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 Commission Meeting Minutes
   - July 8, 2004
   - July 12, 2004

   M/S (Neal Kaufman / Maria Veloz) 
   APPROVED AS RECOMMENDED

3. Approval of Monthly Financials

   M/S (Maria Veloz / John Hatakeyama) 
   APPROVED AS RECOMMENDED
4. Announcements by the Chair

RECEIVED

In addition to general announcements, Chair Knabe announced the resignation of Commissioner Elizabeth Lowe, presented her with a plaque, a commendation from the Board of Supervisors, and publicly acknowledged the positive impact that she made on the Commission and its work with the community.

5. Executive Director’s Report

RECEIVED AND FILED

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

- **KCET** - A media event was held to announce the funding of the KCEd program, “A Place of Our Own,” prior to the Commission meeting. The KCEd project received funding from the State Commission, BP America, Inc., a corporate sponsor, other private sponsors, and First 5 LA. Over 200 people were in attendance including Jane Henderson, Executive Director of First 5 California, and Mike Ruane, Executive Director of the Orange County Commission.

- **Joint Legislative Audit Committee of the State Legislature** - The final audit report mandated by the Joint Legislative Audit Committee of the State Legislature made three general recommendations concerning sustainability, performance measures related to outcome-based data, and the contracting issues with county commissions of Kern and Santa Clara.

  In order to submit a consolidated response to the recommendations, the First 5 Association of California obtained the services of the Government Finance Officers Associations (GFOA) to further expand the financial reporting and fiscal practices (funded by First 5 California). Currently, the Association is working on developing a comprehensive definition of administrative costs and also sharing its best practices in contracting for county commissions. It is expected that the sustainability issue will be further discussed with the State Commission staff and the various county commissions’ efforts. It is the hope of the Association that the GFOA technical assistance will prevent the need for the State Commission to revise the current legislation that will give the them more control over the county commissions.


A. Confirmation of Board Members

Executive Director Martinez provided a brief recap of the discussion from the previous Commission meeting held on July 12, 2004 at which time Chair Knabe requested that the final proposed membership list recommending six nominees for the LA-UP Board, as nominated by the UPK Transition Team, representing the area of business and philanthropy be reviewed by the Operations Committee with a final recommendation to be brought before the full Commission Board at the meeting of
SUMMARY ACTION MINUTES

August 12, 2004. Of these six nominees, four of them were recommended as voting members; the two remaining names were recommended as ex-officio, non-voting members for a one-year term of office, in order to acknowledge the process of the UPK Transition Team.

The Board of Supervisors made the following LA-UP membership recommendations:

**Five (5) Voting Members Representing the Los Angeles County Supervisorial Districts**

1. District 1: Cristina Cruz-Madrid
2. District 2: Paul C. Hudson
3. District 3: William Siart
4. District 4: Elizabeth Lowe
5. District 5: Lea Butterfield

As a result of the Operations Committee meeting of July 12, 2004, the following list of proposed members for the LA-UP Board of Directors was recommended:

**Two (2) Voting Members Representing the Field of Early Care and Education**

6. Shizuko Akasaki, retired Director, LAUSD’s Child Development Division
7. Al Osborne, Senior Associate Dean, UCLA Anderson School of Management

**Four (4) Voting Members Representing Business and Philanthropy**

8. Wallis Annenberg, Philanthropist
9. Vilma Martinez, Partner, Munger, Tolles & Olsen
10. Nancy Daly Riordan, Founder, United Friends of the Children
11. Donald Tang, Chairman, Bear Stearns Asia

**Two (2) Ex-Officio, Non-Voting Members Representing Business and Philanthropy (1-year Term)**

John Agoglia, former President of NBC Enterprises
Robert Ross, Chief Executive Officer, California Endowment

Yolie Flores-Aguilar, Executive Director of the Children’s Planning Council and Co-Chair of the Parent Engagement Task Team provided an overview of the process that was used in selecting the two parent nominees to the LA-UP Board of Directors. The process consisted of the Task Team asking all of its members to identify candidates through their immediate networks. A timeframe for accepting nominations was established. Upon submitting an application, each nominee was rated using specific criteria developed by the Task Team to narrow the pool of nominees. The finalists were interviewed over the telephone by a staff member from Karen Hill-Scott & Company. The final pool of applicants was discussed at a Task Team meeting and the parent nominees were selected using a paper ballot.
The Parent Engagement Task Team recommended the following two nominees to the LA-UP Board:

**Two (2) Voting Members Representing Parents**

12. Parent 1: Maria De La Torre  
13. Parent 2: Rafael Gonzalez

Karen Hill-Scott, UPK Consultant, suggested that a third name be included for the parent positions on the LA-UP Board. Commissioner McCroskey questioned why this third parent name should be included, if the Parent Engagement Task Team only chose to recommend two parent nominees, having been engaged in a clearly defined process.

