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## Meeting Minutes

April 28, 2023

9:00 AM

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

**Call to Order & Welcome** Meeting called to order at 9:02am.

**Commissioners Roll Call** Quorum met.

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** None 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.**

No public comments.

### **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 **2023-04-123 Approval of Minutes: February 7, 2023 Commission Meeting**  
P. 009 **February 2023 Fiscal Report**

No discussion ensued.

<b>2023-04-123 Consent Calendar</b>				
Motion Made by:	Teske			
2 <sup>nd</sup> Motion by:	Barlow			
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			
Wendy Osikafo				X
Todd Barlow	X			
Dr. Lisa Lewis				X

**Action Items**

- P. 012 **2023-04-124 Establish a Nomination Committee for 2023-2024 Chair Elect:** The Chair will create a subcommittee that will be charged with nominating a Chair elect for FY 2023-2024.

Program Officer Clarissa Ravelo introduced the item, informing that Commission policy is for the Chair to create a subcommittee that will be charged with nominating a Chair Elect for the upcoming FY 2023-2024. Commissioner Barlow and Teske volunteered to be on the subcommittee. Ms. Ravelo will coordinate a meeting to complete this task.

Chair Neves inquired about the need to vote on this matter, to which County Counsel Susan Fisher indicated that a vote was not required to create the subcommittee.

<b>2023-04-124 Establish a Nomination Committee for 2023-2024 Chair Elect</b>				
Motion Made by:	N/A – not needed per CC			
2 <sup>nd</sup> Motion by:	N/A – not needed per CC			
Motion (Pass/Fail)	N/A – not needed per CC			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves				
Dr. Milton Teske				
Wendy Osikafo				
Todd Barlow				
Dr. Lisa Lewis				

P. 014 **2023-04-125 Proposed Budget for FY 2023-2024:** Commission to review, discuss and consider approving the 2023-2024 Budget.

Ms. Ravelo reported that Commission Staff have prepared the proposed budget for FY 2023-2024 based on the First 5 California and CDTFA projections, as well as the Commission’s decision at the February 2023 meeting to continue with the current subcontract levels that have been authorized. The proposed budget is for \$1,484,706. Staff recommended that the Commission adopt the proposed budget as presented.

No additional discussion ensued.

<b>2023-04-125 Proposed Budget for FY 2023-2024</b>				
Motion Made by:	Barlow			
2 <sup>nd</sup> Motion by:	Teske			
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			
Wendy Osikafo				X
Todd Barlow	X			
Dr. Lisa Lewis				X

P. 022 **2023-04-126 Administrative Cost Limit for FY 2023-2024:** Commission to review, discuss and consider approving the administrative cost limit for FY 2023-2024.

Ms. Ravelo reported on the recommended Administrative Cost Limit of \$10%, based on possible redistribution of County administrative costs, and a potential increase in the administrative cost percentages associated with contracts. Commission staff recommended that the Commission approve the proposed Administrative Cost Limit.

No discussion ensued.

<b>2023-04-126 Administrative Cost Limit for FY 2023-2024</b>				
Motion Made by:	Teske			
2 <sup>nd</sup> Motion by:	Barlow			
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			
Wendy Osikafo				X
Todd Barlow	X			
Dr. Lisa Lewis				X

P. 026 **2023-04-127 FY 21/22 Annual Audit:** Commission to review, discuss and consider approving the FY 21/22 audit prepared by Hudson & Henderson.

Ms. Ravelo summarized the Final Audit prepared by the external auditor, highlighting the areas wherein there were significant variance in expenditures compared to the prior year, including lower expenditures in Personnel and Administrative Costs, Travel and Transportation, Program Expenses and Program Services. Commission staff recommended that the Commission adopt the Final Audit and authorize staff to submit the Final Audit to First 5 California and the State Controller’s Office, as required by Proposition 10 statutes.

Commissioner Teske inquired about the affect that underspending would have on the Commission’s financial situation. Chair Neves advised that there will not be an effect on future revenues, due to Proposition 10 funding having a different formulary. He relayed that any excess revenues stay in the Commission’s Trust Fund and does not have to be returned like other State or Federal revenue.

<b>2023-04-127 FY 21/22 Annual Audit</b>				
Motion Made by:	Barlow			
2 <sup>nd</sup> Motion by:	Teske			
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			
Wendy Osikafo				X
Todd Barlow	X			
Dr. Lisa Lewis				X

P. 030 **2023-04-128 FY 21/22 Annual Report:** Commission to review, discuss and consider approving the FY 21/22 annual report to be submitted to First 5 California.

