



AGENDA ITEM: 11  
DATE OF MEETING: January 24, 2013  
ACTION:   X    
INFORMATION: \_\_\_\_\_

## 2013 ADVISORY COMMITTEE ASSIGNMENTS

### SUMMARY OF REQUEST

This is a request to approve appointments to the Commission's standing and ad hoc advisory committees.

### BACKGROUND

Historically, the Commission has appointed advisory committees of two members each, to provide technical assistance and professional expertise and to assist staff with the development of policy and program proposals for consideration by the full Commission. Committee members are appointed by a majority vote of the Commission.<sup>1</sup> It is the Commission's usual business practice to review the committee appointments at the first meeting of each calendar year, and revise them as necessary.

### DISCUSSION

It is staff's experience that the five advisory committees have been beneficial and effective in developing and implementing the Commission's policy, program and business agenda. Staff recommends retaining the current standing committees: Executive, Public Education and Outreach, Legislation, Research and Evaluation, and Program. Staff also recommends the addition of a standing fiscal committee, to provide technical expertise and guidance regarding the Commission's budget, accounting and financial statements. Lastly, staff is suggesting the Commission appoint an ad hoc advisory committee for strategic planning (recommended in Item 10 of this agenda). Attached is the list of the proposed advisory committees with a description of their responsibilities (see January 2013 Commission Advisory Committee Descriptions, attached). The current membership is reflected below:

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<sup>1</sup> If the committees are limited to two members and purely advisory in nature, then the committee meetings are not subject to the provisions of the Bagley-Keene Open Meeting Act (Bagley-Keene)(Government Code, § 11121(c).) However, if a committee is delegated any authority of the full body and exercises that authority, then the meetings of its members must be publicly noticed and accessible pursuant to Bagley-Keene. (Govt. Code, § 11121(b).) Consistent with current practice, staff is not recommending that any advisory committee carry any delegated authority.

ADVISORY COMMITTEE DESCRIPTION

Standing Committees	
<i>Executive</i>	<ul style="list-style-type: none"> <li>Jennifer Kent, Chair</li> <li>Patrick Duterte, Vice Chair</li> </ul>
<i>Public Education and Outreach</i>	<ul style="list-style-type: none"> <li>Joyce Iseri</li> <li>Magdalena Carrasco</li> </ul>
<i>Legislation</i>	<ul style="list-style-type: none"> <li>Conway Collis</li> <li>Casey McKeever</li> </ul>
<i>Research and Evaluation</i>	<ul style="list-style-type: none"> <li>Joyce Iseri</li> <li>Patrick Duterte</li> </ul>
<i>Program</i>	<ul style="list-style-type: none"> <li>Kathryn Icenhower</li> <li>Casey McKeever</li> </ul>
<i>Fiscal</i>	<ul style="list-style-type: none"> <li>_____</li> <li>_____</li> </ul>
Ad Hoc Committees	
<i>Strategic Planning</i>	<ul style="list-style-type: none"> <li>_____</li> <li>_____</li> </ul>

**STAFF RECOMMENDATION**

Staff recommends the Commission review the membership and descriptions of the advisory committees, and approve appointments to each.

**Attachment**

- January 2013 Commission Advisory Committee Descriptions



**COMMISSION ADVISORY COMMITTEE DESCRIPTIONS**  
**January 2013**

<b>Standing Committees</b>	
<i>Executive</i>	Reviews and develops Commission meeting agendas, and provides guidance on significant administrative issues and staff activities. Consists of the Commission Chair and Vice Chair. Staffed by the Executive Director.
<i>Public Education and Outreach</i>	Reviews public education and outreach campaigns carried out under Proposition 10, and provides guidance to staff regarding effective communication strategies for hard-to-reach and low-income parents and families of young children. Staffed by the External and Governmental Affairs Deputy Director.
<i>Legislation</i>	Reviews and provides guidance on legislation and budget items within the Commission’s subject matter jurisdiction, including the statutory purposes of Proposition 10 and policies and programs affecting early childhood care and education. Staffed by the External and Governmental Affairs Deputy Director.
<i>Research and Evaluation</i>	Reviews and provides guidance on the Commission’s research and evaluation agenda, consistent with the statutory requirements of Proposition 10, the Commission’s <i>Guiding Principles</i> and the <i>Guidelines for Implementing the Children and Families Act</i> , including studies on early education workforce, high quality preschool, early literacy, and parent interventions. Staffed by the Deputy Director of Results and Evaluation.
<i>Program</i>	Reviews and provides guidance on the Commission’s program agenda, which includes the development and implementation of Signature Programs designed for children, parents, and the early learning workforce, ensuring that the Commission’s <i>Principles on Equity</i> are incorporated in all of First 5 California programs. Staffed by the Deputy Director of the Program Management Division.
<i>Fiscal</i>	Reviews and provides guidance on the fiscal management of First 5 California, including revenue and expenditure projections, and the use of sound accounting principles in the development of budgets and financial statements. Staffed by the Executive Director.

<b>Ad Hoc Committees</b>	
<i>Strategic Planning</i>	Participates in the development of the 2013 strategic plan, reviewing input from staff, county commissions and stakeholders. Provides guidance to staff and the strategic planning consultant. Briefs the Commission on the status of the planning process and presents the draft plan to the Commission for approval. The appointment of the committee will sunset when the strategic plan is approved by the Commission. Staffed by the Executive Director.