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Meeting Minutes

April 2, 2024

3:00 PM

Kings County Department of Public Health
330 Campus Drive Hanford, CA 93230

Call to Order & Welcome Meeting called to order at 3:05pm by Chairperson Lewis.

Commissioners Roll Call 5 out 5 commissioners present.

Commissioner	Present	Absent	Joined Meeting After Roll Call
Joe Neves	X		
Dr. Milton Teske	X		
Wendy Osikafo	X		
Todd Barlow	X		
Dr. Lisa Lewis	X		

Review and Modification to Agenda

Discussion: None

Opportunity for Public Comment

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission. Commissioners may respond to statements made or questions posed. They may ask a question for clarification; make a referral to staff for factual information or request staff to report back to the Commission at a later meeting. Also, the Commission may take action to direct staff to place a matter of business on a future agenda.

Speakers are limited to two minutes. Please state your name before making your presentation.

Public Comment: None

Consent Calendar

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

P. 003 **2024-04-146 Consent Calendar**
February 13, 2024 Commission Meeting Minutes
February 2024 Fiscal Report

No discussion noted.

2024-04-146 Consent Calendar				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Barlow			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

Action Items

P. 012 **2024-04-147 First 5 California Annual Report:** Commission to review and discuss the First 5 California 2022-2023 Annual Report.

Program Officer Clarissa Ravelo introduced the item, describing that First 5 California has made its FY 2022-2023 Annual Report available. The report provides an update on First 5 California’s strategic plan, Annal Report data and highlights from local Commissions. First 5 Kings County is featured on page 36 of the report.

No comments noted.

2024-04-147 First 5 California Annual Report				
Motion Made by:	Commissioner Barlow			
2 nd Motion by:	Commissioner Neves			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 076 **2024-04-148 Child Passenger Safety Technician Training Funding Support:** Commission to review, discuss and consider authorizing funding support of a Child Passenger Safety Technician Training in Kings County.

Ms. Ravelo introduced the item, describing the opportunity to bring Child Passenger Safety Training to Kings County. There are local community organizations such as the Family Resource Centers and home visitation programs that provide car seat safety checks and education to the public. However, there is a lack of training available locally. The certification occurs over 5 consecutive days and travel costs may be high depending on where the training is held. Sit Right Child Passenger Safety, Inc. has provided a quote for this training for up to 15 people, in the amount of \$3,000. Sit Right will provide 40 hours of in-person classroom instruction, practicum test, and materials.

Discussion: Commissioner Osikafo inquired if this training can be filled up with other staff if spots cannot be filled up, specifically social services. Ms. Ravelo agreed that it can be opened up to other staff if there are slots available.

2024-04-148 Child Passenger Safety Technician Training Funding Support				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Teske			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 083 **2024-04-149 Universal Pre-Kindergarten Family-Decision Making Survey:** Commission to review, discuss and approve participation in promotion of the Universal Pre-Kindergarten Family-Decision Making Survey.

Ms. Ravelo presented the item, describing the request for First 5 Kings to assist in recruitment of families in completing a survey regarding the decision-making process that parents and caregivers undergo when choosing early care and education services for their children. That includes Transitional Kindergarten, Preschool, Family Childcare homes, Family Friend, and Neighbor homes, also before and after-school services. There are no additional costs with this project and any costs to print flyers for posting are within existing budget limits.

Discussion: Commissioner Barlow commented that the information collected is very much needed.

2024-04-149 Universal Pre-Kindergarten Family-Decision Making Survey				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Teske			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 087 **2024-04-150 Election for FY 2024-2025 Chair Elect:** Commission to review, discuss and vote on a Chair-elect for FY 2024-2025.

Ms. Ravelo introduced the item and advised the Commission that the nominating committee (Commissioner Osikafo and Barlow) nominated Commissioner Milton Teske for chair-elect in FY 2024-2025. Dr. Teske was advised of this nomination, and he is willing to and able to serve as Chair-elect.

2024-04-150 Election for FY 2024-2025 Chair Elect				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Barlow			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 089 **2024-04-151 First 5 Association Annual Dues:** Commission to review, discuss and consider increasing its contribution to the First 5 Association annual dues.

Ms. Ravelo presented the item, describing the First 5 Association Annual Dues are \$4,000, of which \$3,624 are for member dues and \$375 for Policy Fund contributions. Commission staff are recommending at minimum to maintain \$4,000 for the annual dues, along with any additional contributions to the Policy Fund.

Discussion: Commissioner Osikafo inquired about there being an amount or limit of money they need to contribute. Ms. Ravelo stated that there is no limit. Commissioners came to an agreement to stay at the same amount.