The LACOE Superintendent position was approved as a permanent ex-officio, non-voting member of the LA-UP Board at the Commission meeting of July 12, 2004.

**One (1) Ex-Officio, Non-Voting Member**

Darline Robles, Superintendent, Los Angeles County Office of Education (LACOE)

Commissioner Kaufman commented that he had learned that one of the two ex-officio nominees, Dr. Robert Ross, would not be able to accept the nomination to the LA-UP Board due to prior work commitments. He also added that Dr. Ross’ office had not officially declined the nomination, but had communicated his unavailability to Supervisor Burke’s Office and to other individuals.

Commissioner Veloz commented that perhaps the third parent nominee could take the ex-officio seat to be vacated by Dr. Ross. Chair Knabe felt that the expertise of both nominees was so diverse that such substitution would not equate a fair exchange.

Chair Knabe commented that out of respect for the hard work of the UPK Transition Team and the Parent Engagement Task Team, he suggested that a vote be taken on the proposed LA-UP Board membership and refer the potential third parent nominee issue as well as the vacancy of the ex-officio seat of Dr. Ross back to staff for a recommendation to be presented at the Commission meeting scheduled in September.

**M/S (Maria Veloz / Renatta Cooper) APPROVED AS RECOMMENDED**

B. Delegation of Administrative Authority During the Formation of the LA-UP Board and Permanent Senior Management Team

The Commission Board ratified the recommendations of the Operations Committee as stipulated in correspondence sent to John Agoglia.

**M/S (Maria Veloz / Don Knabe) APPROVED AS RECOMMENDED**
7. Approval of the Renewal of the Following Research Partnerships:

1. Metamorphosis Project, USC Annenberg School of Communication, For an Amount Not to Exceed $650,000 for 2 Years

Commissioners Neal Kaufman and Jacquelyn McCroskey recused themselves from participating in the discussion of this item due to a potential conflict of interest.

The Metamorphosis Project has been instrumental in providing support for the implementation of LA Connect. One of the key objectives of this project focuses on assisting First 5 LA in understanding how to reach people in the community identifying the best way to infiltrate the communications infrastructure in order to engage communities and help them solve community problems. The Metamorphosis Project has also been a key participant in the design of the Partnerships For Families (PFF) Initiative.

M/S (John Hatakeyama / Don Knabe) **APPROVED AS RECOMMENDED**

2. Los Angeles County Health Survey, Parent and Child (0-5) Component, Los Angeles County Department of Health Services, For an Amount Not to Exceed $300,000 for 2 Years

The LA Health Survey has been instrumental in the planning, defining and subsequent implementation of the Healthy Kids Initiative. Data from the LA Health Survey was instrumental in determining how many children in Los Angeles County were uninsured during the planning phase of the Healthy Kids Initiative.

The LA Health Survey has also provided data estimates for most of the school readiness indicators. A school readiness indicator report is currently being drafted with baseline data obtained from the survey in collaboration with the Children's Planning Council. More recently, data from the LA Health Survey was instrumental in helping to define school readiness indicators and the initiative for healthy births.

M/S (Neal Kaufman / Don Knabe) **APPROVED AS RECOMMENDED**

Commissioner Veloz commented that she was troubled how there was no apparent connection between these research partnerships and existing Commission funded programs. Director Jimenez commented that there was a connection between the research partnerships and the programs funded by the Commission and that he would try to be more effective in disseminating this information to the Commissioners.

Chair Knabe suggested developing a matrix that outlined what the research partnerships have been used for and if there was a direct “tie-in” with other initiatives. Commissioner Rezvani suggested that the matrix identify the proposed partnership objectives, funding allocation, and accomplishments.

It was requested that this matrix be developed and distributed to all Commissioners at the Commission meeting scheduled for September 9, 2004.
8. Approval of the Conflict of Interest and Disclosure Code for 2004, including the List of Position Categories, as Required for Compliance with the Political Reform Act

M/S (Maria Veloz / Don Knabe) APPROVED AS RECOMMENDED


First 5 LA has received copies of the State Commission's annual report. The report is available on our website (http://www.first5.org). Chair Knabe requested public comment on the report.

10. Public Comment

None.

ADJOURNMENT

The meeting adjourned at 2:49 p.m.

The next Commission meeting is scheduled for:

September 9, 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.