

First 5 San Mateo County
Finance and Administration Committee Minutes
January 11, 2010
Location: 1700 South El Camino Real, Suite 405, San Mateo CA

Committee Members Present: Jean Fraser, Harvey Kaplan, Rich Gordon
Staff Present: Debby Armstrong, Jason Gordon, Maricela Watt

1. Agenda Review/Announcements

Agenda accepted.

Debby Armstrong provided Committee members with some announcements:

- F5SMC Staff is working with Assembly member Jerry Hill's office to promote a special oral health event at the Watch Me Grow Demonstration Site (Spruce Elementary School in South San Francisco) which was held in February 2010. Up to 200 dental screenings will be provided to preschool age children by the California Dental Association.
- The Packard Foundation nominated and selected Debby Armstrong to participate in Spitfire Strategies Executive Training Program in 2010. Spitfire is a premiere consulting group that works with nonprofits to develop communication strategies and messaging campaigns that focus on children's issues. The fellowship will also provide coaching and training on framing key messages and communicating results. The Packard Foundation is providing a scholarship for tuition and the program will convene in Washington D.C twice yearly.

2. Approve Minutes from the December 2009 Finance Meeting

The December 2009 Finance meeting minutes were reviewed and approved.

MOTION: A motion to approve the December 2009 Minutes was made by Commissioner Fraser and seconded by Commissioner Gordon.

3. Approve Mid- Year Budget Reconciliation for FY 2009-2010

The FY2009-2010 operating budget was examined in detail to ensure that estimated revenues were realized and expenditures did not exceed budget appropriations. The Mid-Year Budget Reconciliation for FY2009-2010 reveals that revenue and expenditures are on target for the first 6 months of this fiscal year.

Finance & Administration Manager Maricela Watt informed Committee members that interest revenue projections are not expected to be reached due to lower than expected interest rates. This will be offset in part by grants funds received from The David and Lucile Packard Foundation in the amount of \$200,000 for the Kit for New Parents Project.

MOTION: A motion to approve the Mid-Year Budget Reconciliation for FY 2009-2010 was made by Commissioner Gordon and seconded by Commissioner Fraser.

4. Update of Annual Review of First 5 San Mateo County Policies

Committee members were presented a total of six policies for review. Four policies are in direct response to mandates outlined in Assembly Bill 109 and Senate Bill 35 passed in 2006. Currently the Executive Director is working with County Counsel to revise the Conflict of Interest Policy.

Attachment 2

Committee members recommended certain language be changed in the Salaries and Benefits Policy. In Section II of the aforementioned policy, reference is made to the Service Employees International Union (SEIU) Local 715. Since the initial approval of this policy in May 2006, the SEIU 715 has changed its name to SEIU 521. Due to the possibility of future name changes Committee members recommend the language in this section of the policy be made more general in case of future changes. The Executive Director will be working with County Counsel to amend language in the Salaries and Benefit Policy and Conflict of Interest Policy. After changes noted above are made, the four policies that require annual review will be submitted to the full Commission.

5. Approve Revised Intellectual Property Protocol

Committee members were presented a revised version of the Intellectual Property Protocol (IPP). The original IPP was approved in December 2001 by the full Commission. This protocol addresses intellectual property issues pertaining to how and when a grantee, contractor or member of the public must gain permission to disseminate data, findings, or products resulting from First 5 San Mateo County-funded projects or their evaluations.

Discussion took place about the language in the IPP referencing approvals, and the dissemination process. Committee members recommended Tier 1 and Tier 2 of the IPP be combined and the language revised to encourage more data to be disseminated. Committee members directed staff to check with other First 5 County Commissions to see how their IPP is setup and/or if they exist. Further discussion will take place by the full Commission once staff reviews the items addressed by Committee members and work with County Counsel.

Follow-up Items from this meeting:

- 1. Update Committee members on the Oral Health Dental Screenings being held in February 2010.**
- 2. Review three policies with County Counsel, which include Conflict of Interest Policy, Salaries and Benefits Policy, and Intellectual Property Protocol. Provide a brief update to Committee Members.**
- 3. Agendize the Mid-Year Budget Reconciliation for approval on the January 2010 Commission meeting.**