



*In compliance with the Americans with Disabilities Act, if you require a modification or accommodation to participate in this meeting, including the availability of assistive listening devices or agendas in alternative formats, please contact the First 5 Kings County Children and Families Commission's office at (559) 585-0814 (California Relay 711) at least 48 business hours prior to the start of this meeting.*

## Meeting Minutes

February 1, 2022

3:00 PM

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

### **KINGS COUNTY CHILDREN & FAMILIES COMMISSION (FIRST 5 COMMISSION) PUBLIC MEETING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19**

California Governor Gavin Newsom signed into law AB 361 on September 16, 2021, relating to the convening of public agency meetings via teleconference in light of the COVID-19 pandemic. Pursuant to AB 361, the First 5 Commission will allow the First 5 Commissioners, Commission staff and interested members of the public to attend the meeting telephonically or by the Internet, and to participate in the meeting to the same extent as if they were present at the Kings County Department of Public Health. Members of the public who choose to attend the meeting virtually, using certain digital or landline phones, may listen to the audio broadcast of the meeting, but will not be able to comment during the meeting.

**Only those members of the public who cannot participate virtually, due to a need for a special accommodation (vision, hearing, etc.), may attend the meeting in person at Kings County Department of Public Health, where efforts will be made to allow adequate social distancing and to ensure that exposed surfaces are sanitized. No more than 10 individuals will be allowed to attend in person at the Kings County Department of Public Health, at any given time during the meeting. To secure the accommodation consistent with the American's with Disabilities Act and to attend in person, interested parties will need to contact Commission Staff as directed below no later than 48 business hours prior to the start of the meeting.**

Members of the public who wish to participate in the meeting can do so via the worldwide web, through the Zoom application, or by telephone. Members of the public who participate via their computers or through the Zoom app, may provide public comment at the meeting by using the "Raise Your Hand" function. Public comment will be limited to two (2) minutes during the "Unscheduled Appearances" section of the meeting. Public comment will not be available via phone. All others who wish to submit comments may only do so as outlined below.

**Web Access:** To access the meeting via computer, please go to <https://us06web.zoom.us/j/82309532734?pwd=UFY4ZWQzTzRCTlVvaUxhZWVzS2tsQT09>

- You may also participate from your smart phone by downloading the **Zoom app** to your smartphone. After opening the app, click on **Join Meeting**, and then enter the meeting information. **Meeting ID: 823 0953 2734 Passcode: 280438**
- If you have trouble logging in through the Internet, you may join the meeting via telephone by calling [669-900-6833](tel:669-900-6833), then enter **Meeting ID: 823 0953 2734 Passcode: 280438**
- For members of the public who wish to participate, but are unable to do so virtually, you may submit written comments on any matter within the Commission's subject matter jurisdiction, regardless of whether it is on the agenda for Commission consideration or action, and those comments will be entered into the administrative record of the meeting. To submit written comments by U.S. Mail or email for inclusion in the meeting record, they must be received by the First 5 Program Officer no later than 9:00 a.m. on the morning of the noticed meeting. To submit written comments by email, please forward them to [Clarissa.Ravelo@co.kings.ca.us](mailto:Clarissa.Ravelo@co.kings.ca.us). To submit such comments by U.S. Mail, please forward them to:

Program Officer, First 5 Commission, 330 Campus Dr. Hanford, CA 93230

**Call to Order & Welcome** Meeting called to order at 3:01pm

**Commissioners Roll Call**

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

Quorum established.

**P. 004 2022-02-102 Findings related to AB361 (Public Meeting Protocol in Response to COVID-19 Pandemic)**

No discussion/comments made.

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Bugay			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske				X
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis				X

**Review and Modification to Agenda**

No modifications noted.

**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.**

Program Officer Ravelo advised the Commissioners that representatives from Court-Appointed Special Advocates (CASA) of Kings County were present, and have expressed an interest in partnering with First 5. Nathan Lee, Executive Director and Maritza Lemus, Assistant Director.

Debbie Gibson (UCPCC) invited those present to the Miracle League.

### 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. 007 **2022-2-103 Approval of Minutes: October 5, 2021 Commission Meeting**

P. 014 **December 2021 Fiscal Report**

No discussion occurred.

Motion Made by:	Commissioner Bugay			
2 <sup>nd</sup> Motion by:	Commissioner Neves			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske				X
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis				X

### Action Items

P. 017 **2022-2-104 FY 20/21 Audit:** Commission to review, discuss and consider approving the FY 20/21 audit prepared by Hudson & Henderson.

