

Approved 5/11/2007

**FIRST FIVE SACRAMENTO COMMISSION ADVISORY COMMITTEE**  
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**MINUTES: April 13, 2007**

**Attending Members:** Ernie Brown, Rod Howze, Jillian Faucett, Effie Hubbard Ruggles, Terry Jones (Chair), Matt Mengelkoch, Alondra Thompson, Amy Lin Tan, Tosca Toussaint (Vice Chair), Kathleen West

**Absent Members:** Betsy Uda (excused), Manuel Valencia (excused)

**Staff:** Alan Lange, Michele Watts

**Commission Staff:** Julie Beyers, Felicia Billoups, Julie Field, Linda Fong-Somera, Debra Payne

**Guests:** None

<b>Issues</b>	<b>Discussion</b>	<b>Actions/Recommendations</b>
<b>1. Call to Order. Welcome &amp; Introductions.</b>	The Chair called the meeting to order at 2:35 PM. Self-introductions were made.	
<b>2. Chair's Report</b>	The Chair thanked HSCC representative Ernie Brown for making the monthly Advisory Committee report to the Commission on April 7, 2007.	
<b>3. Minutes of March 9, 2007</b>	The minutes of March 9, 2007 were approved as written.	<b>M/S</b> Ernie Brown/Tosca Toussaint to approve the Minutes of March 9, 2007 as written. <b>Approved.</b>
<b>4. Approval of Bylaws Amendments</b>	The amendments to the bylaws, which extend the term limits for membership to three two-year terms and allow for "termed-out" members to seek new appointment after a two-year waiting period, were approved. They will be submitted to the Commission for final approval.	<b>M/S</b> Ernie Brown/Matt Mengelkoch to approve the bylaws amendments. <b>Approved.</b>
<b>5. RFP/A Process Report</b>	<p>Michele presented the content of the report, which outlined the input of reviewers and Advisory Committee staff regarding the review panel process. The report expressed overall satisfaction with the processes used and identified areas for improvement in the next round. Members voted to accept the report. Members also voted to submit the report to the Commission staff and the Commission. Michele will work with Commission staff to determine the most appropriate way of submitting the report to the Commission.</p> <p>For follow-up: Members expressed interest in additional discussion regarding the challenges faced by smaller organizations that have less capacity to compete with larger ones in the RFP/A process. This item will be placed on a future agenda.</p>	<p><b>M/S</b> Effie Hubbard Ruggles/Jillian Faucett to accept the report. <b>Approved.</b></p> <p><b>M/S</b> Ernie Brown/Alondra Thompson to submit the report to the Commission staff and the Commission. The avenue for submitting the report to the Commission will be determined in cooperation with Commission staff. <b>Approved.</b></p>
<b>6. Plan for Debriefing the CBI Process</b>	Michele announced that the CBI competitive review process will be assessed in a fashion similar to the RFP/A review process. All reviewers will be contacted to contribute to the report, which will be presented to the committee in August 2007. Any relevant findings will be incorporated into future review processes for the new CBI. Members with suggestions for the report should contact Michele.	
<b>7. Commission Report</b>	Debra Payne made the Commission report on behalf of Executive Director Lin Batten. Debra reported the following: - Staffing updates: Julie Field is the new Evaluation Manager. Julie Beyers has been promoted Program Planner for CBI. Linda Fong-Somera will be on maternity leave until the fall. - Former Commissioner Dr. Richard Pan is involved with a new national longitudinal study of children. The National Children's Study will	

