

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

Wednesday, June 2, 2010  
Kern County Superintendent of Schools  
1300 17<sup>th</sup> Street  
Bakersfield, California

Minutes

COMMISSION CONVENED @ 2:00 P.M.

ROLL CALL

Present: Commissioners Audelo, Champness, Goh, Jonah, Maier, Puckett;  
Waterman; Alternate Brashear  
Absent: Commissioner Rubio

Note: Ao, Cs, Ce, Gh, Jh, Mr, Pt, Ro and Wm are abbreviations for Commissioners Audelo, Champness, Cheadle, Goh, Jonah, Maier, Puckett, Rubio and Waterman respectively. Alternate Commissioners are also similarly denoted. For example “Ao-Mr” denotes Commissioner Audelo made the motion and Commissioner Maier seconded it. The abbreviation “AB” means absent and “ABD” abstained. “All ayes” means that all Commissioners present voted affirmatively. “NO” indicates a negative vote by the indicated Commissioner(s).

COMMISSION ACTION SHOWN IN CAPITAL LETTERS

PUBLIC PRESENTATIONS

- 1) No one was heard.

REPORTS AND ANNOUNCEMENTS

- 2) Commissioners
  - Commissioner Audelo reported on the progress of the Evaluation team and stated that she would like to make a referral to staff and the Technical Advisory Committee to take another look at First 5 Kern’s Vision and Mission statements.
- 3) Executive Director’s Report – Larry J. Rhoades, Interim Executive Director
  - Mr. Rhoades reported that Kim Shipp, Senior Program Officer will be leaving First 5 Kern to work for Greenfield Union School District. Mr. Rhoades thanked Kim for her work performance, enthusiastic attitude and stated she would be missed.
  - Mr. Rhoades introduced and welcomed new staff members Wiliknica Jefferson, Program Officer and Diana Navarro, Finance Specialist.



- Mr. Rhoades reported that 94% of the agreements have been fully executed from this round of RFP's and thanked the staff for their outstanding work.
- Mr. Rhoades reported on the State's budget.
- Mr. Rhoades reported that Contra Costa's grand jury made a recommendation that its County take over their local First 5.

### ACTION ITEMS

Cs – Br  
Ro – AB  
All Ayes

- 4) Minutes of Children and Families Commission meetings of February 3, and March 3, 2010 – APPROVED

*Commissioner Rubio entered the meeting @ 2:15 P.M.*

Ao - Ro  
All Ayes

- 5) Five-Year Financial Plan – OPENED HEARING; CLOSED HEARING; ADOPTED THE REVISED FIVE-YEAR FINANCIAL PLAN; DIRECTED THE INTERIM EXECUTIVE DIRECTOR TO DISTRIBUTE THE REVISED PLAN; RECEIVED AND FILED LETTER.

Jh - Gh  
All Ayes

- 6) Fiscal Year 2010 - 2011 Budget – ADOPTED THE FISCAL YEAR 2010 – 2011 BUDGET; AUTHORIZED THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE ANY DOCUMENTS AND TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE ADOPTED BUDGET.

Cs – Br  
Ro – AB  
All Ayes

- 7) Project 2004.7.4 (Health Net of California, Inc. and Friends of Mercy Foundation) APPROVED THE AMENDED AGREEMENT WITH HEALTH NET OF CALIFORNIA, INC. AND FRIENDS OF MERCY FOUNDATION FOR A TERM OF ONE YEAR, IN AN AMOUNT NOT TO EXCEED \$525, 417 IN FISCAL YEAR 2010 – 2011; AUTHORIZED THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE THE AMENDED AGREEMENT AND ANY OTHER DOCUMENTS NECESSARY, SUBJECT TO APPROVAL BY COUNSEL AS TO FORM; AUTHORIZED THE INTERIM EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THIS PROGRAM.

### SPECIAL PRESENTATIONS

- 8) Medically Vulnerable Infant Workgroup Planning Day Report
- Marc Thibault, Independent Consultant gave an overview of the MVI Workgroup Planning Day of April 29, 2010 which covered the emphasis on collaborative governance, organizational background, collaboration and the objectives of the planning period (December 2009 – June 2010), and responded to questions.

### MISCELLANEOUS DOCUMENTS TO BE RECEIVED AND FILED

Cs – Br  
Ro – AB  
All Ayes

- 9) Monthly Financial Report for February, March, and April 2010 – RECEIVED AND FILED

