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## Executive Committee Minutes

Friday, March 19, 2010  
10:30 AM – 12:00 PM

1100 San Leandro Blvd.  
Conference Room E

**COMMISSIONERS PRESENT:** Chair: Pamela Simms-Mackey, M.D., Vice Chair: Helen Mendel, CMD

**STAFF PRESENT:** Mark Friedman, Janis Burger, Patricia Zapanta, Christine Hom

Chair Pamela Simms-Mackey called the meeting to order at 10:23 AM.

### AGENDA ITEM

#### 1. Public Comment

There was no Public Comment.

#### 2. Approval of Minutes from the January 22, 2010 meeting - Action

Executive Committee Action: The Executive Committee approved the minutes from January 22, 2010 upon motion by Vice Chair Mendel, seconded by Chair Simms-Mackey and unanimously carried (2 in favor, 0 opposed).

#### 3. Web Based Hosting and Network Services - Information

Director of Evaluation and Technology Teddy Milder presented the Web Based Hosting and Network Services agenda item to the Executive Committee.

Vice Chair Mendel stated that the cost estimates provided by the four vendors are vastly different and asked if references were received from other agencies and companies who utilize hosting services from The Center to Promote HealthCare Access (The Center). Ms. Milder responded that The Center provides hosting services for One-E-App, the single eligibility service utilized by Alameda County and that The Center would provide First 5 Alameda County (F5AC) with better access and the ability to make updates and corrections internally. Ms. Milder also stated that The Center's data center also provides hosting services for eBay.

Chair Simms-Mackey suggested that the contract authorization for The Center be presented directly after the Web Based Hosting and Network Services agenda item to the Commission.

#### 4. 2010-11 Budget Proposal – First Reading - Action

Director of Finance and Administration Patricia Zapanta presented the 2010-11 Budget Proposal – First Reading to the Executive Committee.

Vice Chair Mendel asked if there would be an issue with the Contra Costa Hospital Outreach Coordinator (HOC) contract being negotiated for FY 2010-11. Ms. Zapanta responded that the negotiation of the contract had not been finalized and that it is a timing issue as to whether it will be completed in time for inclusion in the next budget reading. Ms. Zapanta also stated that for this contract, F5AC hired a HOC for First 5 Contra Costa and the position will be eliminated if First 5 Contra Costa will not continue to support it.

Ms. Zapanta passed out a chart showing the F5AC usage trend of sustainability funds from 2000 through 2010. Chair Simms-Mackey stated that the chart should include all sources of revenue including sustainability funds compared to expenditures.

Chair Simms-Mackey suggested that for the presentation to the Commission, the major changes in each division should be highlighted. Vice Chair Mendel stated that it would be clearer if a footnote could be added to the bottom of each section to explain significant changes.

Executive Committee Action: The Executive Committee recommended the 2010-11 Budget Proposal – First Reading to the Commission for approval upon motion by Vice Chair Mendel, seconded by Chair Simms-Mackey and unanimously carried (2 in favor, 0 opposed).

#### 5. 2009-10 Financial Report (July 1, 2009 – February 28, 2010) - Information

Ms. Patricia Zapanta presented the 2009-10 Financial Report (July 1, 2009 – February 28, 2010) to the Executive Committee.

Ms. Zapanta stated that the financial report for the period is consistent with previous years and that revenue and expenses are on track for this time of the fiscal year.

#### 6. 2009-10 Investment Report (July 1, 2009 – February 28, 2010) – Information

Ms. Zapanta presented the 2009-10 Investment Report (July 1, 2009 – February 28, 2010) to the Executive Committee.

Ms. Zapanta stated that the current market value of the investment portfolio is approximately \$41 million. Ms. Zapanta also stated that current cash flow is less than the projected expense outlay and that F5AC may need to sell portions of the investment portfolio to meet agency operational needs.

Vice Chair Mendel asked what the turn around time is for the money managers to sell portions of the portfolio. Ms. Zapanta stated that the money managers can complete transactions within 2 business days.

CEO Mark Friedman stated that the Alameda County Treasurer's Office does not invest in any corporate bonds because of strict policies and that F5AC can invest up to 40% in corporate bonds which yields a greater return.

## 7. Contract Authorizations – Action

Patricia Zapanta, Director of Finance and Administration presented the Contract Authorizations to the Executive Committee.

Executive Committee Action: The Executive Committee recommended the Contract Authorizations to the Commission for approval upon motion by Vice Chair Mendel, seconded by Chair Simms-Mackey and unanimously carried (2 in favor, 0 opposed).

## 8. Adjournment

Mr. Friedman stated that Senator Cox had filed a complaint with the Fair Political Practices Commission against the First 5 Association stating that public funds were inappropriately used in the special election last May where Prop 1D was on the ballot.

Chair Simms-Mackey adjourned the meeting at 11:17 AM.