

FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Regular Meeting
Wednesday, March 1, 2023
9:00 A.M.

1300 17th Street, Room 1B
Bakersfield, California

AGENDA

COMMISSION TO CONVENE

ROLL CALL: Commissioners: Carrigan, Gilbert, Morillo, Nilon, Perez, Sill, Wood

CONSENT AGENDA / OPPORTUNITY FOR PUBLIC COMMENT: ALL ITEMS LISTED WITH AN ASTERISK (*) ARE CONSIDERED TO BE ROUTINE AND NON-CONTROVERSIAL BY COMMISSION STAFF. CONSENT ITEMS WILL BE CONSIDERED FIRST AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE COMMISSION OR AUDIENCE WISHES TO COMMENT OR ASK QUESTIONS. IF A 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.

PUBLIC PRESENTATIONS

- 1) 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 briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for information or request staff to report back to the Commission at a later meeting. Also, the Commission may act 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.

REPORTS AND ANNOUNCEMENTS

- 2) Committee members announcements and reports – Commissioners may make an announcement or a report on their own activities. They may ask a question for clarification, make a referral to staff, or take action to have staff place a matter of business on a future agenda. (Gov. Code 54954.2[a])
- 3) Executive Director's Report – Amy Travis

ACTION ITEMS

- 4) *Minutes of the Children and Families Commission meetings of February 1, 2023 – APPROVE



- 5) Policy on Authority Delegated to the Executive Director – APPROVE THE POLICY AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE ADMINISTRATIVE EXPENDITURES AND CONDUCT OTHER MATTERS ON BEHALF OF THE KERN COUNTY CHILDREN AND FAMILIES COMMISSION; APPROVE THE ATTACHED BULLETIN NO. 10, POLICY ON AUTHORITY DELEGATED TO THE EXECUTIVE DIRECTOR; DIRECT THE EXECUTIVE DIRECTOR TO INCLUDE BULLETIN NO. 10 IN THE COMMISSION POLICY AND PROCEDURES MANUAL; AND IN OTHER DOCUMENTS AS APPROPRIATE; AND AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTION NECESSARY TO IMPLEMENT THIS POLICY.
- 6) Procurement Policy – APPROVE THE PROCUREMENT POLICY, BULLETIN NO. 11; WHICH ENHANCES CHAPTER 2, PURCHASING AND INVENTORY PROCEDURES OF THE KERN COUNTY CHILDREN AND FAMILIES COMMISSION POLICY AND ADMINISTRATIVE PROCEDURES MANUAL; DIRECT THE EXECUTIVE DIRECTOR TO INCLUDE BULLETIN NO. 11 IN THE COMMISSION POLICY AND PROCEDURES MANUAL; AND IN OTHER DOCUMENTS AS APPROPRIATE; AND AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THIS POLICY.

MISCELLANEOUS ITEMS

- 7) *Monthly Financial Reports for January 2023 – RECEIVE AND FILE
- 8) *Report on Expenditures under the Policy on Support of Community Activities and Events (Kern River Valley Family Resource Center) – RECEIVE AND FILE
- 9) *Report on Expenditures under the Policy on Support of Community Activities and Events (Riverstone Wellness) – RECEIVE AND FILE

ADJOURNMENT

Adjourn to Wednesday, April 5, 2023, 2:00 P.M., 1300 17th Street, Board Room 1A

Immediately after the regular Commission meeting is adjourned, the Commission will conduct its annual strategic planning workshop. This workshop will last approximately three hours. It is designed for the continued education of Commissioners and staff and facilitated by First 5 Kern staff. The public is welcome to comment.

FUTURE MEETINGS

| | | | |
|-------------------------|------------------|-----------|---------------------------------|
| First 5 Kern Commission | April 5, 2023 | 2:00 P.M. | KCSOS 1300 17 th St. |
| First 5 Kern Commission | June 7, 2023 | 2:00 P.M. | KCSOS 1300 17 th St. |
| First 5 Kern Commission | August 2, 2023 | 2:00 P.M. | KCSOS 1300 17 th St. |
| First 5 Kern Commission | October 4, 2023 | 2:00 P.M. | KCSOS 1300 17 th St. |
| First 5 Kern Commission | December 6, 2023 | 2:00 P.M. | KCSOS 1300 17 th St. |



| | | | |
|------------------------------|-------------------|-----------|---------------------|
| Technical Advisory Committee | April 17, 2023 | 2:00 P.M. | First 5 Kern office |
| Technical Advisory Committee | June 19, 2023 | 2:00 P.M. | First 5 Kern office |
| Technical Advisory Committee | August 21, 2023 | 2:00 P.M. | First 5 Kern office |
| Technical Advisory Committee | October 16, 2023 | 2:00 P.M. | First 5 Kern office |
| Technical Advisory Committee | December 11, 2023 | 2:00 P.M. | First 5 Kern office |

COMMITTEE ASSIGNMENTS – STANDING COMMITTEES

EXECUTIVE

Nilon (Chair)
Vacant (Vice Chair)
Carrigan (Treasurer)
Sill (Secretary)

TECHNICAL ADVISORY

Wood (Chair)
Carrigan
Gilbert
Morillo

PERSONNEL

Vacant (Chair)
Gilbert
Vacant
Sill

BUDGET AND FINANCE

Carrigan (Chair)
Nilon
Vacant
Wood

COMMITTEE ASSIGNMENTS – AD HOC COMMITTEES (Subject to Change)

COMMUNITY OUTREACH
AND COMMUNICATIONS

Sill (Chair)
Gilbert
Morillo
Nilon

PROJECT REVIEW

Vacant (Chair)
Perez
Morillo
Wood

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

First 5 Kern (Kern County Children and Families Commission) meeting facilities are accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Commission may request assistance at the First 5 Kern office, 2724 L Street, Bakersfield, California, or by calling (661) 328-8888. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

All agenda item supporting documentation is available for public review in the Office of First 5 Kern, 2724 L Street, Bakersfield, California, during regular business hours, 8:00 A.M. – 5:00 P.M., Monday through Friday, following the posting of the agenda. In addition, any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the meeting will also be available for review at that same location.

