

**FIRST 5 KERN**  
**KERN COUNTY CHILDREN AND FAMILIES COMMISSION**

Wednesday, September 5, 2007  
Kern County Department of Public Health  
1800 Mt. Vernon Avenue  
Bakersfield, California

Minutes

COMMISSION CONVENED @ 2:02 P.M.

ROLL CALL

Present: Commissioners Barlow, Brandon, Green, Maben, Maier, Phelps and  
Alternate Commissioners Christman and Wasson  
Absent: Commissioner Koditek

REPORTS AND ANNOUNCEMENTS

1) Commissioners:

- Commissioner Brandon introduces Tammy Burns, as the Technical Advisory Committee's newest member. Tammy is the coordinator of the Kern County Child Care Council, President of the Kern Association for the Education of Young Children, and sits on the Kern County Network for Children's Governing Board.
- Commissioner Green made a referral to staff and the Personnel Committee to report back on paid time off and sick leave accrual amounts and the methods in maximums and how that works in our personnel policy.
- Commissioner Barlow thanked Ms. Wayne, Executive Director for the opportunity to visit one of First 5 Kern's funded programs, Clinica Sierra Vista, Medically Vulnerable Infant Programs.
- Commissioner Maier reported that First 5 Kern would be highlighting First 5 Kern contractors as a new addition to the agenda.

*Alternate Commissioner Newman entered the meeting @ 2:10 P.M.*

2) Technical Advisory Committee's Report

- Commissioner Brandon reported that the TAC received a referral from the June 6, 2007 Commission meeting to review First 5 Kern's policy on regular and special funding cycle clarification. There was no meeting in June and the matter will be taken at the September 17, 2007 meeting.

3) Executive Director's Report



- Ms. Wayne thanked all for participating with staff in Give a Friend a Rose sponsored by Log Cabin.
  - Ms. Wayne reported she has had a fantastic first month with First 5 Kern and thanked staff and Commissioners for their support.
  - Ms. Wayne reported on the recruitment for two employment opportunities, Office Manager and Program Officer.
  - Ms. Wayne reported on the site visits with each of the Commissioners with its various programs, providing the opportunity to see First 5 Kern dollars in action. Ms. Wayne also thanked the contractors for opening its doors.
  - Ms. Wayne announced that the First 5 Kern Commission meetings will have a new venue, Kern County Superintendent of Schools, located at 1300 17<sup>th</sup> Street. Reminders will be mailed.
  - Ms. Wayne reported that those interested will be able to download Commission packets from the First 5 Kern website one week prior to the meeting. Commissioners will continue to receive hardcopies.
  - Ms. Wayne reported that First 5 Kern will be hosting a Brown Bag Lunch for the Bakersfield Rotary, October 25, 2007 and invited Commissioners to attend.
  - Ms. Wayne reported that she is in discussion with KGET/Channel 17, morning show for a monthly update on First 5 programs.
  - Ms. Wayne reported that a series of Budget Overview meetings for commissioners to dissect and understand will be scheduled within the next couple weeks.
  - Ms. Wayne reported on the report to staff by Commissioner Maben at the July 18, 2007 meeting for information on staffs personal leave accrual and its cap. Ms. Wayne reported at this time there is no cap and a meeting will be scheduled with the Personnel Committee for direction. The Personnel Committee will bring a recommendation back to the Commission.
- 4) Contractor Highlight – CASA
- Colleen McGaully, Executive Director, Court Appointed Special Advocate, (CASA) spoke in depth about its mission to speak for abused and neglected children in the juvenile dependency process. Through the use of highly trained volunteers, the CASA program seeks to provide every child who needs an Advocate, a voice in the court, and responded to questions.
  - Judge John Stubbe, Bakersfield Municipal Court explained the importance of the CASA, the benefit to the children and what they provide to the court as being extremely valuable.
- 5) Report on the Children’s Health Initiative

- Chief Program Officer Kimberly Fulton reported on the Healthy Kids Kern County Program, Application Assisting, and the Legislative update regarding the Outreach, Enrollment, Retention, and Utilization Program (OERU) and responded to questions.
- 6) Independent Evaluator’s Report – ISCR
- Tanya Boone reported that ISCR has been working on the annual report and are in the process of finalizing the document.
  - Ms. Boone reported ISCR has created a 4<sup>th</sup> quarter supplement of the annual report which takes us from April 1 through June 30, 2007 will be available by the end of September 2007.
  - Ms. Boone reported ISCR is in the process of transitioning over to our new evaluators, CS&O.

