



FIRST 5 MARIN

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A G E N D A

Marin Children and Families Commission Statutory Meeting

Wednesday, October 9, 2024 – 4 To 6 Pm

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

- I. Call To Order (4:00 Pm)**
- II. Roll Call (4:01)**
- III. Minutes Of September 11, 2024 meeting (4:03) – Action**
- IV. Request To Accept First 5 Marin’s Audit Ending June 30, 2024, as Presented By Brian Nash Of Richardson and Company, LLLP (4:05) - Action**
- V. Public Comment – This Is An Opportunity For Members Of The Public To Provide Comments On Issues That Are Not Included On The Agenda. Three (3) Minutes Per Speaker Maximum. (4:15) - Information**
- VI. Appointment Of First 5 Marin Officers - Chair And Vice Chair (4:20) - Action**
- VII. Executive Director/Staff Report (4:25) – Information**
- VIII. Public Policy Brief (4:30) – Information**
- IX. Committee Reports: Update On Commission Committees: Nominating, Retreat & Finance (4:40) - Information**
- X. Commissioner Items**
 - 1. Stabilization Fund Policy: Resolution Authorizing Executive Director To Update The Stabilization Fund Policy To Address Gaps. (4:50) -Action
 - 2. Request To Address Payment Liability Owed to The California Public Employees' Retirement System (Calpers) (5:00) - Action
 - 3. Request to Accept the Department of Health Care Services “IGT” Grant Award and Set Aside Matching Contribution Funds (5:10) - Action
 - 4. Request to Accept the Partnership Health Incentive Payment Program (IPP) Grant Award (5:20) - Action
 - 5. Request To Approve Schedule Of Meetings and New Meeting Location (5:25) - Action
 - 6. Request To Approve Date Of Commission Retreat (5:35) - Action



Marin Children and Families Commission
AGENDA - October 9, 2024

XI. Commissioner Announcements & Final Comments (5:40) – Information

XII. Adjournment (6:00) - Action

Next Meeting Dates*:

- Wednesday, November 13th – 4 To 6 Pm*
- (No December Meeting)
- January 8, 2025 – 4 To 6 Pm*

**Dates/Times And Locations Are Tentative; May Be Adjusted According To Commission Action Items On This Agenda.*

Please Contact michelle@first5marin.org to request a 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.



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Marin County Children and Families Commission

MINUTES

October 9, 2024

- I. **Call To Order** - The Regular Meeting of the Marin Children and Families Commission was called to order at 4:08 pm by Aideen Gaidmore, Commission 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** - Those in attendance and constituting a quorum were:
Present: Angie Evans, Aideen Gaidmore, Itoco Garcia, Jessica Hollman, Eric Lucan, Kelly McKinley, Sandra Rosenblum
Absent: Kari Beuerman, Lisa Raffel
Others: Dave Bonfilio, Commissioner Emeritus, Maria P. Niggle, Executive Director, Michelle Fadelli, Beatriz Duran and Susanne Kreuzer
Guests: Brian Nash, Richardson & Company
- III. **Approval of the Minutes – MOTION:** Commissioner Lucan moved to approve the Minutes of the Regular Meeting held on September 11, 2024, seconded by Commissioner Hollman. The motion carried with all in favor.
- IV. **Request to Accept First 5 Marin's Audit June 30, 2024** – At this time, Brian Nash of Richardson & Company, presented the results of the Commission's audit of the financial statements for the year ending June 30, 2024; the final draft was included in the meeting packet. He noted that the audit will be submitted by the November 1st deadline and the final document is subject to changes depending on the Commission's decision at today's meeting. Mr. Nash stated that they are required to communicate to the Commission their opinion on the scope and timing of the audit, any significant findings, and matters related to the Commission's internal control. They are also required to report on the internal control over financial reporting to determine the auditing procedures that are appropriate for the financial statements, and based on their review, they did not identify any deficiencies in the internal control that were considered material weaknesses. At June 30, 2024, the Commission reported \$4,029,853 in cash and investments. Regarding assignments and the stabilization fund, Mr. Nash is recommending that the Commission review these policies and include detailed language that describes the calculations used to come up with the actual numbers. He remarked that the reserves computation and assignment fund balance should be forward looking based on the following year's budget and should be included in the budget planning process and approval. Expenses at year-end for the Commission were \$2,451,210 of which 90% was spent on grantee payments for services, noting an increase in Partnerships for Change. Administrative expenses were \$211,160 and evaluation expenses were \$29,562. Mr. Nash also discussed the increase in grant revenues, long-term liabilities, commitments and contingencies, tobacco taxes declining and provided an explanation of the notes and schedules. Regarding the tobacco tax revenues, he is recommending that Prop 10 funds and Prop 56 funds be reported separately; and the CECET tax funds be estimated in the budget at the beginning of the year. He explained that the audit was a good audit and although no findings were made, he is asking the Commission to consider the recommendations noted on the letter to Management, and as discussed:
 - Grant documentation: obtain supporting documentation for qualifying expenses for all cost-reimbursement grants;
 - Compensated absences: manage policy on vacation hours and compensated liability;
 - Budget: budget Prop 56 tax revenue and principal, and interest on the lease separately;

