

FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Regular Meeting
Wednesday, June 7, 2023
1300 17th Street, Room 1A
Bakersfield, California

MINUTES

COMMISSION CONVENED @ 2:00 P.M.

Present Commissioners: Carrigan, Morillo, Murr, Resendez, Sill, Wood
Absent Commissioners: Gilbert, Nilon, Perez

Note: Cn, Gt, Mo, Mr, Nn, Pz, Rz, Sl, and Wd are abbreviations for Commissioners, Carrigan, Gilbert, Morillo, Murr, Nilon, Perez, Resendez, Sill, and Wood, respectively. Alternate Commissioners Bermudez, Mena, Peters, and Rutledge are also similarly denoted. For example, "Nn-Wd" denotes Commissioner Nilon made the motion, and Commissioner Wood seconded it. The abbreviations "AB" means absent, and "ABD" abstains. "All ayes" means that all Commissioners present voted affirmatively. "NO" indicates a negative vote by the indicated Commissioner(s).

PUBLIC PRESENTATIONS

- 1) NONE

REPORTS AND ANNOUNCEMENTS

- 2) Committee members announcements and reports – NONE
- 3) Technical Advisory Committee Report
 - Commissioner Wood reported the TAC is working on result indicators in preparation for the next strategic planning.
- 4) Personnel Committee Report
 - Commissioner Wood reported the Committee met and reviewed staff job descriptions, and the employee handbook suggesting updates and revisions for review and approval by the full Commission.
- 5) Budget and Finance Committee Report
 - Commissioner Carrigan reported on May 31st the Committee met and reviewed the proposed budget along with the Five Year Financial Plan. The Committee identified areas for Ms. Travis to explore with the County of Kern in an attempt to reduce administrative expenses such as the First 5 Kern administrative facilities lease and employee health benefits. Commissioner Carrigan also stated after a thorough review of the fiscal year 23-24 purposed budget and supporting documentation and the five-year financial plan, the Committee approved both documents as proposed.
 - Commissioner Carrigan would like to meet more regularly to develop options for the Commission to consider for program spending under the new RFP starting in 2025 and

made a formal referral to staff to schedule a Budget and Finance Committee meeting in August to start the discussion.

- 6) Communications Report
 - Kevin Bartl, Communications and Media Specialist highlighted the annual report, the digital report to the community, and other projects on the First 5 Kern website.
- 7) Executive Director's Report
 - Ms. Travis reported on general administrative updates, local and statewide involvement in early childhood efforts, First 5 Ms. Travis welcome new employees Ciara Navarratte- and Rebecca Onti

SPECIAL PRESENTATION

- 8) Contractor Highlights
 - Mrs. Lori Gonzalez, Superintendent, and Jennifer Wood-Slayton, Project Director, of the Lamont Elementary School District gave a PowerPoint presentation on the Lamont/Vineland Elementary School District School Readiness program and responded to questions.

ACTION ITEMS

- 9) *Minutes of the Children and Families Commission Meetings of April 5, 2023 – APPROVED
Mo-Rz
Gt, Nn, Pz – AB
SI - ABS
- 10) Person/Professional Services Agreement #202-2023 – Kern Behavioral Health and Recovery Services (KernBHRS) and Help Me Grow Kern County – APPROVED 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; AUTHORIZED THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENT(S) NECESSARY, SUBJECT TO APPROVAL BY COUNSEL AS TO FORM, AND AUTHORIZED THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE PROGRAM.
Mo-Rz
Gt, Nn, Pz – AB
SI - ABS
- 11) Recommendations by Human Resources Legal Counsel, Belden Blaine Raytis, LLC – APPROVED THE RECOMMENDED CHANGES TO THE EMPLOYMENT HANDBOOK, AND AUTHORIZED THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE CHANGES.
Mo-SI
Gt, Nn, Pz – AB
All Ayes
- 12) Fiscal Year 2023-24 Budget – ADOPTED THE FISCAL YEAR 2023-24 BUDGET AND AUTHORIZED THE EXECUTIVE DIRECTOR TO EXECUTE ANY DOCUMENTS NECESSARY TO IMPLEMENT THE ADOPTED BUDGET.
Mo-Rz
Gt, Nn, Pz – AB
All Ayes
- 13) Five-Year Financial Plan – APPROVED THE 2023-28 FIVE-YEAR FINANCIAL PLAN AND AUTHORIZED THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE FIVE-YEAR FINANCIAL PLAN.
Cn-Mo
Gt, Nn, Pz – AB
All Ayes

- Mr-Rz
Gt, Nn, Pz – AB
All Ayes
- 14) Recommendations of the Personnel Committee on Employee Job descriptions and Salary Schedule – APPROVED NEW JOB DESCRIPTIONS FOR THE FINANCE DIRECTOR, EVALUATION/PROGRAM DIRECTOR, ADMINISTRATIVE 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; AUTHORIZED THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE CHANGES.

MISCELLANEOUS ITEMS

- Mo-Mr
Gt, Nn, Pz – AB
All Ayes
- 15) Monthly Financial Report for March and April 2023 – RECEIVED AND FILED
- Cn-Rz
Gt, Nn, Pz – AB
Mo - ABS
- 16) *Personal/Professional Services Agreement #239-2023 – Kern County Department of Human Services – Early Intervention Services Program – APPROVED 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 AUTHORIZED THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENT(S) NECESSARY; SUBJECT TO APPROVAL BY COUNSEL AS TO FORM; AND AUTHORIZED THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THIS PROGRAM.
- Mo-Mr
Gt, Nn, Pz – AB
All Ayes
- 17) Report on Expenditures under the Policy on Support of Community Activities and Events (Oasis Family Resource Center) – RECEIVED AND FILED
- Mo-Mr
Gt, Nn, Pz – AB
All Ayes
- 18) Report on Expenditures under the Policy on Support of Community Activities and Events (Kern County Black Chamber of Commerce) – RECEIVED AND FILED
- Mo-Mr
Gt, Nn, Pz – AB
All Ayes
- 19) Report on Expenditures under the Policy on Support of Community Activities and Events (Early Childhood Council of Kern) – RECEIVED AND FILED
- Mo-Mr
Gt, Nn, Pz – AB
All Ayes
- 20) Report on Expenditures under the Policy on Support of Community Activities and Events (Mountain Communities Family Resource Center) – RECEIVED AND FILED
- Mo-Mr
Gt, Nn, Pz – AB
All Ayes
- 21) Personnel Committee meeting minutes of April 24, 2023 – APPROVED
- 22) Budget and Finance Committee meeting of May 25, 2023 – APPROVED

ADJOURNMENT @ 3:40 P.M. (Rz-Sl)

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