### PUBLIC PRESENTATIONS

- 7) Fred Drew, Executive Director, Community Action Partnership of Kern reported on its Children’s Center, a capital project that First 5 Kern has contributed \$850,000. Mr. Drew is seeking additional funding for its project due to additional cost and stated a formal letter of request would be forthcoming.

### ACTION ITEMS

Mn – Gn  
Kk -AB  
All Ayes

- 8) Response to Grand Jury Report – APPROVED
- 9) Self Assessment and Governance Standards –
- Mary Barlow reported that the Commission would conduct its own governance standards training and if additional training is needed the commission would seek an outside contractor.

Bw – Bn  
Kk,-AB  
All Ayes

- 10) Project 2007.6.1 (Great Bakersfield Legal Assistance – Domestic Violence Reduction Program) – APPROVED THE AGREEMENT WITH THE GREATER BAKERSFIELD LEGAL ASSISTANCE FOR A TERM OF ONE YEAR, IN AN AMOUNT NOT TO EXCEED \$366,393 IN FY 2007-2008; AUTHORIZED THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS NECESSARY, SUBJECT TO APPROVAL BY COUNSEL AS TO FORM; AUTHORIZED THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THIS PROGRAM.

Bw – Wn  
Kk - AB  
All Ayes

- 11) Project 2007.6.2 (Greater Bakersfield Legal Assistance – Guardianship Program - APPROVED THE AGREEMENT WITH THE GREATER BAKERSFIELD LEGAL ASSISTANCE FOR A TERM OF TWO YEARS, IN AN AMOUNT NOT TO EXCEED \$193,947 IN FY 2007-08, \$247,816 IN FY 2008-09, AND \$62,148 IN FY 2009-10 FOR A TOTAL OF \$503,911; AUTHORIZED THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS NECESSARY, SUBJECT TO APPROVAL BY COUNSEL AS TO FORM; AUTHORIZED THE EXECUTIVE

DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THIS PROGRAM.

- Mn – Gn  
Kk – AB  
All Ayes
- 12) Project 2007.6.3 (Community Action Partnership of Kern – 2-1-1) - APPROVED THE AGREEMENT WITH THE COMMUNITY ACTION PARTNERSHIP OF KERN, FOR A TERM OF ONE YEAR, IN AN AMOUNT NOT TO EXCEED \$60,781 IN FY 2007-2008; AUTHORIZED THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS NECESSARY, SUBJECT TO APPROVAL BY COUNSEL AS TO FORM; AUTHORIZED THE EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THIS PROGRAM.
- Mn – Ps  
Kk – AB  
All Ayes
- 13) Minutes of Children and Families Commission regular meeting of July 11, 2007 and special meetings of July 11 and July 18, 2007 – APPROVED

MISCELLANEOUS DOCUMENTS TO BE RECEIVED AND FILED

- Mn – Ps  
Kk – AB  
All Ayes
- 14) Monthly Financial Reports for June and July 2007 – RECEIVED AND FILED
- Mn – Ps  
Kk – AB  
All Ayes
- 15) Quarterly Report on Reserved and Unreserved Funds – RECEIVED AND FILED
- 16) Monthly report on contracts executed – RECEIVED AND FILED
- Mn – Ps  
Kk – AB  
All Ayes
- 17) Report on Budget Transfer and Expenditure Reclassification – RECEIVED AND FILED
- Mn – Ps  
Kk – AB  
All Ayes
- 18) Report on Expenditure under the Policy on Support of Community Activities and Events: Kiwanis Club Safety Fair - RECEIVED AND FILED
- Mn – Ps  
Kk – AB  
All Ayes
- 19) Report on Expenditure under the Policy on Support of Community Activities and Events: Mas Women and Children’s Health Expo - RECEIVED AND FILED
- Mn – Ps  
Kk – AB  
All Ayes
- 20) Report on Expenditure under the Policy on Support of Community Activities and Events: Wasco Collaborative Baby Wipes/Diapers - RECEIVED AND FILED
- Mn – Ps  
Kk – AB  
All Ayes
- 21) Report on Expenditure under the Policy on Support of Community Activities and Events Friends of Mercy School Uniforms – RECEIVED AND FILED

ADJOURNMENT

- 22) Adjourned to Wednesday, October 3, 2007, 2:00 p.m., Kern County Superintendent of Schools, 1300 17<sup>th</sup> Street, Bakersfield.