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	<p>follow children from birth to age 21.</p> <ul style="list-style-type: none"> <li>- There is a new Kit for New Parents available. DVDs replace the VHS tapes (although tapes are available upon request). There is also a new book in the kit.</li> <li>- The First 5 California Statewide Conference will be May 31 – June 1 in Orange County.</li> <li>- The Community Building Initiative will not be changing its name to the “Community Connectedness Initiative” as previously planned. Due to growing name recognition and existing marketing materials, it was decided that the name should remain the same.</li> <li>- The Commission is opposing SB 893, which proposes to reallocate Proposition 10 funds to health insurance for children throughout the state.</li> </ul> <p>Additional detail on the items listed above, including Commission agenda and meeting materials are available here:  <a href="http://sackids.saccounty.net/meetings/index.html">http://sackids.saccounty.net/meetings/index.html</a></p> <p>Follow-up on requested information: Debra reported that 19% of children served by First 5 Sacramento in 2005/06 were African American, indicating that this population is not under-served in the county (previously reported evaluation data for First 5 California showed that African American children are under-served statewide). Members asked for the percentages for other races/ethnicities; this information will be e-mailed to the group.</p>	
<b>8. Commission Staff Reports</b>		
8a. Children’s Health Initiatives	<p>Debra Payne reported the following:</p> <ul style="list-style-type: none"> <li>- The Nutrition Summit was well-attended. A database of the nutrition and physical activity assets in the county will be created from the input provided by participants. Recommendations for First 5 Sacramento’s nutrition funding will be made at the May Commission meeting.</li> <li>- Baby Friendly Hospital policies have been adopted at Mercy San Juan, Mercy General, Sutter Memorial and Kaiser South; these hospitals deliver 65% of the babies born in Sacramento County. “Baby Friendly” refers to a set of practices that support breastfeeding.</li> <li>- “Zone 41” water district is in the process of applying for fluoridation funds.</li> </ul>	
8b. Community Building Initiative	<p>Linda Fong-Somera reported the following:</p> <ul style="list-style-type: none"> <li>- The CBI Bus Tour, which will visit several grantee sites, is Friday, April 20, 2007. Advisory Committee members are encouraged to attend.</li> <li>- The deadline for the last round of Children’s Action Grants is April 27, 2007.</li> <li>- The deadline for the last round of Mini Grants is May 2, 2007.</li> <li>- The new CBI grants will be released in Fall 2007.</li> <li>- Linda will be on maternity leave until the fall.</li> <li>- Julie Beyers has been promoted to serve as the second CBI planner.</li> </ul>	
8c. School Readiness	<p>Debra Payne reported the following:</p> <ul style="list-style-type: none"> <li>- The Touchpoints trainings are continuing.</li> <li>- The Preschool Bridging Model pilot program has been extended for an additional 12 months.</li> <li>- The planning process for a countywide school readiness plan is beginning.</li> <li>- A “Leading Ladies” outreach program for school readiness is being launched, in collaboration with First 5 California.</li> </ul>	
<b>9. Work Group Updates</b>		
9a. Evaluation Committee	<p>Evaluation Committee member Terry Jones reported the following:</p> <ul style="list-style-type: none"> <li>- The committee has identified a new database system: Persimmony. The new system should better meet the needs of both the Commission and the contractors.</li> <li>- The committee approved the preliminary proposal for evaluation design submitted by WRMA.</li> <li>- Harder and Company presented an update on the CARES childcare workforce development program. Stipends and training are provided to providers to improve both teacher skills and child care environments.</li> </ul>	
9b. Financial Planning Committee	<p>Financial Planning Committee member Ernie Brown reported the following:</p> <ul style="list-style-type: none"> <li>- The committee reviewed the 2007/08 budget and the 10-Year Financial Plan. These items will be presented to the Commission for final approval.</li> <li>- The committee reviewed a change to the Commission ordinance regarding how the administrative cost cap is calculated. The change, which requires the cap to be based upon a percentage of the total budget, rather than the annual allocation, is mandated by recent law.</li> </ul>	

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	Budget documents are available from Michele upon request.	
9c. Fluoridation Work Group	Fluoridation Work Group member Terry Jones reported that the committee has not met since his last report.	
<b>10. Membership Report</b>	Michele reported the following: - The Mental Health Board and the Adult and Aging Commission seats remain vacant. - There are six seats available for community representatives.	
<b>11. Future Agenda Topics</b>	No topics were suggested.	
<b>12. Announcements/ Comments</b>	- Debra Payne announced that a volunteer from the Advisory Committee is needed for the 2007 Children's Celebration planning group. - Alondra Thompson announced that in April 2008 there will be an Infant Mortality Conference in Sacramento, sponsored by the March of Dimes. She will keep the Advisory Committee posted on the details. - Rod Howze announced that Child Protective Services will host a Family Reunification Success celebration at Samuel Jackman Middle School on June 21, 2007, 4 PM – 7 PM.	
<b>13. Public Comments</b>	None.	
<b>14. Adjournment</b>	The meeting adjourned at 4 PM.	<b>Next Meeting: May 11, 2007, 2:30 PM – 4 PM.</b>