

FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Regular Meeting
Wednesday, June 5, 2024
1300 17th Street, Room 1A
Bakersfield, California 93301

MINUTES

COMMISSION CONVENED @ 2:00 P.M. by Commissioner Carrigan

Present Commissioners: Cao, Carrigan, Morillo, Murr, Resendez, Sentes, Sill, Wood

Absent Commissioners: Peters

County Counsel: None

Consent Agenda: Commissioner Carrigan presents Items # 9,17,18, 20-30

Item 19 – Removed from consent agenda

Motion: Morillo

Second: Sentes

Ayes: Cao, Carrigan, Murr, Resendez, Sill, Wood

Noes: NONE

1. Public Presentations:

NONE

2. Committee Members Announcements and Reports:

NONE

No action required.

3. Personnel Committee Report:

Commissioner Wood reported that the Personnel Committee convened on April 22, 2024. The committee reviewed the annual revision of the Employee Handbook to ensure compliance with current legislation and requirements. The policy on employee cost of living adjustments was also reviewed and discussed. Based on the findings, the committee has decided not to recommend a cost of living adjustment at this time.

No action required.

4. Budget and Finance Committee Report:

Commissioner Morillo reported that the Budget and Finance Committee convened on May 23, 2024, during which Finance Director Patti Taylor reviewed the 5-year financial plan and the Fiscal Year 2024-25 budget. The committee approved a 35% reduction as part of the sustainability plan to help extend the longevity of First 5 Kern's finances. For the Fiscal Year 2024-25, anticipated revenue is expected to be between \$8.5 and \$8.6

million. Commissioner Morillo expressed gratitude to the First 5 Kern staff for their efforts in reducing expenditures, particularly through measures such as reducing office leases and combining functions and positions. These efforts contributed to an overall reduction in expenditures from \$11.5 million to \$11.3 million.

No action required.

5. Executive Director's Report:

Amy Travis reported to the commission that the First 5 Kern staff recently conducted comprehensive annual reviews of all funded programs, evaluating compliance through fiscal and program assessments. This process ensures adherence to guidelines and achievement of intended outcomes by examining financial records, activities, and results. Ms. Travis also thanked the Kern County Public Health Department for providing the First 5 Kern staff with CPR and Stop the Bleed training.

6. Resolution:

An expression of appreciation to Dr. Jianjun Wang, Independent Investigator, for his 13 years of service to the children and families of Kern County.

Public Comment – NONE

Motion: Wood

Second: Morillo

Ayes: Cao, Carrigan, Murr, Resendez, Sentes, Sill

Noes: NONE

7. First 5 Kern Early Intervention Services:

Presentation on the Early Intervention Services program, delivered by Development Specialists Rebecca Ontiveros and Ciara Navarrete Reynoso. The presentation highlighted the program's collaboration with the Department of Human Services, focusing on the screening process for children in foster care and the importance of timely screenings.

8. Help Me Grow Kern County:

Presented by Theresa Martinez, Evaluation/Program Director, and Paula De La Riva, Senior Program Manager: Early Learning Initiatives. The presentation highlighted the program's origins and local implementation since 2019. The program aims for sustained impact through centralized access, service linkage, community outreach, and provider engagement for developmental screenings. Data-driven decisions and local partnerships, ensure comprehensive support for children's developmental needs in Kern County.

9. Minutes of the Children and Families Commission Meeting of April 3, 2024:

Consent Agenda

10. Fiscal Year 2024-25 Budget:

Presented by Patti Taylor, Finance Director. First 5 Kern is entering the final year of its 2020-2025 funding cycle, during which it has been engaged in deficit spending and a planned draw down of over \$11 million from its fund balance. For the fiscal year 2024-2025, the estimated revenue is \$8.86 million, heavily reliant on Prop. 10 allocations, while expenditures are projected at \$11.35 million, with significant portions dedicated to program spending and administrative costs. The relocation of the First 5 office has yielded cost savings.

Motion: Murr

Second: Resendez

Ayes: Cao, Carrigan, Morillo, Resendez, Sentes, Sill, Wood

Noes: NONE

11. Five-Year Financial Plan:

In the 2025-2028 funding cycle, the Commission has approved a 35% reduction in program funding, planning to distribute approximately \$5.1 million annually, aiming to end the cycle with a reserve of \$5.6 million, despite continuing deficit spending.

Motion: Murr

Second: Morillo

Ayes: Cao, Carrigan, Resendez, Sentes, Sill, Wood

Noes: NONE

12. Memorandum of Understanding Agreement #188-2024 – Kern Behavioral Health and Recovery Services (Kern BHRS) and Help Me Grow Kern County:

Motion: Resendez

Second: Murr

Ayes: Cao, Carrigan, Morillo, Sentes, Wood

Noes: NONE

Abstain: Sill

13. Professional Services Agreement – Applied Survey Research and Kern County Children and Families Commission:

Motion: Murr

Second: Sill

Ayes: Cao, Carrigan, Morillo, Resendez, Sentes, Wood

Noes: NONE

14. Revised Salary Schedule:

Motion: Morillo

Second: Resendez

Ayes: Cao, Carrigan, Murr, Sentes, Sill, Wood

Noes: NONE

15. Recommendations of the Personnel Committee on the Personnel Policy Manual (Employee Handbook):

Motion: Murr

Second: Morillo

Ayes: Cao, Carrigan, Resendez, Sentes, Sill, Wood

Noes: NONE

16. Committee Appointments:

Motion: Resendez

Second: Murr

Ayes: Cao, Carrigan, Morillo, Sentes, Sill, Wood

Noes: NONE

17. Conflict of Interest Code Revision:

Consent Agenda

18. Professional Services Agreement with Employer HR Legal Solutions:

Consent Agenda

19. Professional Services Agreement with Hamai Consulting:

Commissioner Wood removed Item 19 from the agenda to inquire about when the partner agency survey would be sent out. First 5 Kern staff clarified what parts of the environmental scan, including the partner agency survey, have been completed, and they detailed what remains to be done.

Motion: Sill

Second: Murr

Ayes: Cao, Carrigan, Morillo, Resendez, Sentes, Wood

Noes: NONE

20. Monthly Financial Report for March and April 2024:

Consent Agenda

21. Report on Expenditures under the Policy on Support of Community Activities and Events (Kern River Valley Family Resource Center):

Consent Agenda

22. Report on Expenditures under the Policy on Support of Community Activities and Events (Pregnancy Resource Center of the Kern River Valley):

Consent Agenda

23. Report on Expenditures under the Policy on Support of Community Activities and Events (Kern Valley Aquatics Program):

Consent Agenda

24. Report on Expenditures under the Policy on Support of Community Activities and Events (Comunidades Aliadas Tomando Accion):

Consent Agenda

25. Report on Expenditures under the Policy on Support of Community Activities and Events (California Living Museum - CALM):

Consent Agenda

26. Report on Expenditures under the Policy on Support of Community Activities and Events (Save A Mom, Save A Family):

Consent Agenda

27. First 5 Kern Communications Plan 2024-25:

Consent Agenda

28. Personnel Committee meeting minutes of April 22, 2024:

Consent Agenda

29. Budget and Finance Committee meeting minutes of May 17, 2024:

Consent Agenda

30. First 5 Kern 2025-2028 Strategic Plan Packet:

Consent Agenda

Adjournment:

Motion: Resendez

Second: Cao

Ayes: Carrigan, Morillo, Murr, Sentes, Sill, Wood

Noes: NONE

Adjourned at 3:16 P.M.