FIRST 5 LA
SUMMARY ACTION MINUTES
Commission Meeting
June 24, 2004

COMMISSIONERS PRESENT:

Commissioners:
Jane Boeckmann
Renatta Cooper
Thomas Garthwaite
Neal Kaufman
Don Knabe (Chair)
Elizabeth Lowe
John Hatakeyama (Alternate)
Maria Veloz (Vice Chair)
Carolyn Wilder

Ex-Officio Commissioners:
Jacquelyn McCroskey
Deanne Tilton

COMMISSIONERS ABSENT:

Ex-Officio Commissioners:
Chuck Hurewitz
Matt Rezvani

STAFF PRESENT:
Evelyn V. Martinez, Executive Director
Casey Beyer, Director of Government Affairs
Lisa Brabo, Director of Grants Management
Armando Jimenez, Director of Research & Evaluation
Marilyn M. Morton, Director of Management Services
Teresa Nuno, Director of Planning & Development
Raoul Ortega, Interim Senior Staff Accountant
Maria Romero, Executive Assistant

LEGAL COUNSEL:
Craig Steele, Attorney-at-Law

CALL TO ORDER / ROLL CALL
1. Chair Don Knabe called the meeting to order at 1:37 p.m.

CONSENT CALENDAR:  (Items 2 – 3)
2. Approval of Meeting Minutes from the April 8, 2004 Commission Meeting
   M/S  (Elizabeth Lowe / Maria Veloz)  APPROVED AS RECOMMENDED
3. Approval of Monthly Financials
   M/S  (Neal Kaufman / Carolyn Wilder)  APPROVED AS RECOMMENDED

COMMISSION:  (Items 4-10)
4. Announcements by the Chair
   RECEIVED
In addition to general announcements, Chair Knabe publicly acknowledged the positive impact that the Healthy Kids program has had on the community. Chair Knabe thanked First 5 LA and Executive Director, Evelyn V. Martinez, for the conceptual development of this program.

5. Executive Director’s Report

**RECEIVED AND FILED**

In addition to the written report, Executive Director Martinez commented on the following Commission-related issue.

- **School Readiness Reception** – First 5 LA hosted a reception was held at Crystal Stairs, Inc. on Wednesday, June 23, 2004 to celebrate the achievements of all the 42 grantees funded by the School Readiness Initiative. These new partners have committed to providing resources to children, parents, and schools within their communities that will strengthen their school readiness. Commissioner Elizabeth Lowe was one of the guest speakers at the event.

- **Joint Legislative Audit Committee of the State Legislature** - The audit mandated by the Joint Legislative Audit Committee of the State Legislature has been completed. An exit interview with the state auditors who performed the audit has been scheduled for Monday, June 28, 2004. The formal report will be received by July 1, 2004. A five-day response period has been provided for the rebuttal of any issues contained within the report. The formal audit report and rebuttals, if any, will be filed with the Joint Legislative Audit Committee and will also be made public.

- **Staffing** - The search for the Director of Finance has begun and will continue until a qualified candidate has been identified. Commissioners are encouraged to recommend potential candidates that may meet the qualifications of the position.

  Victor Abalos will be joining the staff of First 5 LA on July 1, 2004 as the new Director of Communications. Mr. Abalos has over 25 year of experience in the field of public and media relations.

- **Community Outreach** - Commissioner Lowe spoke on the issue of universal preschool at the League of Women Voters in Palos Verdes.

6. Approval of the Los Angeles Universal Preschool (LA-UP) Contract, Including the Proposed Membership of the Board of Directors, that will Govern the Independent Non-Profit Entity Being Created to Operate Universal Preschool in Los Angeles County

*This item has been continued to the regular Commission meeting of July 8, 2004 and was not discussed at this meeting.*

7. Approval of the Los Angeles County Children and Families First-Proposition 10 Commission Operations and Administration Budget for Fiscal Year 2004-2005

Vice Chair Veloz stated that the budget had been discussed in detail at the Operations Committee meeting of June 2, 2004 and the Committee was in support of the proposed budget. Executive Director Martinez stated that the proposed budget included the addition of four new staff positions. These new staff positions will support the integration efforts of current and proposed initiatives, as well as the provision of technical assistance to grantees.
Chair Knabe inquired about the increase in administration expenses compared to last year’s budget. Executive Director Martinez commented this was the result of the projected increase in the lease (rental space) of the new building. Staff is anticipating moving to the new building in mid-December.

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

8. Approval of ICAN Associates Funding Request in the Amount Not to Exceed $48,000 for the Sponsorship of the ICAN Nexus IX “Violence Within the Home and its Effects on Children” Training Conference

Vice Chair Veloz commented that although she was supportive of this funding request, she did want for the Commission to reassess its current funding policy which is very broad and general. As projected revenues continue to decline, the Commission will need to be more selective of the type of activities it would want to fund in the future.

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

9. Approval of La Petite Academy, Inc. as the Contractor to Manage and Operate the First 5 LA Early Learning Center and Authorize the Executive Director to Negotiate the Contract

Commissioner Cooper commented on the selection process that the Ad-hoc Child Care Subcommittee (Commissioners Renatta Cooper, Chuck Hurewitz, Carolyn Wilder) used in selecting La Petite Academy, Inc. as the recommended management company to manage and operate the First 5 LA Early Learning Center. Commissioner Cooper introduced Karen Smith, Account Manager, who provided an overview of the history and services that are offered by La Petite Academy, Inc.

La Petite Academy will be responsible for managing and operating the Early Learning Center and for meeting the standards of the Universal Preschool initiative as dictated by the School Readiness Committee. Upon Commission’s approval of La Petite Academy as the contractor, the Executive Director will negotiate the contract that will specifically state the deliverables and scope of work.

The Ad-hoc Child Care Subcommittee has agreed that La Petite Academy will target specific populations in an attempt to provide high quality early learning care to all children at the Center, and to create a diverse ethnic environment from the various surrounding communities of Los Angeles County. The target groups are:

- First 5 LA staff
- Single mothers who work
- Surrounding community residents
- People who use local transit
- Staff of local private and governmental businesses

Targeting these populations will require First 5 LA to use a sliding fee scale program. La Petite Academy and First 5 LA staff will seek programs that can assist with the preschool cost.

First 5 LA will work with the Contractor on space allocation and marketing strategies to target these populations. If the demand for spaces in the Center is greater, First 5 LA may have to use a lottery system. Currently, the Center is projected to have 50 spaces with 8 of these spaces being designated for infant care. Based upon the total square footage of the Center and state licensing requirements, the number of total child spaces can be increased to a maximum of 75 spaces.

M/S (Maria Veloz / Neal Kaufman) APPROVED AS RECOMMENDED
10. Public Comment

   Teresa DeCrescenzo, GLASS
   Roy Jensen, Private Citizen
   Michael Pines, LA County Office of Education (LACOE)
   Tammi Relyea, ICAN Associates

ADJOURNMENT

The meeting adjourned at 2:58 p.m.

The next Commission meeting is scheduled for:

   July 8, 2004 at 1:30 p.m.
   Multi-Purpose Room
   333 S. Beaudry Avenue, Suite 2100
   Los Angeles, CA  90017

Meeting minutes recorded by Maria Romero.