



COMMISSION MEETING AGENDA

DATE: June 4, 2025
TIME: 12 noon – 2:00 PM
PLACE: 351 Tres Pinos Rd., Suite 100A, Hollister, CA 95023

Agenda

1. Call to Order

Commission Chairperson Dr. David Redman will call this meeting to order at 12:00 pm.

2. Agenda Modifications

3. 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 [Govt. Code Section 54954.2]. All statements that require a response may be placed on the agenda for the next regular meeting of the Commission.

Join Zoom Meeting

<https://us06web.zoom.us/j/8513910617>

Meeting ID: 851 391 0617

4. Public Hearing on First 5 San Benito FY 2025-2026 Proposed BUDGET and Staffing Plan

Recommended Action:

4.1 Approve First 5 San Benito FY 2025-2026 Proposed BUDGET and Staffing Plan

5. 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 be removed from the consent calendar.

5.1 Approve MINUTES from the April 9, 2025 Commission Meeting

5.2 Approve FY 2024-2025 BUDGET REVISION

5.3 Approve FY 2024-2025 YTD FINANCIAL REPORT as of April 30, 2025

5.4 Approve FY 2025-2026 Commission Meeting CALENDAR

6. Consider Recommendations for Service Providers and CONTRACTORS

(Carly Offermann – Attachments)

6.1 Review of the proposed contract amendment between **First 5 San Benito** and **Financial Administrative Support Services (FASS)** in the amount of **\$33,720.00**.

6.2 Review of the audit proposals submitted to First 5 San Benito by Brown Armstrong CPA and Eide Bailly for FY 2024-2025 audit services.

Recommended Action:

- 6.1 Approve delegating authority to the Interim Executive Director to negotiate, execute, and amend the amended service agreement between **First 5 San Benito** and **Financial Administrative Support Services (FASS)** for accounting and audit support services beginning July 1, 2025, and ending June 30, 2026, in the amount of **\$33,720.00.**
- 6.2 Approve delegating authority to the Interim Executive Director to negotiate, execute, and amend the engagement letter between **First 5 San Benito** and **Brown Armstrong CPA** for FY 2024-2025 auditing services in the amount of **\$22,000.00.**

7. First 5 San Benito Administrative Office Lease Agreement

(Carly Offermann – Attachments)

Recommended Action:

- 7.1 Authorize the Interim Executive Director to negotiate, execute, and amend the new LEASE AGREEMENT between **First 5 San Benito** and **K&S Market, Inc.** beginning September 1, 2025, and ending August 31, 2030, for a total amount of **\$221,304.00**

8. Review of First 5 California Grant Initiative for FY 2025-2026

(Sarah Beatie – Attachments)

Recommended Action:

- 8.1 Authorize the Interim Executive Director to serve as the fiscal lead and pay all future invoices submitted by First 5 regional subcontractors according to the budgets outlined below for the First 5 California IMPACT Legacy Grant.

COUNTY:	TOTAL ALLOCATION:
First 5 San Benito	\$369,457.16 (includes HUB & Lead)
First 5 Alameda	\$787,779.94
First 5 Contra Costa	\$589,969.04
First 5 Monterey	\$212,994.43
First 5 San Francisco	\$432,190.91
First 5 San Mateo	\$324,604.87
First 5 Santa Clara	\$865,997.39
First 5 Santa Cruz	\$322,200.63
Region 4 HUB	\$565,597.13 (\$813,563.10 total)
TOTAL GRANT FUNDS:	<u>\$4,470,791.50</u>

9. First 5 San Benito Executive Director Search – Updates

(Dr. David Redman, Chairperson)

- 9.1 Executive Director Search led by Susan Cowen, Senior Principal at Kittleman & Associates
scowen@kittlemansearch.com

10. Announcements

11. Other – Future Agenda Items

- Next Commission Meeting: Wednesday, August 6, 2025 @ 12noon – 2pm
- Next Executive Committee Meeting: Wednesday, August 6, 2025 @ 11:30am – 12noon
- Next Finance Committee Meeting: TBD

*****BEGIN CLOSED SESSION*****

12. Conference with Legal Counsel – Existing Litigation pursuant to the Government Code Section 54956.9(1)(d).

13. Adjourn

- i. In compliance with the American with Disabilities Act (ADA), those requiring reasonable ADA accommodation for this meeting should notify FIRST 5 San Benito 24 hours prior to the meeting at (831) 634-2046.*
- ii. Please note: To obtain a copy of any supporting document that is available, contact FIRST 5 San Benito (831) 634-2046.*

*Agenda posted on 5/30/2025 at 5pm