discussion on developing a process for the evaluation: 1) draft a document that contains metrics, establishes the process and includes a timeline; 2) provide a draft to Commissioners so that additional feedback can be included, 3) the document should include goals based on the Strategic Plan; 4) consider engaging Stacy Nelson & Associates – as they were part of the recruitment process; and 5) agendize the issue and hold the performance evaluation under closed session.

Ms. Niggle provided a summary of her report, and highlighted the following:

- Eide Bailly, LLP, advised that they would no longer be working with First 5 to conduct the annual audit.
- Ms. Niggle has developed a process and will be conducting performance evaluations for First 5 staff and Help Me Grow staff.
- In collaboration with legal counsel, a response was provided to an agency that submitted an appeal.
- First 5 will no longer be working with Persimmony Software Solutions database management and has engaged other services.

A report on Public Policy and Communications was included in the meeting packet. Ms. Fadelli highlighted the following:

- The Maternal Mental Health forum that was held in May was a success; the speaker was Dr. Diana Ramos, the California Surgeon General.
- Ms. Fadelli is working on securing Tony Thurmond, California Superintendent of Public Instruction, as a speaker for an upcoming forum.

6. COMMISSION ITEMS

- a. Request for Sponsorship made by the Fairfax San Anselmo Children's Center - Ms. Niggle advised that there is a balance remaining under the discretionary funds to cover the request; her recommendation for award is \$50,000. Commissioners agreed that the Center provides childcare programs that align with the Commission's strategic plan. **MOTION:** Commissioner Gaidmore moved to approve the sponsorship request made by the Fairfax Anselmo Children's Center in the amount of \$50,000; seconded by Commissioner McKinley. Motion carried with all in favor.
- b. Request to Approve Letter of Engagement with Richardson and Company, LLP - Ms. Niggle advised that as a result of Eide Bailly not renewing its contract, an RFQ was sent out to bid for an auditing agency. She is recommending that the Commission approve their bid for the first year, and revisit the contract at a later time in the year. Commissioner Emeritus Bonfilio recommended that the Commission lock-in the contract with Richardson and Company for three years. Commissioner McKinley suggested the Commission consider establishing a Leadership Committee in addition to an Audit Committee for the purpose of having transparency and accountability of the audit. **MOTION:** Commissioner Gaidmore moved to approve the Letter of Engagement with Richardson and Company, LLP; seconded by Commissioner Raffle. The motion carried with all in favor.
- c. Commission Meeting Schedule FY 2024-2025 - Commissioners will have an opportunity to revisit and/or modify the meeting schedule for the fiscal year during the upcoming statutory meeting.
- d. Determination on Appeal - Ms. Niggle explained that upon consultation with Anna Myles-Primakoff, Law Offices of Olson Remcho (legal counsel for the Commission), the policy on the RFP Appeals Process was straightforward and the rules on violations were clear, and in this case, there was no alleged violation. The policy was consistent with other First 5 Commissions across the state. Thusly, the Executive Director will move forward with her determination on the appeal, and notify all projects.

- e. Request for Approval to Fund RFP Projects FY 2024-2025 - Commissioners Gaidmore and McKinley recused themselves at this time in accordance with the conflict of interest rules, and they stepped out of the meeting room.

Ms. Niggle explained that as a result of having released the new Request For Proposal and having completed the process of selection, ten projects were chosen for award totaling \$1,011,526 for FY 2024-2025. If approved, contracts will go into effect for one year only with consideration for additional years pending compliance with First 5 requirements and dependent on First 5's funding development. In addition to the new RFP projects, the Commission will continue funding projects under the ARPA grant and the IMPACT matching grants for the fiscal year. Ms. Niggle commented that 2024-2025 will be the final year of funding for the ARPA grant and the IMPACT matching grants. **MOTION:** Commissioner Beuerman moved to approve awards for one year to the 10 (ten) projects that were selected under on the Request For Proposal FY 2024-2025 grant initiative, seconded by Commissioner Raffel. The motion carried with 4 in favor.

