



PERSONNEL AND FINANCE COMMITTEE MEETING AGENDA

DATE: Thursday, October 4, 2018
TIME: 11:00 AM
PLACE: FIRST 5 Santa Clara County, Executive Conference Room
4000 Moorpark Avenue, Suite 200, San Jose, CA 95117

1. **Call to Order/Roll Call**

Committee Chairperson Rachel Samoff will call this meeting to order at 11:00 AM.

2. **Public Comment**

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on the agenda. Speakers are limited to three minutes. The law does not permit Commission action or extended discussion on an item not on the agenda except under special circumstances. All statements that require a response may be placed on the agenda for the next regular meeting of the Commission or referred to staff for response.

3. **Consent Calendar**

The consent calendar may be voted on in one motion. If you wish to discuss any of these items, please request the item to be removed from the consent calendar. Items removed from the consent calendar will be considered immediately after the vote on the consent calendar.

3.1 **Consider Approval of Personnel and Finance Committee Summary Notes of May 31, 2018 (Attachment)**

3.2 **Consider Approval of Financial Statement for July 2018 to August 2018 (Attachment)**

3.3 **Consider Approval of Budget Adjustment 2018-19-006 (Attachment)**

3.4 **Consider Acceptance of Contracts < \$100k Executed by Chief Executive Officer Report: April 2018 – June 2018 (Attachment)**

3.5 **Consider Acceptance of Third Party Grant Award Report: April 2018 – June 2018 (Attachment)**

3.6 **Consider Acceptance of Sponsorship Awards Report: April 2018 – June 2018 (Attachment)**

End of Consent Calendar

4. **Consider Approval of FIRST 5 Santa Clara County Fiscal Year 2017/2018 Audited Financial Statements (Attachment)** (Tracey Hause)

Possible Action: Recommend approval of the June 30, 2018 Audited Financial Statements and forward to the Commission.

5. **Consider Approval of Resolution to Open New Bank Account at Bank of the West (Attachment)** (Tracey Hause)

Possible Action: Recommend approval of the resolution to open a new bank account at Bank of the West and forward to the Commission.

6. **Consider Approval of an Amended Contract with Applied Survey Research (ASR) for the 2018 Kindergarten Readiness Study, to be funded by First 5 California (IMPACT)** (Wendi Mahaney-Gurahoo)

Possible Action: Recommend approval of the amended contract with Applied Survey Research (ASR) for the 2018 Kindergarten Readiness Study, to be funded by First 5 California (IMPACT); and forward to the Commission.

7. **Consider Approval of a Contract with the Santa Clara County Office of Education (SCCOE) Inclusion Collaborative: Teaching Pyramid and Inclusion Collaborative Profile, to be funded by First 5 California (IMPACT)** (Wendi Mahaney-Gurahoo)

Possible Action: Recommend approval of a contract with the Santa Clara County Office of Education (SCCOE) Inclusion Collaborative: Teaching Pyramid and Inclusion Collaborative Profile, to be funded by First 5 California (IMPACT); and forward to the Commission.

8. **Consider Approval of an Amended Contract with the Santa Clara County Office of Education (SCCOE) Inclusion Collaborative: Warmline, to Be Funded by First 5 California (IMPACT)** (Wendi Mahaney-Gurahoo)

Possible Action: Recommend approval of an amended contract with the Santa Clara County Office of Education (SCCOE) Inclusion Collaborative: Warmline, to be funded by First 5 California (IMPACT); and forward to the Commission.

9. **Consider Approval of a Contract with Children's Discovery Museum for the Development of a Potter the Otter Exhibit (Attachment)** (Tyson Jue)

Possible Action: Recommend approval of a contract with Children's Discovery Museum for the development of a Potter the Otter exhibit and forward to the Commission.

10. **Human Resources Update** (Patience Davidson-Lutz)

10.1 Update on the Selection of the HR Consultant

11. **Program Updates**

12. **Commissioner Referrals**

13. **Committee Updates**

14. **Announcements**

15. **Adjourn**

Next Meeting: Thursday, November 8, 2018 at 11:00 AM

Please note: A majority of the Commission may be present at this meeting.

Notice to the Public Regarding Meeting Procedures

The Commission may take other actions relating to the issues as may be determined following consideration of the matter and discussion of the recommended actions.

In compliance with the American with Disabilities Act (ADA) and the Ralph M. Brown Act, those requiring reasonable ADA accommodation for this meeting should notify FIRST 5 Santa Clara County 24 hours prior to the meeting at (408) 260-3700.