Commission staff introduced the item, providing an overview of the contents of the Audit Report attached, including an increase of the ending Fund Balance by \$76,903, and lower expenditures that were planned in anticipation of declining Proposition 10 revenue.

Motion Made by:	Commissioner Bugay			
2 <sup>nd</sup> Motion by:	Commissioner Neves			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske				X
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis				X

P. 020 **2022-2-105 FY 20/21 Annual Report:** Commission to review, discuss and consider approving the FY 20/21 annual report to be submitted to First 5 California.

Commission staff presented the Annual Report as it will be submitted to First 5 California, including information regarding the Commission’s Revenues & Expenditures, demographic information related to Commission-supported programs and services, as well as the Evaluation Summary and Highlights of FY 20/21.

Commissioner Neves requested that a footnote be added to the report, highlighting the impact of the pandemic on service providers and families (NOTE: This was discussed in the AR-3 as presented to the Commission, and later submitted to First 5 California).

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Bugay			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske				X
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis				X

P. 025 **2022-02-106 Establish a Nomination Committee for 2022-2023 Chair Elect:** The Chair will create a subcommittee that will be charged with nominating a Chair elect for FY 2022-2023.

Commission staff presented the item, and advised the Commission of the need to create a subcommittee to nominate a Chair-elect at the next Commission meeting. Chairperson Barlow indicated that he would be willing to be on the subcommittee. Dr. Lewis was suggested as the 2<sup>nd</sup> Commissioner to be on the subcommittee.

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Bugay			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske				X
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis				X

**Informational Agenda Items**

P. 027 **Annual Evaluation Report:** Commission to review and discuss the progress of funded projects for FY 20/21 presented by Evaluation, Management & Training (EMT).

Victoria Stuart-Cassel, with Evaluation, Management & Training (EMT) Inc. provided an overview of the Evaluation that her company conducted on the First 5-funded projects for FY 20/21. Ms. Stuart-Cassel related that although the number of participants have declined this past year, the number of times they accessed services increased. Community members looked to the Family Resource Centers to meet any needs that they

identified for their families, and utilized the FRCs to get up-to-date information on various resources that became available during the pandemic.

Commissioner Bugay was interested in expanding on the lessons learned during the pandemic, the potential emerging need for hybrid delivery of services, and preserving these options to ensure that families can get their needs met.

P. 044 **1<sup>st</sup> and 2<sup>nd</sup> Quarter Grantee Achievement Report:** Commission to review and discuss the progress of funded projects for FY 21/22.

Commission staff provided an overview of the 1<sup>st</sup> and 2<sup>nd</sup> quarter progress of the First 5-supported programs. All programs are progressing as expected.

Commissioner Bugay inquired about home visitation services being provided by any of the First 5-supported programs. Commission staff advised that only Kettleman City FRC offers home visitation at this time. Commissioner Bugay related that home visitation is a very robust prevention service, mentioning the PAT curriculum in particular, as an evidence-based program.

P. xxx **Spotlight on Service:** Staff from Kings United Way will present an overview of the funded project, Kings County Referral Exchange System.

Yvette Olivera with Kings United Way gave a presentation on the Kings County Referral Exchange System. She stated that she provides monthly demonstrations to community providers. A request was made for the flyer to be distributed via email to the Commissioners.

P. xxx **2021 Kings Partnership for Prevention Award:** Staff from Kings County Office of Education will showcase their award for Greatest Contribution to Parent Support.

Commission staff showed the video that showcased KCOE's award for Greatest Contribution to Parent Support.

P. xxx **Staff Report:** October 2021 – January 2022

Commission staff provided an overview of activities since the last Commission meeting.

### **Future Agenda Items**

#### **April 2022**

- Minutes from February 1, 2022 Commission Meeting
- February 2022 Fiscal Report
- Election of FY 22/23 Chair-Elect
- FY 22/23 Proposed Budget
- FY 22/23 Administrative Cost Limit
- First 5 California Annual Report
- Spotlight on Service: Kings Community Action Organization - Kettleman City Family Resource Center
- Staff Report: February-March 2022

### **Commissioner Comments**

### **Review Next Meeting Date & Adjournment**

- April 5, 2022 at 3:00 PM

Commissioner Neves indicated that he will have to leave the April Commission meeting a little early due to another meeting at 4pm. He requested that any action items be heard early on in the meeting, in case he is needed for a quorum.

Meeting was adjourned at 4:48pm

### **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.*