- f. Request to Approve Agreement with RFP Projects FY 2024-2025 - Commissioners reviewed and commented on the agreement that was established to bind the Commission with the new projects. Ms. Niggle provided a review of the crucial components within the agreement and further noted:
- the agreement is binding for one year only; projects meeting their criteria will be taken into account for a second year of funding;
 - a new reporting and evaluation practice has been developed in support of projects;
 - staff will be meeting with projects on a quarterly basis;
 - projects will have an opportunity to address any challenges they are facing and work through in an attempt to resolve their concerns; projects will also share their successes; and connect with other mutual partners;
 - a new payment schedule has been designed, projects will receive an initial payment at the beginning of the quarter and two payments will follow.

Brief discussion regarding the reimbursement process continued at this time. Commissioner Raffel remarked on the timeliness of payments and the manner in which they are disbursed. Ms. Niggle advised that she will establish a clear process of reimbursement for projects. **MOTION:** Commissioner Raffel moved to approve the Agreement which will be entered into by the Commission and the projects that were selected for award, seconded by Commissioner Lucan. The motion carried with 4 in favor.

Commissioners Gaidmore and McKinley entered the meeting room at this time. Commissioner McKinley asked for clarification on her recusal during the approval of the Agreement; she was advised that the issue will be forwarded to legal counsel.

- g. Request to Approve the First 5 Marin Budget for Fiscal Year 2024-2025 - Ms. Niggle presented the Budget for fiscal year 2024-2025. She reported that Proposition 10 tobacco tax revenue, including Proposition 56, for the year is based on projections provided by the Department of Finance and based on the Commission's long-term financial plan. The "Other Revenue" is based on funds to be gained from the Prevention and Early Intervention grant, the Home Visiting Technical Assistance grant, the ARPA grant, and the Children's Funding grant. The figure under CalAim funds is a projection based on the reimbursement for services which will be delivered and billed by the Help Me Grow program. Program expenses the Commission anticipates consist of \$1,156,526 for RFP projects and the IMPACT match projects, \$146,000 for HMG (not including salaries/benefits); approximately \$370,296 for the ARPA

projects; \$100,000 for flexible responses to emerging needs; and \$75,000 for forum expenses, annual event, policy/advocacy expenses, communications and data/information expenses. Total salaries and benefits for First 5 and Help Me Grow staff is estimated at \$814,405. The office lease is \$72,000; evaluation and data expenses are \$85,000; First 5 operational expenses are estimated at \$196,125; and \$50,000 has been set aside under the contingency fund. Ms. Niggle further advised that \$750,000 is being set aside for reserves, and is done in accordance with the Commission's stabilization policy. She noted that revenue from tobacco tax dollars is decreasing and will continue on a downfall, the budget was developed with that in mind. She remarked that she has been actively pursuing other revenues, and is currently awaiting determination on two grants. Further discussion ensued regarding the decline in revenue and state resources. **MOTION:** Commissioner Lucan moved to approve the Budget for Fiscal Year 2024-2025, seconded by Commissioner Beuerman. The motion carried with all in favor.

- h. Request to Approve Budgeting and Administrative Costs Report – Ms. Duran explained that the budget is developed based on the cost centers to which the revenue and expenses are allocated under the Strategic Plan. Currently, the Strategic Plan's program areas consist of systems strengthening, communications, public policy and advocacy, direct service delivery, evaluation and data. Expenses are aligned under the three cost categories: administrative expenses, program expenses and evaluation expenses. The Commission's policy states that administrative expenses would remain under 10% of the overall budget. During FY 2023-2024, administrative expenses were at 4.26% of the budget expenses. Commissioners acknowledged that the administrative expenses did not exceed the maximum allowable. For FY 2024-2025, administrative expenses are projected to be at 5.94%, program expenditures at 89.52%, and evaluation expenses at 4.54%. Ms. Duran commented that these projections are based on the new budget, and actual percentages will be brought back once the fiscal year is audited. **MOTION:** Commissioner Raffel moved to accept the administrative costs, seconded by Commissioner Rosenblum. The motion carried with all in favor.

7. COMMISSIONER COMMENTS/ANNOUNCEMENTS

Commissioner Lucan commented on ways the County is looking into setting fixed prices on tobacco products in an effort to reduce tobacco use.

Commissioner McKinley commented that they are working with public transit in an effort to address challenges for staff, as well as families.

Commissioner Beuerman provided an update on the upcoming Immigrant Rights and Justice forum.

- 8. **ADJOURNMENT** – The First 5 Marin meeting was adjourned by the Chair at 5:53 pm.