- Cs – Br  
Ro – AB  
All Ayes
- 10) Monthly Report on Reserved Funds for February, March and April 2010 – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 11) Report on Expenditure under the Policy on Support of Community Activities and Events (Kern Valley Aquatics Program) – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 12) Report on Expenditure under the Policy on Support of Community Activities and Events (The Rotary Club of Taft Foundation) – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 13) Report on Expenditure under the Policy on Support of Community Activities and Events (Richardson Center Infant Development Program) – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 14) Report on Expenditure under the Policy on Support of Community Activities and Events (Community Action Partnership of Kern – Fatherhood Program) – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 15) Report on Expenditure under the Policy on Support of Community Activities and Events (Love INC of Greater Bakersfield) – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 16) Meeting Notes of the Budget and Finance Committee meeting of May 12, 2010 – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 17) Meeting Notes of the Personnel Committee meeting of May 19, 2010 – APPROVED REVISED JOB DESCRIPTIONS FOR THE ADMINISTRATIVE ASSISTANT, ADMINISTRATIVE FINANCE SPECIALIST AND COMMUNICATIONS OFFICER; AND POLICY CHANGES; DIRECTED THAT THE POLICY AND PROCEDURE ON REVISED JOB DESCRIPTIONS AND POLICY CHANGES BE INCLUDED IN THE EMPLOYEE HANDBOOK.
- Cs – Br  
Ro – AB  
All Ayes
- 18) Meeting Notes of the Community Outreach and Communications Committee meeting of May 20, 2010 – APPROVED THE COMMUNITY OUTREACH AND COMMUNICATIONS PLAN AND THE STRATEGIC ALIGNMENT PLAN; AUTHORIZED STAFF TO BEGIN IMPLEMENTING THE ACTIVITIES CONTAINED IN THE COMMUNITY OUTREACH AND COMMUNICATIONS PLAN; AUTHORIZED THE INTERIM EXECUTIVE DIRECTOR TO TAKE ANY OTHER ACTIONS NECESSARY TO IMPLEMENT THE PROGRAM.
- Cs – Br  
Ro – AB  
All Ayes
- 19) Letter from Susan M. Benham, Chief Development Officer, Bakersfield Memorial Hospital Foundation, dated February 23, 2010, re: Funding Award – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 20) Letter from Jeremy T. Tobias, Executive Director, Community Action Partnership of Kern, dated May 5, 2010, re: Retention Request – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 21) Letter from Matthew Constantine, Director, Public Health Services, dated May 14, 2010, re: Retention Request – RECEIVED AND FILED

- Cs – Br  
Ro – AB  
All Ayes
- 22) Letter from Colleen A. McGauley, Executive Director, CASA of Kern County, dated May 7, 2010, re: Retention Request – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 23) Professional Services Agreement between Marc R. Thibault, an Independent Consultant and Kern County Children and Families Commission – RECEIVED AND FILED
- Cs – Br  
Ro – AB  
All Ayes
- 24) Early Childcare and Education – RECEIVED AND FILED THE REPORT; APPROVED THE EARLY CHILDCARE AND EDUCATION BEST AND PROMISING PRACTICES POSITION STATEMENT.
- Cs – Br  
Ro – AB  
All Ayes
- 25) Case Management – RECEIVED AND FILED THIS REPORT; APPROVED THE CASE MANAGEMENT BEST AND PROMISING PRACTICES POSITION STATEMENT.
- Cs – Br  
Ro – AB  
All Ayes
- 26) Family Resource Centers – RECEIVED AND FILED THIS REPORT; APPROVED THE FAMILY RESOURCE CENTER BEST AND PROMISING PRACTICES POSITION STATEMENT.

#### CLOSED SESSION

- Cs - Br  
All Ayes
- 27) Request for Closed Session regarding public employee recruitment – Title: Executive Director (Government Code Section 54957.1) – ADJOURNED TO CLOSED SESSION @ 2:32 P.M.

3:00 P.M., RE-CONVENED TO OPEN SESSION; CHAIRMAN MAIER REPORTED THAT EFFECTIVE IMMEDIATELY HE IS RESIGNING HIS POSITION AS COMMISSIONER AND REPORTED THAT COMMISSIONER AUDELO AS VICE-CHAIR WOULD TEMPORARILY TAKE OVER AS CHAIR.

INTERIM EXECUTIVE DIRECTOR LARRY J. RHOADES REPORTED THAT HE WOULD BE RESIGNING HIS POSITION AS INTERIM EXECUTIVE DIRECTOR UPON HIRE OF NEW EXECUTIVE DIRECTOR. MR. RHOADES AGREED TO ASSIST IN THE INITIAL HIRING PROCESS AND TRANSITION OF AUTHORITY TO THE NEW EXECUTIVE DIRECTOR.

#### ADJOURNMENT

Adjourned to Wednesday, August 4, 2010. KCSOS Bldg., 1300 17<sup>th</sup> Street

#### FUTURE MEETINGS

First 5 Kern Commission	October 6, 2010	2:00 P.M.	KCSOS 1300 17 <sup>th</sup> St.
First 5 Kern Commission	December 1, 2010	2:00 P.M.	KCSOS 1300 17 <sup>th</sup> St.



Technical Advisory Committee	September 20, 2010	10:00 A.M.	First 5 Kern Offices
Technical Advisory Committee	October 18, 2010	10:00 A.M.	First 5 Kern Offices
Technical Advisory Committee	November 15, 2010	10:00 A.M.	First 5 Kern Offices

COMMITTEE ASSIGNMENTS – STANDING COMMITTEES

EXECUTIVE

vacant (Chair)  
 Cheadle  
 Audelo  
 Champness

TECHNICAL ADVISORY

Audelo (Chair)  
 Goh  
 Puckett

PERSONNEL

Audelo (Chair)  
 Jonah  
 Waterman  
 Goh (alternate)

BUDGET AND FINANCE

Champness (Chair)  
 Cheadle  
 Audelo  
 vacant (alternate)

COMMITTEE ASSIGNMENTS – AD HOC COMMITTEES

COMMUNITY OUTREACH  
 AND COMMUNICATIONS

Waterman (Chair)  
 Audelo  
 Champness  
 Puckett

PROJECT REVIEW

Vacant (Chair)  
 Jonah  
 Goh  
 Cheadle

CHILDREN’S HEALTH INSURANCE

Jonah (Chair)  
 Cheadle  
 Waterman

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

The meeting facilities of First 5 Kern (the Kern County Children and Families Commission) are accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of First 5 Kern 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 material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

