Call to Order / Roll Call

1. Vice Chair Elizabeth Lowe called the meeting to order at 1:32 p.m.

Vice Chair Lowe thanked the Commissioners and staff for their hard work and support throughout her tenure as Vice Chair of the Board.

Election of the Chair

2. Vice Chair Lowe opened the floor to nominations for the position of Chair for calendar year 2004.

Don Knabe, Supervisor for the 4th District, was nominated to the position of Chair. The nomination process was closed as there were no other candidates.

M/S (Elizabeth Lowe / Marvin Southard) APPROVED AS RECOMMENDED

Election of the Vice Chair

3. Chair Knabe opened the floor to nominations for the position of Vice Chair for calendar year 2004.

Maria Veloz was nominated to the position of Vice Chair. The nomination process was closed as there were no other candidates.

M/S (Elizabeth Lowe / Renatta Cooper) APPROVED AS RECOMMENDED
ANNOUNCEMENTS BY THE CHAIR

4. Announcements by the Chair

RECEIVED

CONSENT CALENDAR: (Items 5 – 6)

5. Approval of Meeting Minutes from the November 13, 2003 Commission Meeting

6. Approval of Monthly Financials

M/S (Jonathan Fielding / Carolyn Wilder) APPROVED AS RECOMMENDED

COMMISSION: (Items 7-12)

7. Executive Director’s Report

RECEIVED AND FILED

In addition to the written report, Executive Director Martinez shared a copy of a letter that was sent to Governor Schwarzenegger urging him not to freeze children’s enrollment in Healthy Families, Medi-Cal and the California’s Services (CCS) programs as proposed in his state budget.

8. Approval of UPK Advisory Committee Recommendations

Receive progress report on Universal Access to Preschool (UPK) activities from Dr. Karen Hill-Scott, Consultant, identifying major findings of the UPK Advisory Committee and Content Committees.

Dr. Hill-Scott and her team developed the Master Plan based on a framework created by Management Systems Consulting Corporation. The three components that comprise the framework are: (1) business concept; (2) strategic mission; and (3) the pyramid of organizational development.

The plan contains goals and objectives for each of the components of the system to provide short and long term direction for the success of the system. These goals and objectives will also be incorporated into the Early Care and Education goal action plan in the Next Five strategic plan.

The UPK Advisory Committee made the following recommendations package to the Board as the next steps in the implementation of universal preschool.

Approval of a Transition Team

- Purpose
  - To carry out the recommendations of the Advisory Committee regarding input to the Final Draft of the Master Plan.
  - To act in the role of the full Advisory Committee during the transition between completion of the plan and start up of the system.

- Membership
  - Co-Chairs of the Advisory Committee
  - A plenary representative of the Advisory Committee
  - The Chair of each Content Committee
  - The Chair of the First 5-LA Commission
  - One or more Representatives of the UPK Work Group (appointed by the Commission Chair)
Professional Staff
  o Designated Staff Liaison from the Commission
  o The Consultant Team

Approval of Task Teams
  • Purpose
    ▪ To support and continue work related to administrative development and implementation of the system.
    ▪ Two teams to complete the work of the Finance Content Committee and the Evaluation Committee.
    ▪ New teams that will work on aspects of implementation.
    ▪ Composition related to specific tasks; may include content committee participants, new partners, parents, elected officials.

Approval of Time Line
  • January 30, 2004 – Complete and polish the working draft.
  • February 12, 2004 – Unveil Master Plan to the public.
  • March 2004 - Submit Proposal for Operational Plan to Launch the System.
  • April 2004 - Host finance and evaluation symposia.
  • June 2004 – Complete operational plans for implementation of Pilot Year for the system.
  • June 2004- Announce test/pilot sites for September launch.

Approval of Work Plan (3 areas)
  • Management and Administration
    ▪ Design and recommend governance model.
    ▪ Conduct search for management team, program and staff, and additional consultants as required.
    ▪ Begin parent and community engagement campaigns.
    ▪ Identify and Outreach to strategic partners.
    ▪ Publish reports and disseminate information.
  • Content
    ▪ Small controlled launch in center based programs.
    ▪ Possibly 100 sites County-wide in diverse center based settings.
    ▪ Design and initiate the family child care pilot study.
  • Communication
    ▪ Report back to the Advisory Committee as a whole.
    ▪ Notify public of programs selected for September launch.
    ▪ Develop a regular communications schedule for engagement strategies with parents, strategic partners and public at large.

M/S (Neal Kaufman / Carolyn Wilder) APPROVED AS RECOMMENDED

9. Approval of The Urban Institute as the Evaluator of the Healthy Kids Initiative for an Amount not to Exceed $5 Million for up to Five Years and Authorize the Executive Director to Negotiate the Contract

Commissioners Jonathan Fielding, Neal Kaufman, and Jacquelyn McCroskey abstained from participating in the discussion of this item due to a potential professional conflict of interest with this potential contractor.

Staff developed a framework and set of questions for the evaluation in consultation with the Healthy Kids Advisory Committee, Evaluation and Quality Subcommittee, and the Healthy Kids Workgroup.
The evaluation will consist of two primary components: 1) monitoring performance measures for continuous quality improvement, and 2) addressing important evaluative research questions.

Discussion ensued regarding the potential contract amount of $5 million and the needs of data collection. Commissioner Lowe specifically asked how this the amount was going to be quantified in terms of the data to be collected and the results to be yielded. Of particular interest was the intent for this data collection as the Commission had previously funded other program evaluations. Further, Commissioners Lowe and Veloz were concerned about what new data would evolve from this evaluation that the Commission did not already know.

Commissioners requested that they be provided with data reports on the information that has been collected over the last five years on the numerous projects that have been funded by the Commission. This data should be also shared with the public.

Commissioner Veloz recommended that this item be placed on the February Commission agenda so that the discussion can continue between those Commissioners who were not conflicted.

**CONSENSUS:** The Board will refer this item to staff for further review and analysis. The Board will continue discussion of it when it is placed back on the Board agenda at a future date.


   **M/S** (Neal Kaufman / Jonathan Fielding)  **APPROVED AS RECOMMENDED**

11. Integration of Prenatal to Three Activities in the Next Five Strategic Plan

   Staff has begun preliminary analysis of possible outcomes and activities based on the content of the discussion by analyzing the current goal action plans and the School Readiness Indicators. Staff will also analyze the potential impact within the context of external activities targeting this population. Ongoing discussions will be scheduled through February and March.

   **CONSENSUS:** The Board will refer this item to the Planning Committee for further review and discussion. The Board will continue discussion of this item at the Board meeting scheduled for February 12, 2004.

13. Public Comment

   None.

**ADJOURNMENT**

The meeting adjourned at 3:43 p.m.

The next Commission meeting is scheduled for:

   February 12, 2003 at 1:30 p.m.
   Multi-Purpose Room
   333 S. Beaudry Avenue, Suite 2100
   Los Angeles, CA 90017

Meeting minutes recorded by Maria Romero.