- Assignments and Stabilization Fund: define policy and include in budget process;
- Expenditure Allocations: approve a policy on the preparation of a time study;
- Pay Rate Approval: creation of a Personnel Action Form to document pay rates;
- Website: post documents to satisfy health and safety requirements and for transparency purposes;
- Evaluation documentation: address program evaluation reporting to Commission;
- Documentation of Credit Card Transaction: maintain receipts showing detail of good or services purchased on credit cards.

MOTION: Commissioner McKinley moved to accept the Marin County Children and Families Commission audit of financial statements and accompanying schedules ending June 30, 2024; seconded by Commissioner Evans. The motion carried with all in favor.

Further discussion continued and Commissioner McKinley suggested that members receive a comprehensive orientation of the budget. Commissioner Gaidmore commented that the members of the Finance Committee are able to provide further information and assistance with financial matters. Commissioner Garcia mentioned that a budget session, review of the Brown Act, and best-practices for boards should be issues to consider for the retreat.

V. Public Comment – No public comment was made.

VI. Appointment of F5M Officers – Commissioner Rosenblum advised that the Nominating Committee convened to discuss the issue of nominating the Chair and Vice Chair. She noted that Dr. Jessica Hollman expressed her interest in the role of Chair and she further advised that no one came forward seeking the role of Vice Chair. Upon brief discussion, **MOTION:** Commissioner Lucan moved to appoint Dr. Hollman as Chair and Commissioner Gaidmore as Vice Chair, seconded by Commissioner McKinley. The motion carried with all in favor.

VII. Executive Director/Staff Report - Ms. Niggle commented that working with Brian Nash of Richardson and Company was a good learning experience, and the end-result was favorable. She acknowledged the recommendations made with respect to payroll, CalPers and human resource issues and remarked that she did not have sufficient on-boarding when she came into this position. In order to address the recommendations made by the auditor and to be in alignment with a lot of changes that are coming soon, she will explore outside organization support. Further discussion continued regarding working with local consultants, and the recommendation to contact Regional Government Services for support.

Ms. Kreuzer provided an update on Help Me Grow services and support. She highlighted that HMG will be re-applying to the state under a new category to become a supervising agency to support community health workers. She commented on the ASQ dashboard and the possibility of partnering with Marin Promise Partnership. She also spoke about exploring a contract with Kaiser to provide enhanced care management services to their clients.

VIII. Public Policy Brief – Ms. Fadelli provided an update on the current status of bills focused on the 0-3 population, as well as discussion on recent conversations regarding CalAim.

IX. Committee Reports

Retreat Committee: Commissioners are being asked to consider the dates of January 10, 11, 24 and 25 for the Retreat. The Committee will be scheduling a meeting soon and will come up with recommendations on the agenda, location and duration of the retreat, etc.

