CALL TO ORDER / ROLL CALL

1. Chair Don Knabe called the meeting to order at 1:38 p.m.

CONSENT CALENDAR:  (Items 2 – 3)

2. Approval of Meeting Minutes from the February 12, 2004 Commission Meeting

3. Approval of Monthly Financials

   M/S (Jonathan Fielding / John Hatakeyama) APPROVED AS RECOMMENDED

COMMISSION:  (Items 4-10)

4. Announcements by the Chair

RECEIVED

5. Executive Director’s Report

RECEIVED AND FILED

In addition to the written report, Executive Director Martinez commented on the following issues.

- Children’s Health Initiative (CHI) Coalition – The CHI Coalition has been successful in securing $63 million for the provision of health care insurance to uninsured children ages 6-18 years. Effective April 1, 2004, children who are no longer eligible for health care insurance under Healthy Kids as a result of them surpassing the maximum age requirement of 5 years,
will be able to enroll in this new program. Outreach efforts will conducted by LA Care, Blue Shield and the Kaiser Foundation.

6. Approval of *The Urban Institute* as the Evaluator of the Healthy Kids Initiative for an Amount not to Exceed $3.39 Million for up to Four 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 professional conflicts of interest with this organization.*

   Director Armando Jimenez provided background information on the recommended evaluator. First 5 LA needs objective and timely data on the implementation and outcomes of the Healthy Kids Initiative in order to maximize the impact of the current investment and guide the effective allocation of potential future resources in the health goal area. The overarching question that the evaluation will address is “How effectively has First 5 LA’s investment in Healthy Kids contributed to the health of children 0-5 in LA County?”

   **M/S (Maria Veloz / Elizabeth Lowe) APPROVED AS RECOMMENDED**

7. UPDATE: UPK 10-Year Master Plan

Receive progress report on Universal Access to Preschool (UPK) activities from Dr. Karen Hill-Scott, Consultant, identifying the proposed governance structure of the UPK non-profit entity and key components of the planning of early launch activities.

**Governance Structure**

- Board of Directors: Nominations for the Board of Directors of the new UPK non-profit entity will be open from March 8, 2004 through April 2, 2004. The memo inviting applicants and the nomination form will be posted on the First 5 LA website and also mailed to all members of the UPK Advisory Committee.

**Governance Timeline**

- April 2: Nominations Deadline
- April: Executive Director Search Begins
- May: Final Board Selections Made
- June: Executive Director Hired

Dr. Hill-Scott reviewed the following 7-month timeline with corresponding key events for the planning of early launch activities.

**April, 2004**

- Task Teams begin to meet, including:
  - Family Child Care Inclusion
  - Site Selection
- Publication of Technical Report to the Master Plan (2,5,7-Year Goals)
- Executive Director and Senior Management Searches Begin
- Begin Site Selection for Early Launch in September (“Rolling” Site Selection Process)
SUMMARY ACTION MINUTES

May, 2004
Finance Content Committee: Sustainable Resources
• Board of Directors Selected by Commission
• Development of Early Launch Site Application
  – Selection criteria and process
  – Target zip codes
• Facilities Symposium: Equity

June, 2004
• Advisory Team Meeting to continue implementation work
• Hire Executive Director (by June 30, 2004)
• Research and Evaluation Symposium (2 days)
• Applications Accepted for Later Early Launch Sites
• Peer Review Teams Plan to visit applicant sites

July, 2004
• Site Selection
• CFO, VP of Programs, VP Community Outreach, and VP of IT Hired
• Temporary Office Space Identified
• Follow up on Facilities Symposium
  – Development process
  – Site identification

August, 2004
• Materials and communications prepared for Early Launch
• Additional Staff Hired
• Continued Coordination with Early Launch Sites
• Workflows Developed

September, 2004
• Pilot Launch!
• Final Advisory Team Meeting: Celebration of Pilot Launch
• Public Finance Symposium: Sustainability of Resources
• Set Up Shop in New System
• Continue Hiring

8. PRESENTATION: Next Five Strategic Plan

Morley Winograd, Strategic Plan Consultant, provided the Board with the framework previously agreed upon by the Commission, revised goal statements, objectives and strategy action plans. These documents will be used in the final draft of the Next Five strategic plan. A formal recommendation for approval will be made to the Board in April.

9. PRESENTATION: First 5 LA Connect

Dr. Pejman Salimpour, President & CEO of NexCare Collaborative, provided an update on the progress achieved and current activities of First 5 LA Connect, the toll-free “Warmline” and website that provides information, referrals, and assistance to families and expectant parents throughout Los Angeles County.

Dr. Elizabeth Harris, External Evaluator from Evaluation, Management and Training (EMT) Inc., provided an overview of the first year (September, 2002 – December, 2003) of the external evaluation of the First 5 LA Connect Initiative. The focus of the external evaluation plan for the first
year was to (1) establish procedures and protocols with First 5 LA Connect for the external evaluation; (2) obtain IRB approval for all surveys; (3) describe the consumer experience with First 5 LA Connect; (4) obtain feedback from consumers and other key stakeholders; and (5) provide feedback to First 5 LA Connect and other stakeholders in order to facilitate mid-course corrections.

10. Public Comment

Elaine Batchlor, LA Care
Lynn Kersey, Maternal & Child Health Access
Javier LaFianza, Crystal Stairs Inc.
Shirley Ross, Cedars-Sinai Medical Center

ADJOURNMENT

The meeting adjourned at 4:25 p.m.

The next Commission meeting is scheduled for:

April 8, 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.