Ms. Ravelo presented Kings County’s Annual Performance Report Dashboard, describing Expenditures and Revenue Over Time, Population Served, and information for the three Annual Report sections that comprise the Annual Report that will be submitted to First 5 California and the State Controller’s Office, in accordance with Proposition 10 statutes. Ms. Ravelo related staff’s due diligence to keep expenditures within the anticipated revenue to maintain the Trust Account Fund. It was also reported that the number of children and caregivers served has decreased over time. Commission staff recommended that the Commission approve the Annual Report and authorize staff to submit to First 5 California and the State Controller’s Office.

Chair Neves commented that he would like the report to reflect that services delivered were greatly impacted by the pandemic and declining revenue. Other Commissioners also suggested making the font bold or underlining. Ms. Ravelo stated that she will break

the long paragraph up and will change the font and add bullets or numbers to emphasize the request.

<b>2023-04-128 FY 21/22 Annual Report</b>				
Motion Made by:	Teske			
2 <sup>nd</sup> Motion by:	Barlow			
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			
Wendy Osikafo				X
Todd Barlow	X			
Dr. Lisa Lewis				X

NOTE: The reporting mechanism would not allow reformatting the font (cannot underline or make anything bold). Staff tried to edit the long paragraph as follows, but the pdf generated still lumped everything into one big paragraph:

REVISION with added spacing, numbering:

### Evaluation Activities Completed, Findings, and Policy Impact

Provide a description of evaluation activities completed, evaluation findings, and their policy impact during the fiscal year. If findings are published, provide the citation and web link (if available online). These activities should focus on all four Result Areas: Family Functioning, Improved Child Development, Improved Child Health, and Improved Systems of Care. Include evaluations of prior year programs conducted during the current fiscal year. (4,000 characters maximum)

First 5 Kings County partners with an evaluation firm, Evaluation, Management, and Training Associates, Inc. (EMT, Inc.), to evaluate its program investments and to support data system enhancements. The evaluation ensures compliance with state requirements, informs future planning and decision-making, and supports quality improvement efforts.

The First 5 Kings County evaluation approach is guided by the 2021-2025 Strategic Plan, which allocates public resources to fund community-based early childhood programs and services. The strategic plan contains a results matrix that identifies performance indicators for each initiative to measure the achievement of strategic results. Performance indicators are framed as targeted increases in service outputs from year to year as the basis for determining program success.

The strategic plan acknowledges the declining trend in revenue and Commission funding that has occurred over time. This is due both to a newly enacted federal tobacco tax and to reductions in tobacco use statewide that affect the revenue base. The decline in funding, combined with escalating program costs, may require funded partners to reduce scale, limiting their capacity to achieve targeted increases.

1475 characters remaining.

The 2021-22 program year marked a return to in-person services following the COVID-19 pandemic. Although COVID had temporarily disrupted service delivery and impacted staffing and service demand, it also enabled programs to introduce new virtual options for reaching children and families. Funded partners continued to offer virtual programming in response to community needs and preferences, although most parents, when surveyed, indicated a preference for in-person services (80%).

As the Commission continues to move forward in a climate of declining revenues, First 5 Kings County and its funded partners, it is recommended that they concentrate on

- (1) Building partner capacity to pursue new funding opportunities to supplement declining revenues,
- (2) Adopt and implement evidence-based programs (EBPs) and practices with fidelity for parents and caregivers and young children,
- (3) Increase visibility and coordination of First 5 and other early childhood and family services, and
- (4) Strengthen data collection and reporting systems to demonstrate programmatic outcomes more effectively.

NOTE: The Kings County Children and Families Commission would like to emphasize that (1) the PANDEMIC, and (2) DECLINING REVENUES has had a major impact on the reduction of services delivered.

PUBLISHED (all added spacing was removed):

**Evaluation Activities Completed, Findings, and Policy Impact**

First 5 Kings County partners with an evaluation firm, Evaluation, Management, and Training Associates, Inc. (EMT, Inc.), to evaluate its program investments and to support data system enhancements. The evaluation ensures compliance with state requirements, informs future planning and decision-making, and supports quality improvement efforts. The First 5 Kings County evaluation approach is guided by the 2021-2025 Strategic Plan, which allocates public resources to fund community-based early childhood programs and services. The strategic plan contains a results matrix that identifies performance indicators for each initiative to measure the achievement of strategic results. Performance indicators are framed as targeted increases in service outputs from year to year as the basis for determining program success. The strategic plan acknowledges the declining trend in revenue and Commission funding that has occurred over time. This is due both to a newly enacted federal tobacco tax and to reductions in tobacco use statewide that affect the revenue base. The decline in funding, combined with escalating program costs, may require funded partners to reduce scale, limiting their capacity to achieve targeted increases. The 2021-22 program year marked a return to in-person services following the COVID-19 pandemic. Although COVID had temporarily disrupted service delivery and impacted staffing and service demand, it also enabled programs to introduce new virtual options for reaching children and families. Funded partners continued to offer virtual programming in response to community needs and preferences, although most parents, when surveyed, indicated a preference for in-person services (80%). As the Commission continues to move forward in a climate of declining revenues, First 5 Kings County and its funded partners, it is recommended that they concentrate on (1) Building partner capacity to pursue new funding opportunities to supplement declining revenues, (2) Adopt and implement evidence-based programs (EBPs) and practices with fidelity for parents and caregivers and young children, (3) Increase visibility and coordination of First 5 and other early childhood and family services, and (4) Strengthen data collection and reporting systems to demonstrate programmatic outcomes more effectively. NOTE: The Kings County Children and Families Commission would like to emphasize that (1) the PANDEMIC, and (2) DECLINING REVENUES has had a major impact on the reduction of services delivered.