X. Commissioner Items

1. Resolution Authorizing Executive Director to Update the Stabilization Fund Policy: Commissioner Garcia reiterated that the Commission should work on updating the stabilization fund policy based on the auditor's recommendations. Further discussion continued regarding the existing reserves balance; Mr. Bonfilio explained that the reserve is based on sustaining six months of operational expenses, is forward looking, and the amount set aside for reserves is \$866,000. Ms. Niggle stated that for this audit Richardson and Company applied the practice that was defined by Eide Bailey (previous auditor) and is asking the Commission to approve it as is until the policy is updated. Ms. Niggle further advised that she will explore other First 5 county commission's policies, put a policy together, and forward it to the Finance Committee for further recommendation. **MOTION:** Commissioner Gaidmore moved to approve the fund balance stabilization reserve amount as discussed and to authorize the Executive Director to update the Stabilization Policy, seconded by Commissioner Hollman. The motion carried with all in favor.
2. Request to Address the California Public Employees System (CalPers) payment liability: Ms. Niggle explained that after doing further research on the CalPers payment situation and with the assistance of the FASS accounting agency, they are able to confirm that two employees have been affected due to an oversight. Maritza Barahona's deduction to CalPers was incorrectly calculated when she went from a part-time position to a full-time position in 2021 and her unpaid contribution is \$1,169.74. Maria Niggle's deduction to CalPers was never entered into the system and her outstanding contribution is \$12,295.75. Commissioners talked about various ways to find a solution to this issue, they commented on various payback options, on correcting the CalPers withholdings and maintaining a process to avoid problematic issues going forward, and they talked about various ways of formulating tax liabilities. Commissioner Lucan suggested that they seek the recommendation on the CalPers issue from an HR consultant (referenced Regional Government Services) and hold-off from taking action until such time. Commissioners concurred with the recommendation made by Commissioner Lucan. **MOTION:** Commissioner Rosenblum moved to table the CalPers liability issue until further advisement; seconded by Commissioner Lucan. The motion carried with all in favor.
3. Request to Accept the Department of Health Care Services "IGT" Grant and Set Aside Matching Contribution: Ms. Niggle explained that they have been offered an opportunity for a grant award by the Department of Health Care Services in order to support Enhanced Care Management in Marin County with the caveat that a matching contribution is to be provided by the Commission. Funding will serve to hire a Child and Family Care Coordinator for 18 months to support the work and expand the enhanced care management provided through Help Me Grow. The amount DHCS is offering is \$225,499.93; the match is \$112,750. Ms. Niggle further noted that in order to claim the funding, the Commission must first provide the share which will be encumbered by the government; she also commented that funds already exist in the HMG budget. Ms. Kreuzer added that this is an opportunity to bring in funding at a federal level. Discussion continued regarding the matching funds and the process of submittal and reimbursement.

MOTION: Commissioner Hollman moved to accept the IGT Grant and approve the matching contribution funds; seconded by Commissioner Evans. Discussion: Commissioner Lucan cautioned about wire fraud. The motion carried with all in favor.

4. Request to Accept the Partnership Health Incentive Payment Program (IPP) Grant: Ms. Kreuzer explained that the Partnership Health Incentive Payment Program awarded funding to support the community health worker community. The funds will serve to pay stipends to community health workers who will be participating in a 17-week training. Fund will also be used to hire a part-time coordinator. The intent is to prepare programs for a fee-for-service model under CalAim. The work done by the community health workers will help expand services in enhanced care management.

MOTION: Commissioner Lucan moved to accept the Partnership Health Incentive Payment Program Grant; seconded by Commissioner Evans. The motion carried with all in favor.

5. Request to Approve Schedule of Meetings and new Meeting Location: Ms. Fadelli presented Commissioners with several options on new meeting locations and sought their input. Upon further discussion, Commissioners suggested consideration of the Health and Wellness Center, the Transportation of Marin building, and the Marin County Office of Education building. The general consensus of the Commission was to keep the same dates and time as previously held.

MOTION: Commissioner Lucan moved to approve the Schedule of Meetings and the meeting location contingent upon costs, accessibility of public transportation and parking and room capacity; seconded by Commissioner Hollman. The motion carried with all in favor.

6. Request to Approve Date of Commission Retreat: Brief discussion was held on the selection of the date to hold the Retreat. Staff was given direction to hold the dates of January 10, 11, 24, 25 and to send a Doodle calendar poll to see which date works best.

XI. Commissioner Announcements/Final Comments

Commissioner Gaidmore stated that CAM who is the current contractor for headstart in the county was designated as being in renewal because according to their last review they were not up to standard where they should be. If they are not in compliance and their contract ends, other agencies can apply for the license and that includes agencies outside of the county. She commented that we should support local contractors and ensure that we still have headstart in this county.

Commissioner McKinley commented that the Bay Area Discovery Museum launched a new website last week and encouraged everyone to check it out. She also announced that the Goblin Jamboree annual fundraiser would be starting in a couple of weeks.

- XII. Adjournment** - The next Commission meeting is scheduled for November 13, 2024. Having noted no further discussion, the meeting was adjourned at 6:23 pm.