

FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Regular Meeting
Wednesday, June 7, 2023
2:00 P.M.

1300 17th Street, Room 1A
Bakersfield, California

AGENDA

COMMISSION TO CONVENE

ROLL CALL: Commissioners: Carrigan, Gilbert, Morillo, Murr, Nilon, Perez, Resendez, 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) Technical Advisory Committee Report – Commissioner Wood
- 4) Personnel Committee Report – Commissioner Wood
- 5) Budget and Finance Committee Report – Commissioner Carrigan



- 6) Communications Report – Kevin Bartl, Communications and Media Specialist
- 7) Executive Director's Report – Amy Travis

SPECIAL PRESENTATION

- 8) Contractor Highlights – Lamont/Vineland School Readiness Program

ACTION ITEMS

- 9) *Minutes of the Children and Families Commission Meetings of April 5, 2023 – APPROVE
- 10) Person/Professional Services Agreement – Kern Behavioral Health and Recovery Services (KernBHRS) and Help Me Grow Kern County – APPROVE AGREEMENT WITH KERN BEHAVIORAL HEALTH AND RECOVERY SERVICES FOR A TERM OF ONE YEAR, JULY 1, 2023, THROUGH JUNE 30, 2024, IN AN AMOUNT NOT TO EXCEED \$261,555; AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENT(S) NECESSARY, SUBJECT TO APPROVAL BY COUNSEL AS TO FORM, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE PROGRAM.
- 11) Recommendations by Human Resources Legal Counsel, Belden Blaine Raytis, LLC – APPROVE THE RECOMMENDED CHANGES TO THE EMPLOYMENT HANDBOOK, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE CHANGES.
- 12) Fiscal Year 2023-24 Budget – ADOPT THE FISCAL YEAR 2023-24 BUDGET AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE ANY DOCUMENTS NECESSARY TO IMPLEMENT THE ADOPTED BUDGET.
- 13) Five-Year Financial Plan – APPROVE THE 2024-28 FIVE-YEAR FINANCIAL PLAN AND AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE FIVE-YEAR FINANCIAL PLAN.
- 14) Recommendations of the Personnel Committee on Employee Job descriptions and Salary Schedule – APPROVE NEW JOB DESCRIPTIONS FOR THE FINANCE DIRECTOR, EVALUATION/PROGRAM DIRECTOR, EXECUTIVE ASSISTANT, COMMUNICATIONS MANAGER, SENIOR FINANCE MANAGER, FINANCE MANAGER, ADMINISTRATIVE FINANCE MANAGER, FINANCE SPECIALIST, SENIOR PROGRAM MANAGER, SENIOR PROGRAM MANAGER: EARLY LEARNING INITIATIVES, PROGRAM MANAGER, SENIOR EVALUATION MANAGER, EVALUATION AND IMPACT MANAGER, DEVELOPMENTAL SPECIALIST AND PROGRAM SPECIALIST; APPROVE THE REVISED SALARY STEP SCHEDULE, EFFECTIVE JUNE 7, 2023; AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE CHANGES.

MISCELLANEOUS ITEMS

- 15) *Monthly Financial Report for March and April 2023 – RECEIVE AND FILE
- 16) *Personal/Professional Services Agreement – Kern County Department of Human Services – Early Intervention Services Program – APPROVE AGREEMENT WITH THE KERN COUNTY DEPARTMENT OF HUMAN SERVICES FOR THE EARLY INTERVENTION SERVICES PROGRAM; TO BEGIN MAY 9, 2023, THROUGH JUNE 30, 2025; IN AN AMOUNT NOT TO EXCEED \$457,603; AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENT(S) NECESSARY; SUBJECT TO APPROVAL BY COUNSEL AS TO FORM; AND AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THIS PROGRAM.
- 17) *Report on Expenditures under the Policy on Support of Community Activities and Events (Oasis Family Resource Center) – RECEIVE AND FILE
- 18) *Report on Expenditures under the Policy on Support of Community Activities and Events (Kern County Black Chamber of Commerce) – RECEIVE AND FILE
- 19) *Report on Expenditures under the Policy on Support of Community Activities and Events (Early Childhood Council of Kern) – RECEIVE AND FILE
- 20) *Report on Expenditures under the Policy on Support of Community Activities and Events (Mountain Communities Family Resource Center) – RECEIVE AND FILE
- 21) *Personnel Committee meeting minutes of April 24, 2023 – APPROVE
- 22) *Budget and Finance Committee meeting of May 25, 2023 – APPROVE

ADJOURNMENT

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

FUTURE MEETINGS

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	June 26, 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)
Wood (Vice Chair)
Carrigan (Treasurer)
Sill (Secretary)

TECHNICAL ADVISORY

Wood (Chair)
Carrigan
Gilbert
Morillo

PERSONNEL

Wood (Chair)
Gilbert
Murr
Sill

BUDGET AND FINANCE

Carrigan (Chair)
Nilon
Morillo
Resendez

COMMITTEE ASSIGNMENTS – AD HOC COMMITTEES (Subject to Change)

COMMUNITY OUTREACH
AND COMMUNICATIONS

Sill (Chair)
Gilbert
Morillo
Nilon

PROJECT REVIEW

Morillo (Chair)
Perez
Murr
Resendez

COMPLIANCE WITH THE 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 related 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 location.