2024-04-151 First 5 Association Annual Dues				
Motion Made by:	Commissioner Osikafo			
2 nd Motion by:	Commissioner Neves			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 094/002 **2024-04-152 Proposed Budget for FY 2024-2025:** Commission to review, discuss and consider approving the 2024-2025 Budget.

Ms. Ravelo indicated that the proposed budget is \$1,510,629, with funding to the grantees remaining the same as previously approved by the Commission. Anticipated revenues will be \$1,177, 231. The Commission will also receive Proposition 56 Backfill and the new e-cigarette tax revenue, but those amounts are unknown at this time. It should be noted that the average amount of Prop 56 Backfill the last 4 years has been \$351,123. Ms. Ravelo reported that most of the increases to the budget expenditures are related to the Regional Home Visiting Collaborative grant, but that grant will cover all of its costs.

No discussion noted.

2024-04-152 Proposed Budget for FY 2024-2025				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Osikafo			
Motion (Pass/Fail)	PASS			
Commissioner	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 094 **2024-04-153 Administrative Cost Limit for FY 2024-2025:** Commission to review, discuss and consider approving the administrative cost limit for FY 2024-2025.

Ms. Ravelo reported that the Commission policy requires that an upper limit be established for Administrative Costs. The current budget anticipates a 4.21% administrative cost. Commission staff are recommending adopting an administrative cost limit not to exceed 10% in anticipation of redistribution of costs once the County overall budget is balanced and approved, as well as agreements the Commission enters into the course of the fiscal year.

No discussion ensued.

2024-04-153 Administrative Cost Limit for FY 2024-2025				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Teske			
Motion (Pass/Fail)	PASS			
Commissioner	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

Informational Agenda Items

P. 095 **Spotlight on Service:** Staff from Kings County Office of Education will present an overview of the funded projects, CARES and the Hanford and Lemoore Family Connection Centers.

KCOE presentation summary: CARES and Family Connections Staff presented a PowerPoint presentation to the group. The presentation included information regarding services provided to the community at the Hanford and Lemoore Family Resource Centers and through the CARES program, and pictures of activities they have hosted.

Comments: Commissioner Barlow and Lewis thanked the presenters for everything they do for the community!

P. 064 **Staff Report:** February- March 2024

Program Officer Ravelo provided updates on a variety of activities Commission staff have been involved in since the last Commission meeting. These activities include the Regional Home Visting Collaborative grant activities and Regional Help Me Grow. Commission staff also attended H.S.A.'s Comprehensive Prevention Planning convening along with other First 5 grantees. Commission staff and KCAO, KCOE & KCDPH's Home Visitation program staff, also attended the 2024 First 5 California Child health, Education & Care Summit. The Summit marked the 25th anniversary of First 5. Some speakers included Tony Thurmond, California State Superintendent of Schools, Fiona Ma, California State Treasurer and Joshua Sparrow, and Dr. Diana E. Ramos, California Surgeon General. Ms. Ravelo also stated that one of the Commission's vehicles (Scion) would need to be decommissioned. A part for the brake system was no longer working, and it was no longer available for purchase. The other Commission vehicle (F150 Truck) is still operational, and Commission staff will have access to Health Department vehicles if needed.

No comments.

Chairperson Lewis listed the **Future Agenda Items** for the upcoming Commission meeting:

June 4, 2024

- Minutes from April 2, 2024 Commission Meeting
- April 2024 Fiscal Report
- Commission Budget Modification/Augmentation for FY 2023/2024 (if necessary)
- Commission Schedule for FY 2024/2025
- 2020-2025 Strategic Plan update
- 3rd Quarter Grantee Achievement Report
- Spotlight on Service: Kings United Way's Get Connected! program
- Staff Report: April-May 2024

Commissioner Comments

Dr. Lewis commented on how impressive it is to see the programs available now because when she had three kids at home back then, none of these programs were available.

Commissioner Osikafo briefly stated that there are some state and federal resources available in relation to Comprehensive Prevention Planning. The Deputy Director is looking into expansion of the PAT program and there is additional revenue to support these efforts.

Review Next Meeting Date & Adjournment

- June 4, 2024 at 3:00 PM at the Kings County Department of Public Health, Room 505. The meeting was adjourned at 3:52pm (time).

Public Comment is Taken on Each Agenda Item

Please note that the order in which the agenda items are considered may be subject to change.

Agenda backup information and any public records provided to the Commission after the posting of the agenda for this meeting will be available for public review at the First 5 office: 330 Campus Drive, Hanford, CA 93230. Upon a timely request, reasonable efforts will be made to provide such information or records in alternative formats.