P. 046 **2023-04-129 First 5 California Annual Report:** Commission to review and discuss the First 5 California 2021-2022 Annual Report.

Ms. Ravelo presented the item, indicating that Proposition 10 statutes require local Commissions to review, discuss and approve First 5 California’s Annual Report. She indicated that like the local Annual Report, the State-level report also described the financial and programmatic state of the State Commission, as well as highlights from each of the local Commissions. Staff recommended that the Commission approve said report.

No additional discussion ensued.

<b>2023-04-129 First 5 California Annual Report</b>				
Motion Made by:	Teske			
2 <sup>nd</sup> Motion by:	Barlow			
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			
Wendy Osikafo				X
Todd Barlow	X			
Dr. Lisa Lewis				X

**Informational Agenda Items**

P. 096 **Annual Evaluation Report:** Commission to review and discuss the progress of funded projects for FY 21/22 presented by Evaluation, Management & Training (EMT).

Ms. Ravelo introduced EMT staff, Victoria Stuart-Cassel, who will be providing the presentation on the annual evaluation report. The annual evaluation provided demographic and quantitative data on the populations served by each of the funded partners. In addition to evaluating the quantitative data, EMT also conducted surveys with the FRC and UCP parents. EMT recommended 4 areas of improvement to continue to provide substantive services to the 0-5 population, including building the professional capacity of partner agencies to seek and obtain new funding sources, integration of Evidence-Based Programs, increasing visibility and coordination of Commission-funded programs, and enhancing the data collection system, to accurately account for each program's reach, to identify duplication, and to increase the capacity for more robust evaluation of programs and services.

Commissioner Teske inquired about what was being evaluated – numbers versus what has changed. Ms. Cassel emphasized the need for quality data, and the difficulty of evaluating services that families have freedom to choose which services to avail of, not allowing for any comparison with other families access of services. Commissioner Barlow echoed the difficulty in evaluating varying amounts of participation. Commissioner Osikafo brought up the need to partner with Managed Care Plans and the CalAIM program, that could be alternative funding sources. She also relayed that although many are aware of Unite Us, it has not reached its full utilization/potential. Commissioner Osikafo also expressed her sadness about the lack of services in Avenal and requested that staff revisit conversations with Reef-Sunset Unified School District's Family Engagement program.

P. 129 **Staff Report:** February-March 2023

Ms. Ravelo described the various projects she has been involved in since the last Commission meeting, referring to the Staff Report on page 130 of the agenda packet. Ms. Ravelo related that First 5 California continues to utilize the regionalized approach for its contracts, including the RFA for Regional TA for Home Visiting Coordination, and the IMPACT RFA that should be released shortly. She also informed the Commission about the recently held Advocacy Day, wherein we had an opportunity to speak to Assembly person Mathis and Senator Hurtado's staff, about the need for their continued support of First 5, as well as other early childhood care and education-related legislation.

**Chair Neves discussed the Future Agenda Items**

June 6, 2023

- Minutes from April 28, 2023 Commission Meeting
- April 2023 Fiscal Report
- Commission Budget Modification/Augmentation for FY 2022/2023 (if necessary)
- Election of Vice Chair for FY 23-24
- Commission Schedule for FY 2023/2024
- 2020-2025 Strategic Plan update
- 3<sup>rd</sup> Quarter Grantee Achievement Report

- Spotlight on Service: Recreation Association of Corcoran’s Corcoran Family Resource Center
- Staff Report: April-May 2023

**Commissioner Comments** No additional comments were made by the Commissioners.

**Review Next Meeting Date & Adjournment**

- Chair Neves reviewed the next Commission meeting that will be held on June 6, 2023 at 3:00 PM location to be announced, depending on any state or health orders regarding public gatherings at the time. The meeting was adjourned at 10:26am.

**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.*